



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

09 NOVEMBER 2020

DIVISION MEMORANDUM
 No. 291 s. 2020

**CONSTITUTION OF PRIME-HRM (PROGRAM TO INSTITUTIONALIZE
 MERITOCRACY AND EXCELLENCE IN HUMAN RESOURCE MANAGEMENT)
 COMMITTEES**

To: OIC - Assistant Schools Division Superintendent
 Chief Education Supervisors
 Heads, Unit/Section
 All Others Concerned

1. In reference to Civil Service Commission (CSC) Resolution No. 1200241 dated February 2012 which states that the CSC as the central personnel agency of the government is mandated by the Constitution to establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the service, the SDO Tayabas commits to the same mandate.
2. It shall strengthen the merit and rewards system, integrate all human resource development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability, all covered in Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM).
3. The PRIME-HRM entails greater engagement not just of the human resource management officer (HRMO) but also of the officials and the rank-and-file employees of the agency. Thus, the necessity to constitute the committees to realize the aims of the said program.
4. Attached is the Constituted Committees with Terms of Reference (TOR), which has been earlier agreed upon by all concerned. Chairpersons may freely involve other members other than those already enlisted; they shall work collaboratively and or independently, to satisfy CSC requirements, per HR system.
5. Wide dissemination and strict compliance of this memorandum is desired.

ANIANO M. GAYON, CESO V
 Schools Division Superintendent

Encl.:
 As stated



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Enclosure 1

**COMPOSITION OF PRIME-HRM (Program to Institutionalize Meritocracy and Excellence in Human Resource Management) IN
SDO TAYABAS**

Over-all Chairperson – SDS Aniano M. Ogayon, CESO V

Over-all Co-Chairperson – ASDS Maylani L. Galicia

COMMITTEE ON RECRUITMENT, SELECTION, AND PLACEMENT (RSP)

Persons-in-Charge	TERMS OF REFERENCE
Chairperson: Conrado C. Gabarda	<ul style="list-style-type: none">• Sets the strategic direction to guide and direct the activities of the committee• Leads the creation of the Human Resource Management Personnel Selection Board (HRMPSB) with additional functions to address RSP needs (e.g. customized screening criteria, guidelines and tools)• Leads in the preparation of Staffing Plan• Ensures the effective management of the activities of the committee as per principles, objectives, and values of CSC• Recommends contextualized policy and guidelines on RSP, to Head of Office (HOA), based on findings and analysis submitted by Co-Chairperson and members
Co-Chairperson: Josefina R. Oabel	<ul style="list-style-type: none">• Works collaboratively with the chairperson in the creation of the HRMPSB• Prepares and or Monitors implementation of:<ul style="list-style-type: none">✓ Merit Promotion & Selection Plan (MPSP) customized to CSC requirements✓ Specific Guidelines on Equal Employment Opportunity Principle (EEOP) [either included in MPSP or in a document signed by HOA]• Leads in the consolidation of Time-around Time (TAT) Report with cost of sourcing (per position/publication) (accomplished form should contain date of publication, position, no. of days to fill, cost)• Prepares findings and analysis and submit the same chairperson for policy enhancements relative to TAT Report



	<ul style="list-style-type: none"> • Coordinates with the chairperson of the Information and Communications Technology (ICT) in the development and use of Computer-based system in maintaining RSP data • Leads in the crafting and or monitoring of RSP Process Flow (includes timelines & responsibility centers) • Leads in the consolidation of: <ul style="list-style-type: none"> ✓ Minutes of HRMP SB meetings deliberations/Resolutions ✓ Comparative Assessment Report ✓ Selection Criteria (for the different positions) ✓ Profile of Applicants • Prepares findings and analysis and submit the same to the chairperson for review and policy enhancements relative to the previously mentioned documents (i.e. minutes, CAR, profile of applicants) • Works collaboratively with the chairperson in the preparation of Staffing Plan • Leads in the preparation and implementation of: <ul style="list-style-type: none"> ✓ Annual Recruitment Plan (ARP) based on anticipated vacancies ✓ Documents that show posting in other appropriate publication modes ✓ EEOP statement reflected on other appropriate publication modes • Lead in the preparation of: <ul style="list-style-type: none"> ✓ Documented Selection Criteria based on updated Position Description Form (PDF)/Job Description (JD) and approved/prescribed QS (specific to the position to be filled) ✓ Documents showing that assessment & selection process uses appropriate additional tools to evaluate candidate's functional/ technical qualifications for the job and structured background investigation for short-listed candidates ✓ Documents/Photos showing that auxiliary aids and services are available to applicants with special needs (Persons with Disability, Pregnant Women, etc.) during assessment and selection ✓ Documentation on Basic Orientation Program (for newly hired including transferees/promoted employees)
<p>Members:</p> <p>Mildred Galleno</p>	<ul style="list-style-type: none"> • Assist co-chairperson in preparing and monitoring of the utilization of plans and guidelines • Serve as the secretariat during meetings and conduct of activities, and or in the preparation of reports with findings and analysis • Serve as member of the Technical Working Group for the work processes relative to RSP



Ferex O. Zafranco
Grasiela L. Hernandez
Kathleen J. Dazo
Jennelyn M. Mirandilla

COMMITTEE ON LEARNING AND DEVELOPMENT (L&D)

Persons-in-Charge	TERMS OF REFERENCE
Chairperson: Edwin R. Rodriguez	<ul style="list-style-type: none"> • Sets the strategic direction to guide and direct the activities of the committee • Leads in creation of the Human Resource Development Committee (HRDC) with additional functions to address specific L & D needs • Ensures the effective management of the activities of the committee as per principles, objectives, and values of CSC • Recommends contextualized policy and guidelines on L & D, to Head of Office (HOA), based on findings and analysis submitted by Co-Chairperson and members
Co-Chairperson: Fideliza V. Luces	<ul style="list-style-type: none"> • Works collaboratively with the chairperson in the creation of the HRDC • Implements L & D policies and/or processes customized to DepEd requirements and include specific guidelines on the application of Equal Opportunity Principle • Leads in the preparation of L&D Tracking Reports and utilize data (i.e. to improve the system on: <ul style="list-style-type: none"> ✓ Percentage of employees provided L & D intervention (ie., compliance with required 1 HR intervention per employee) ✓ Budget utilization ✓ Participants' feedback on conduct of L & D interventions (Level 1 Evaluation)

	<ul style="list-style-type: none"> • Prepares Findings and Analysis and submit the same to the chairperson & for policy enhancements generated from tracking reports • Coordinates with the chairperson of Information and Communications Technology (ICT) in the development and implementation of computer-based system to maintain L & D data and documents • Leads in the development and utilization of documentation and records on: <ul style="list-style-type: none"> ✓ L & D process flow ✓ System review data on L & D efficiency ✓ System implementation (e.g., HRDC Recommendations, L & D documentation and reports, etc.) ✓ Learning Service Provider (LSP) management system (e.g. profile of internal and external resource persons) • Leads in the development and implementation of Annual L & D Plan based on needs assessment of employees regardless of gender, civil status, age, disability, ethnicity, etc. • Prepares documentation L & D evaluation tools/processes to assess participants' acquisition of learning vis-à-vis learning objectives (i.e. Level 2 or Learning Level evaluation) • Leads in the preparation and implementation of Training Design process and Training Activity Plan (TAP) that involves developing terminal and session objectives aligned with validated learning needs of targeted learners • Develops customized learning materials and training aids to support delivery of L & D programs • Prepares documentation on: <ul style="list-style-type: none"> ✓ L & D interventions executed, monitored, and evaluated based on TAP <p>Develop and monitor the utilization of guidelines in identifying, monitoring and evaluating the efficiency and effectiveness of L&D service providers</p>
<p>Members:</p> <p>Richelle F. Quintero</p> <p>Luzviminda E. Saldares</p> <p>Maria Corazon A. Borbon</p> <p>Joan Kathleen T. Brizuela</p>	<ul style="list-style-type: none"> • Assist co-chairperson in preparing and monitoring of the utilization of plans and guidelines • Serve as the secretariat during meetings and conduct of activities, and or in the preparation of reports with findings and analysis • Serve as members of the Technical Working Group for the work processes relative to L&D

Nicole May Lagar

COMMITTEE ON PERFORMANCE MANAGEMENT (PM)

Persons-in-Charge	TERMS OF REFERENCE
Chairperson: Marife O. Lagar	<ul style="list-style-type: none"> • Sets the strategic direction to guide and direct the activities of the committee • Leads in creation of the Performance Management Team (PMT) that performs additional functions to address specific PM needs (e.g. formulate customized criteria, guidelines, and tools for setting performance standards) • Leads in the preparation of summary reports and use data on: <ul style="list-style-type: none"> ✓ signed DPCR/OPCR/IPCR forms ✓ schedules and actual submission of targets & accomplishments • Leads in the development and utilization of documentation and records on: <ul style="list-style-type: none"> ✓ PM process flow ✓ Table of Major Final Outputs (MFOs) ✓ Table of Success Indicators (SIs) ✓ PMT Minutes of Meetings ✓ Calibration results ✓ Accomplished Individual Development Plans (IDPs) • Leads the individual target-setting process (guided by performance standards agreed upon by managers/supervisors and employees) • Leads the development and monitoring of utilization of a process for establishing/clarifying specific performance standards for individual positions vis-à-vis unit • Leads the development and monitoring of the utilization of a process for accomplished performance monitoring form (daily/weekly/monthly/quarterly) that managers/supervisors and employees use • Leads the development and monitoring of utilization of a performance coaching mechanism that is linked to performance tracking



	<ul style="list-style-type: none"> • Leads the development and monitoring utilization of individual performance review and evaluation process that involves validation of employee's self-rating by managers/supervisors based on documented accomplishments • Leads the development and monitoring of utilization of a customized process for reviewing performance assessments to ensure agreed performance standards have been applied • Ensures the effective management of the activities of the committee as per principles, objectives, and values of CSC • Recommends contextualized policy and guidelines on PM, to Head of Office (HOA), based on findings and analysis submitted by Co-Chairperson and members
Co-Chairperson: Benjamin Millares	<ul style="list-style-type: none"> • Develops and monitors utilization of Performance Management (PM) policies and/or processes customized to Agency's requirements and include specific guidelines in the application of EOP • Works collaboratively with the chairperson in the creation of the PMT • Works collaboratively with the chairperson in the preparation of summary reports and use data on: <ul style="list-style-type: none"> ✓ signed DPCR/OPCR/IPCR forms ✓ schedules and actual submission of targets & accomplishments • Leads in the findings and analysis based on generated data on previously mentioned reports • Coordinates with the chairperson of the Information and Communications Technology (ICT) in the development and utilization of computer-based system to maintain PM documents • Works collaboratively with the chairperson in the development and utilization of documentation and records on: <ul style="list-style-type: none"> ✓ PM process flow ✓ Table of Major Final Outputs (MFOs) ✓ Table of Success Indicators (SIs) ✓ PMT Minutes of Meetings ✓ Calibration results ✓ Accomplished Individual Development Plans (IDPs) • Works collaboratively with the chairperson in: <ul style="list-style-type: none"> ✓ individual target-setting process (guided by performance standards agreed upon by managers/supervisors and employees) ✓ the development and monitoring of the utilization of a process for establishing/clarifying specific performance standards for individual positions vis-à-vis unit ✓ the development and monitoring of the utilization of a process



	<p>for accomplished performance monitoring form (daily/weekly/monthly/quarterly) that managers/supervisors and employees use</p> <ul style="list-style-type: none"> ✓ the development and monitoring of the utilization of a performance coaching mechanism that is linked to performance tracking ✓ the development and monitoring of utilization of individual performance review and evaluation process that involves validation of employee's self-rating by managers/supervisors based on documented accomplishments ✓ the development and monitoring of utilization of a customized process for reviewing performance assessments to ensure agreed performance standards have been applied <ul style="list-style-type: none"> • Consolidate Accomplished Individual Development Plan (IDP) (signed by employee and supervisor) that discusses/documents employee's development areas and recommend interventions
<p>Members:</p> <p>Agnes M. Luzadas</p> <p>Diana Tan</p> <p>Generosa Zubieta</p> <p>Joseph Jay Aureada</p>	<ul style="list-style-type: none"> • Assist co-chairperson in preparing and monitoring of the utilization of plans and guidelines • Serve as the secretariat during meetings and conduct of activities, and or in the preparation of reports with findings and analysis • Serve as members of the Technical Working Group for the work processes relative to PM

COMMITTEE ON REWARDS AND RECOGNITION (R&R)

Persons-in-Charge	TERMS OF REFERENCE
Chairperson: Imelda C. Raymundo	<ul style="list-style-type: none"> • Sets the strategic direction to guide and direct the activities of the committee • Leads the creation of the Program on Awards and Incentives for Service Excellence (PRAISE) Committee with additional functions to address R&R needs (e.g. customized screening criteria, guidelines and tools)



	<ul style="list-style-type: none"> Ensures the effective management of the activities of the committee as per principles, objectives, and values of CSC Recommends contextualized policy and guidelines on R&R, to Head of Office (HOA), based on findings and analysis submitted by Co-Chairperson and members
Co-Chairperson: Luzviminda E. Saldares	<ul style="list-style-type: none"> Prepares R & R (based on PRAISE) policies and/or processes customized to DepEd's requirements and include specific guidelines in the application of EOP Works collaboratively in the creation of the R & R (PRAISE) Committee Leads the development of a tracking system for: <ul style="list-style-type: none"> the efficiency of R & R processes and uses data to improve system the Annual R & R budget utilization vis-à-vis R & R implemented programs Prepares Findings and Analysis and submit the same to chairperson for policy enhancements Coordinates with the chairperson of Information and Communications Technology in the development and utilization of computer-based system to maintain R & R documents Leads in the development and utilization of: <ul style="list-style-type: none"> R & R process flow (with timelines & responsibility centers) Minutes of R & R Committee meetings deliberations/Recommendations Comparative Assessment Data Selection Criteria Annual PRAISE Report Database of Awardees Develops and implements customized annual R & R plans and programs, which indicates budget for each program/activity Prepares documentation on planned and on the spot incentives and recognition (both monetary and non-monetary) for innovative ideas and exemplary behaviour of employees Develops and implements screening and selection criteria and processes (Announcements/Notices, etc.) for customized R & R programs, consistent with EOP
Members: Louie Fulleo	<ul style="list-style-type: none"> Assists co-chairperson in preparing and monitoring of the utilization of plans and guidelines Serves as the secretariat during meetings and conduct of activities, and or in the preparation of reports with findings and analysis Serves as members of the Technical Working Group for the work processes relative to R&R

Jerome Chavez

COMMITTEE ON INFORMATION AND COMMUNICATIONS TECHNOLOGY

Persons-in-Charge	TERMS OF REFERENCE
Chairperson: Kendrick C. Cabriga	<ul style="list-style-type: none"> • Sets the strategic direction (plans and guidelines) to guide and direct the activities of the committee • Leads the creation of the Information and Communications Technology Team for PRIME-HRM with additional functions to address PRIME-HRM needs • Coordinates with the chairpersons of each of the 4 Core HR Systems in developing ICT-enabled system • Ensures the effective management of the activities of the PRIME-HRM committees (RSP, L&D, PM, and R&R), through the use of ICT-enabled system, as per principles, objectives, and values of CSC • Recommends contextualized policy and guidelines on the development and utilization of ICT to enhance PRIME-HRM System and Practices and competencies of all involved in PRIME-HRM, to Head of Office (HOA), based on findings and analysis submitted by Co-Chairperson and members
Co-Chairperson: Christian Bables	<ul style="list-style-type: none"> • Supports chairperson in the development, implementation, monitoring of effectiveness and efficiency of ICT-enabled system to enhance the 4 Core HR Systems and Competencies of all concerned • Prepares findings and analysis on the utilization of the ICT system and submit the same to the chairperson for policy enhancement
Members: Natalio Panganiban Juanito Domirez	<ul style="list-style-type: none"> • Assist co-chairperson in preparing and monitoring of the utilization of plans and guidelines • Serves as the secretariat during meetings and conduct of activities, and or in the preparation of reports with findings and analysis • Serves as members of the Technical Working Group for the work processes relative to the functions of the committee



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COMMITTEE ON INTERNAL AUDIT

Persons-in-Charge	TERMS OF REFERENCE
Chairperson: Sancho C. Calatrava	<ul style="list-style-type: none"> • Sets the strategic direction (plans and guidelines) to guide and direct the activities of the committee • Leads the creation of the Audit Team with additional functions to address PRIME-HRM needs (e.g. customized guidelines and tools) • Leads in the preparation of Audit Plan • Ensures the effective management of the activities of the committee as per principles, objectives, and values of CSC • Recommends contextualized policy and guidelines on PRIME-HRM, to Head of Office (HOA), based on findings and analysis submitted by Co-Chairperson and members
Co-Chairperson: Maria Corazon A. Borbon	<ul style="list-style-type: none"> • Leads the self-assessment for the 4 Core HR System using CSC Assessment Tool • Submit analysis and findings for actual CSC accreditation • Supports chairperson in the implementation of plans and guidelines
<p>Members:</p> <p>Georgia P. Talabong</p> <p>Edna Eclavea</p> <p>Sherwin Quesea</p> <p>Jeannette Buera</p> <p>Elizabeth Pastrana</p>	<ul style="list-style-type: none"> • Assist co-chairperson in preparing and monitoring of the utilization of plans and guidelines • Serve as the secretariat during meetings and conduct of activities, and or in the preparation of reports with findings and analysis • Serve as members of the Technical Working Group for the work processes relative to the functions of the committee