



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

MEMORANDUM

No. 366, s. 2022

To: OIC, Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Section/Unit Heads
All concerned Division Office personnel

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

Subject: RECONSTITUTION OF PRIME –HRM WORKING COMMITTEE

Date: September 12, 2022

1. In compliance with CSC MC No. 24, s. 2016 re: Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) and as part of continuous improvement of the Quality Management System in the Division, this office hereby reconstitutes the new composition of the PRIME-HRM Working Committee, to wit:

Overall Chair: Felix Romy A. Triambulo, CESO V
Schools Division Superintendent

Vice-Chair: Rosalio B. Conturno, Jr., PhD
OIC- Asst. Schools Division Superintendent

Members: Sherlito E. Sagapsapan
Chief, SGOD

Ella Grace M. Tagupa
Chief, CID

Olga P. Miranda
Accountant III

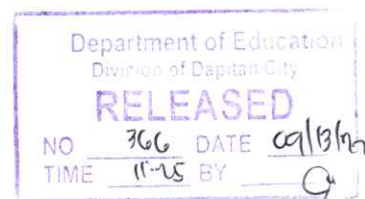
Rosa Belinda P. Gemperoso
Admin. Officer V (Budget)

Geordito T. Olario
Admin, Officer V (Admin. Svcs.)

Lauriel A. Balucan
ITO I

Secretary: Junry B. Onganiza
Administrative Officer II

PRIME-HRM Focal Person: Cynthia O. Dalman
Administrative Officer IV





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PRIME-HRM Alternate Focal Person: Michelle V. Torres
Senior Education Program Specialist (HRD)

Sub-Committees:

Recruitment, Selection and Placement

Chair: Cynthia O. Dalman
Members: Jhonalyn D. Macapañas
Charmaine Marie S. Cagandahan
Amythyst Faith O. Diao
Secretary: Junnefe C. Jaralve

Learning and Development:

Chair: Michelle V. Torres
Members: Riza A. Penaso
Grace B. Elumbaring
Nerissa T. Luang
Secretary: Lora Wenella M. Amores

Performance Management System:

Chair: Nancy T. Tendero
Members: Welgae R. Adriatico
Ma. Chona B. Rosales
Marie D. Medija
Secretary: Jidelle G. Garcia

Rewards and Recognition:

Chair: Vicente Ramon V. Suarez II
Members: Ritchel Q. Abila
Enierose C. Tome
Maribel C. Eldian
Secretary: Cyver O. Dalman

- Overall Committee members shall provide direction and necessary technical assistance, ensure timeliness is met, and monitor all preparatory activities needed for the implementation of PRIME-HRM.
- The Focal Person shall document the PRIME-HRM systems and processes and exhibits as prescribed in the PRIME-HRM Enhance Maturity Level Indicators, and coordinate with the Civil Service Commission on matters about PRIME-HRM



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4. Timeline of Activities

DATE	ACTIVITY	IN-CHARGE
September 26, 2022	Presentation of Results of the Pre-Assessment and Crafting of Agency Action Plan	AO Cynthia O. Dalman SEPS Michelle V. Torres
September 29-30, 2022	Enhancement of the Agency Action Plan	Overall Working Committee
October 5, 2022	Workshop on the preparation of Evidence Requirements (Recruitment, Selection, and Placement)	PRIME-HRM Sub-Committee on RSP
October 6, 2022	Workshop on the preparation of Evidence Requirements (Learning and Development)	PRIME-HRM Sub-Committee on Learning and Development
October 7, 2022	Workshop on the preparation of Evidence Requirements (Performance Management System)	PRIME-HRM Sub-Committee on Performance Management System
October 10, 2022	Workshop on the preparation of Evidence Requirements (Rewards and Recognition)	PRIME-HRM Sub-Committee on Rewards and Recognition
October 14, 2022	Submission of Updated Agency Action Plan to the CSC	AO Cynthia O. Dalman SEPS Michelle V. Torres
November 3, 2022	Workshop on the preparation and review of Evidence Requirements (Recruitment, Selection, and Placement)	PRIME-HRM Sub-Committee on RSP
November 4, 2022	Workshop on the preparation and review of Evidence Requirements (Learning and Development)	PRIME-HRM Sub-Committee on Learning and Development
November 7, 2022	Workshop on the preparation and review of Evidence Requirements (Performance Management System)	PRIME-HRM Sub-Committee on Performance Management System
November 8, 2022	Workshop on the preparation and review of Evidence Requirements (Rewards and Recognition)	PRIME-HRM Sub-Committee on Rewards and Recognition
November 14, 2022	Workshop on the compliance of the Lacking and Corrected Documents	PRIME-HRM Sub-Committees
November 16, 2022	Presentation of PRIME-HRM Level II Accreditation Evidence Requirements to the Management	PRIME-HRM Sub-Committees
November 21, 2022	Submission of Documents and Evidence Requirements to the Civil Service Commission Field Office IX	AO Cynthia O. Dalman SEPS Michelle V. Torres

5. For immediate dissemination and compliance.



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