



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

Office of the Schools Division Superintendent


MEMORANDUM

No. 388, s. 2022

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

Michelle V. Torres
Senior Education Program Specialist
PRIME-HRM Alternate Focal Person

PRIME-HRM Working Committee Members
This Division

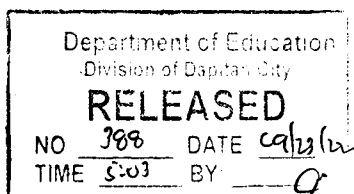
From: 
FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent




Subject: Presentation of PRIME-HRM Assessment Result and Crafting of Agency
Action Plan



Date: September 23, 2022

In compliance with item 4 of Division Memorandum No. 366, series of 2022, you are advised to present to the PRIME-HRM Working Committee the assessment result from the Civil Service Commission last 2018 to identify our areas for improvement and develop our PRIME-HRM Agency Action Plan on September 26, 2022 at 9:00 a.m., Division Office Conference Hall.

For guidance and compliance.



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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.**

