



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

Office of the Schools Division Superintendent

13 February 2023

DIVISION MEMORANDUM

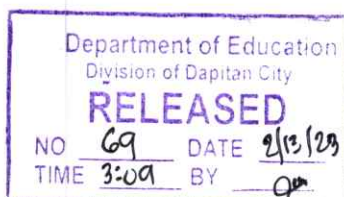
No. 69, s. 2023

PRIME-HRM INTERNAL ASSESSMENT

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
PRIME-HRM Internal Assessors
PRIME-HRM Working Committee Members
PRIME-HRM Sub-Committee Members

- In our pursuit of Level II (Process-Defined) PRIME-HRM accreditation with the Civil Service, this Office shall conduct an Internal Assessment of the following PRIME-HRM Core Areas on February 15, 2023, at 8:00 AM, in SDO Conference Hall, to wit;
 - HR Records (201 Files, Leave Benefit Records, HR Records Management and other HR Programs)
 - HR Systems
 - HR Practices
 - HRM Competencies
- All Four (4) HR System Committee Members are required to present their respective documents and other evidence requirements for assessment and comply with the findings and recommendations of the Internal Assessors.
- The Focal Person shall facilitate the conduct of the assessment, analyze the result, and recommend the schedule of CSC accreditation to the Schools Division Superintendent.
- Immediate and wide dissemination of this Memorandum is desired.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



OSDS-ADMS-Memo-2023-012



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