



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

03 DEC 2020

DIVISION MEMORANDUM

No. 338 s. 2020

CHASING TRANSFORMATION THROUGH PRIME-HRM (PHASE II)

To: OIC - Assistant Schools Division Superintendent
 Chief Education Supervisors
 Heads, Unit/Section
 Heads, Public Elementary and Secondary Schools
 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. In line with this, a two-day training-workshop shall be conducted on **December 17-18, 2020**, on a face-to-face and virtual meeting. Specifically, it aims to:
 - a. orient teaching and non-teaching personnel on the guidelines and requirements for promotion and for Equivalent Record Form (ERF);
 - b. make an assessment on the existing evidence requirements of the 4 Core HR System; and
 - c. plan for the next action to take relative to PRIME-HRM
4. Day 1 shall be participated by the PRIME-HRM Core Group Members and select K to 12 teachers and non-teaching personnel, to be identified by the officers of the teaching and non-teaching organizations and associations and by the School Heads of all elementary and secondary schools while Day 2 shall be attended by the Core Group Members of the PRIME-HRM.
5. Participants on face-to-face meeting are advised to come to the SDO Main Building before 8:00 A.M and to observe minimum health standards issued by DepEd, consistent with the guidelines of the Department of Health, the Inter-Agency Task Force for the Management of Emerging Infectious Diseases and the Office of the President, while participants to join virtually are advised to log-in before 8:00. Link will be provided a day before the conduct.
6. Attached are the Program Matrix, the List of Participants (Core Group), and the Technical Working Committee (TWC), with their respective Terms of Reference.



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7. Wide dissemination and strict compliance of this memorandum is desired.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent

Enc. As stated.



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Enclosure 1

Program Matrix

CHASING TRANSFORMATION THROUGH PRIME-HRM (PHASE II)

December 17-18, 2020

Day 1 (Dec. 17)	Day 2 (Dec. 18)
Attendance/Roll Call	
8:00 – 8:30 Opening Program	8:00 – 8:15 Management of Learning
8:30 – 9:30 Civil Service Commission (CSC) of the Philippines Division Human Resource Management OIC-ASDS Maylani L. Galicia	8:15 -9:00 Presentation of the List of Evidence Requirements for the 4 Core HR System AO V Conrado C. Gabarda
9:30 – 10:30 Legal Bases, CSC Rules, CSC Memoranda, and CSC Circular relevant to appointment AO V Conrado C. Gabarda	9:00 – 9:30 Presentation of the actual practice (Recruitment, Selection, and Placement) AO V Conrado C. Gabarda
10:30 – 10:45 HEALTHY BREAK	9:30 – 10:00 Presentation of the actual practice (Learning and Development) SGOD Chief Edwin R. Rodriguez ** with Working Break
10:45 – 12:00 Basic requirements, criteria and indicators for evaluation for the different positions HRMO Josefina R. Oabel	10:00 – 10:30 Presentation of the actual practice (Performance Management) PO Marife O. Lagar
12:00 – 1:00 LUNCH BREAK	10:30 – 11:00 Presentation of the actual practice (Rewards and Recognition) CID Chief Imelda C. Raymundo
1:00-2:00 Basic requirements, criteria and indicators for evaluation for the different positions HRMO Josefina R. Oabel	11:00 – 11:30 Presentation of where the SDO is in terms of Information and Communications Technology ITO Kedrick C. Cabriga
2:00-3:30 Guidelines and requirements of Equivalents Record Form (ERF) HRMO Josefina R. Oabel	11:30 – 12:00 Presentation of Strategic Direction of the Audit Team in terms of PRIME-HRM EPS Sancho C. Calatrava
3:30 – 4:30	1:00 – 4: 00



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Open Forum for Clarification Moderator: Jojo J. Oabel	Workshop on the preparation of evidence requirements for the 4 Core HR System Facilitator: Luzviminda E. Saldares
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Enclosure 2

List of Participants

CHASING TRANSFORMATION THROUGH PRIME-HRM (PHASE II)

December 17-18, 2020

No.	NAME	SEX
1	ANIANO M. OGAYON, CESO V	M
2	MAYLANI L. GALICIA	F
3	CONRADO C. GABARDA	M
4	EDWIN R. RODRIGUEZ	M
5	MARIFE O. LAGAR	F
6	IMELDA C. RAYMUNDO	F
7	KENDRICK C. CABRIGA	M
8	SANCHO C. CALATRAVA	M
9	JOSEFINA R. OABEL	F
10	FIDELIZA V. LUCES	F
11	BENJAMIN MILLARES	M
12	LUZVIMINDA E. SALUDARES	F
13	CHRISTIAN BABLES	M
14	MARIA CORAZON A. BORBON	F
15	GENER C. DELOS REYES	M
16	JOY BUBAN-GO	F
17	INGRID PALAD	F
18	JOJO J. OABEL	M
19	RHEA MARANO	F
20	JOHN BENEDICT M. AGUERRA	M
21	MILDRED GALLENO	F
22	FEREX O. ZAFRANCO	F
23	GRASIELA L. HERNANDEZ	F
24	KATHLEEN J. DAZO	F
25	JENNELYN M. MIRANDILLA	F
26	RICHELLE F. QUINTERO	F
27	JOAN KATHLEEN T. BRIZUELA	F
28	AGNES M. LUZADAS	F
29	DIANA TAN	F
30	GENEROSA ZUBIETA	F
31	JOSEPH JAY U. AUREADA	M
32	LOUIE FULLEDO	M
33	JEROME CHAVEZ	M



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34	NATALIO PANGANIBAN	M
35	JUANITO DOMIREZ	M
36	GEORGIA P. TALABONG	F
37	EDNA ECLAVEA	F
38	SHERWIN QUESEA	M
39	JEANETTE BUERA	F
40	ELIZABETH PASTRANA	F
41	KEVIN RAMIRO	M

Note: Teaching and Non-Teaching Personnel from the elementary and secondary schools shall be identified by the officers of personnel associations and by the school heads, who are to join virtually.

Enclosure 3

**CHASING TRANSFORMATION THROUGH PRIME-HRM (PHASE II)
December 17-18, 2020**

TECHNICAL WORKING COMMITTEE/ TERMS OF REFERENCE

Over-all Chairperson: Aniano M. Ogayon, CESO V
Co- chairpersons: Maylani L. Galicia
Dr. Edwin R. Rodriguez

Committee	Person/s In-charge	Terms of Reference
L&D Management	Fideliza V. Lucas, Luzviminda E. Saldares	<ul style="list-style-type: none"> Plan the conduct of the program Prepare Training Design and Training Package Coordinate with Top Management regarding the activity Manage the conduct of L&D. Gather data and information and analyze come up with recommendations for endorsement to SGOD Chief. Monitor and evaluate the conduct of L&D and analyze data gathered from QATAME Prepare and submit complete report (narrative report) to SGOD Chief
Planning	Marife R. Lagar	<ul style="list-style-type: none"> Plot the schedule of the activity.
Resource Speakers/Facilitators	<p>Day 1 Speakers ASDS Maylani L. Galicia AO V Conrado C. Gabarda HRMO Josefina R. Oabel</p> <p>Day 2 Presenters AO Conrado C. Gabarda</p>	<ul style="list-style-type: none"> Lead the discussion of topics Facilitate workshop



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	SGOD Chief Edwin R. Rodriguez PO Marife Lagar CID Chief Imelda C. Raymundo ITO Kendrick Cabriga EPS Sancho Calatrava	
Logistics/Certificate	Jerome Javin	<ul style="list-style-type: none"> • Prepares logistics and other resources needed in the implementation of the learning and Development • Prepares the Certificate
Technical	Jayron Baer	<ul style="list-style-type: none"> • Prepares/ collects and take charge in playing audio-visual presentations and material to be used during the activity. • Manages unexpected system glitches
QAME	Maria Corazon Borbon	<ul style="list-style-type: none"> • Prepares evaluation tool and conducts QATAME and gathers feedback
Moderator	Day 1 – Jojo J. Oabel Day 2 – Luzviminda E. Saludaes	<ul style="list-style-type: none"> • Coordinates with the Program Proponent regarding the contents and flow of the activity • Hosts the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> • Present Agenda outline • Discuss relevant session protocol. • Moderate Q&A sessions • Close out training-workshop
Budget and Finance Committee	Benjamin Millares & Agnes M. Luzadas	<ul style="list-style-type: none"> • Ensure the availability of fund • Allocate fund when appropriate • Provide oversight fiscal management and guidance in the conduct of the workshop
Support Staff	Kevin Ramiro	<ul style="list-style-type: none"> • Assists in-charge of logistics in the provision of food, supplies, etc. • Ensures that the training venue is safe and that participants strictly adhere to minimum health standards



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