



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 152 s. 2022

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
OSDS Section Heads  
All Others Concerned

FROM :   
FELIX ROMY A. TRIAMBULO, CESO V  
Schools Division Superintendent

SUBJECT: SUBMISSION OF PRIME-HRM ACTION PLAN

DATE : April 5, 2022

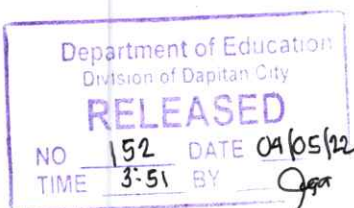
Relative to the Orientation on PRIME-HRM conducted last March 18, 2022, all focal persons of the different pillars are hereby advised to submit the soft copy of the Action Plans for each HR Systems (Recruitment, Selection and Placement, Learning and Development, Performance Management and Rewards and Recognition).

Please submit the soft copy to Dr. Michelle V. Torres not later than April 13, 2022. The Action Plan Template is attached as Enclosure 1.

Below is the assigned team leaders for each of the HR Systems:

HR System	Team Leader
Recruitment, Selection and Placement	Amethyst Faith O. Diao
Learning and Development	Michelle V. Torres
Performance Management	Cynthia O. Dalman
Rewards and Recognition	Vicente Ramon V. Suarez II

For information, guidance and compliance of all concerned.



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Enclosure 1.

**Action Plan**  
**AGENCY**  
For PRIME-HRM Target Maturity Level 2

**Step 1: Stating the Goal (GOAL)**

What is the Purpose of this Agency Action Plan?



**Step 2: Determining the Current State (Reality)**

What is your current Maturity Level based on the Assessment Results?



*RSP:* *PM:*  
*L&D:* *R&R:*

What Maturity Level do you want to target for?



**Current State Review & Target HR System**

Identify your strengths and opportunities for improvement.



*Strengths:*  
*Opportunities for Improvement:*

For HR systems we need to improve on, which one/s do you now want to prioritize taking into consideration your Agency Mandate? Why










Of the target HR system, which areas (systems, practices and/ or competencies) do you want to focus on? Why?



**Step 3: MAPPING OUT THE ACTION STEPS (Options & Way Forward)**

<b>Recommended Action Steps</b> based on Assessment Tool Results & Report & as determined by Agency Stakeholders	<b>Detailed Activities</b> <i>What Will Be Done?</i>	<b>Responsibilities</b> <i>Who Will Do It?</i>	<b>Timeline</b> <i>By When?</i> (Day/Month)	<b>Success Indicators</b> (How will you know making progress benchmarks? determine that you reached? What are
<b>Recruitment, Selection and Placement (RSP)</b>				
<b>Pillar 1: Governance</b>				
Action Step 1:				➤
Action Step 2:				➤

<b>Pillar 1:</b> <b>Action Step 3:</b>			
<b>Action Step 4:</b>			
<b>Pillar 2: Talent Planning</b> <b>Action Step 1:</b>			
<b>Pillar 3: Talent Sourcing</b> <b>Action Step 1:</b>			
<b>Pillar 4: Talent Planning &amp; Placement</b> <b>Action Step 1:</b>			
<b>Action Step 2:</b>			
<b>Action Step 3:</b>			

Action Step 4:				
Action Step 5:				
Recommended Action Steps based on Assessment Tool Results & Report & as determined by Agency Stakeholders	Detailed Activities <i>What Will Be Done?</i>	Responsibilities <i>Who Will Do It?</i>	Timeline <i>By When? (Day/Month)</i>	Success Indicators <i>(How will you know making progress? benchmarks? determine that you reached? What are</i>
<b>Performance Management (PM)</b>				
<b>Pillar 1: Governance</b>				
Action Step 1:				
Action Step 2:				

<p><b>Action Step 3:</b></p>			
<p><b>Action Step 4:</b></p>			<p>➤</p>
<p><b>Pillar 2: Planning and Commitment</b></p>			<p>➤</p>
<p><b>Action Step 1:</b></p>			
<p><b>Pillar 3: Monitoring and Coaching</b></p>			
<p><b>Action Step 1:</b></p>			
<p><b>Action Step 2:</b></p>			
<p><b>Action Step 3:</b></p>			
<p><b>Pillar 4: Performance Review and Evaluation</b></p>			
<p><b>Action Step 1:</b></p>			

<b>Pillar 5: Development Planning</b>				
<b>Action Step 1:</b>				
<b>Action Step 2:</b>				
<b>Recommended Action Steps</b> based on Assessment Tool Results & Report & as determined by Agency Stakeholders	<b>Detailed Activities</b> What Will Be Done?	<b>Responsibilities</b> Who Will Do It?	<b>Timeline</b> By When? (Day/Month)	<b>Success Indicators</b> (How will you know making progress benchmarks? determine that you reached? What are
<b>Learning &amp; Development (L&amp;D)</b>				
<b>Pillar 1: Governance</b>				
<b>Action Step 1:</b>				
<b>Action Step 2:</b>				

<b>Action Step 3:</b>				
<b>Pillar 2: Planning and Monitoring and Evaluation</b>				
<b>Action Step 1:</b>				
<b>Action Step 2:</b>				
<b>Action Step 3:</b>				



<b>Recommended Action Steps</b> <small>based on Assessment Tool Results &amp; Report &amp; as</small>	<b>Detailed Activities</b> <i>What Will Be Done?</i>	<b>Responsibilities</b> <i>Who Will Do It?</i>	<b>Timeline</b> <i>By When?</i> <i>(Day/Month)</i>	<b>Success I</b> <small>(How will you know making progress benchmarks? determine that you reached? What are</small>
<b>Pillar 3: Execution</b> <b>Action Step 1:</b>				▶
<b>Action Step 2:</b>				▶
<b>Action Step 3:</b>				▶

determined by Agency Stakeholders

**Rewards & Recognition (R&R)**

**Pillar 1: Governance**

Action Step 1:

Action Step 2:

**Pillar 2 – Planning**

Action Step 1:




Action Step 2:

Action Step 3:

Action Step 4:

Resources: Identify the following:

Resources Available:

<ul style="list-style-type: none"> <li>• Resources Available</li> <li>• Resources Needed (financial, human, political &amp; other)</li> </ul>		<p><b>Resources Needed:</b></p>
<p><b>Potential Barriers</b></p> <ul style="list-style-type: none"> <li>• What individuals or organizations might resist your plan of action?</li> <li>• How?</li> </ul>		
<p><b>Communication Plan</b></p> <ul style="list-style-type: none"> <li>• Who is involved?</li> <li>• What methods?</li> <li>• How often?</li> </ul>		<p><i>Who is involved?</i></p> <p><i>What methods?</i></p>
<p><b>Step 4: NEXT STEPS (WRAP UP)</b></p>		
<p><b>Date of Next Process Consulting Session:</b></p>		
<p><b>Agenda for Next Process Consulting Session:</b></p>		
<p><b>Tasks to be achieved prior to next Process Consulting Session</b></p>	<p><b>Persons/ Responsible</b></p>	
<ol style="list-style-type: none"> <li>1. Output on all four (4) core areas of HR systems</li> <li>2. Submit list of required evidences on RSP, PM, R&amp;R and L&amp;D</li> </ol>		
<p><b>Name</b></p>	<p><b>Signature</b></p>	
<p>Prepared by:</p>		

Assisted by:			
Approved by:			
Date of Assistance by CSC:			