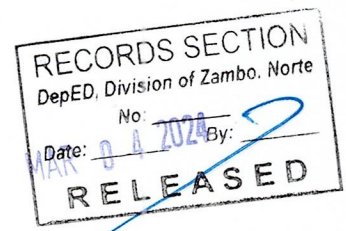




Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

February 29, 2024

**Division Memorandum**  
**No. 152 s. 2024**

**TIMELINE OF ACTIVITIES FOR PROGRAM TO INSTITUTIONALIZE  
MERITOCRACY AND EXCELLENCE IN HUMAN RESOURCE MANAGEMENT  
(PRIME HRM) ASSESSMENT**

TO: Concerned SDO & Field Personnel  
All others concerned

1. In compliance with Civil Service Commission, under the provisions of CSC Resolution No. 1200241, s. 2012, which has established PRIME HRM as an instrumental program and mechanism designed to consistently enhance the capabilities of government agencies in executing their human resource management functions; and pursuant to Division Memorandum No. 112, s. 2024, re: Re-composition of the Program to Institutionalize Meritocracy and Excellence in human resource management (PRIME HRM) Technical Working Group. This office provides the PRIME HRM timeline of activities for guidance and adherence to the four (4) Core PRIME HRM Pillars.
2. Please refer to Enclosure No. 1, re: Timeline of activities for the PRIME HRM and Enclosure No. 2, re: PRIME HRM Policy Presentation Matrix of Activities.
3. Active participation and collaboration between and among members of the TWGs is highly enjoined from the PRIME HRM re-assessment down to the actual CSC Certification.
4. Travel expenses by identified field personnel who will participate in internal auditing, bench-marking and other group activities may be charged against local school funds, subject to the existing accounting and auditing rules and regulations.
5. Wide dissemination of this Memorandum is desired.

**ROY C. TUBALLA, EMD, JD, CESO V**  
Schools Division Superintendent

OASDS/tst/PRIME HRMTimelineofActivities/02-29-2024



Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**Enclosure No. 1**

**PRIME HRM TIMELINE OF ACTIVITIES**

DATE	ACTIVITIES	VENUE/IN-CHARGE
March 7 & 8, 2024	Presentation of Policy Manual	3 <sup>rd</sup> Floor CID Conference Room/ PRIME HRM TEAMS
March 21 & 22, 2024	Revisit of Policy Manual and Presentation/ Preparation of MOVs	TBA/ PRIME HRM TEAMS
April 11 & 12, 2024	Final Presentation of Policy Manual to Top Management with CSC FD	SDO Conference Hall/ PRIME Team Leaders
April 15 & 26, 2024	Final Scanning and Uploading of MOVs	SDO QM Hub/ PRIME HRM Team Secretariat
April 29 & 30, 2024	Submission to CSC RO of New Drive and request for Onsite Validation	SDO PRIME HRM Focal Person





Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**Enclosure No. 2**

**PRIME HRM POLICY PRESENTATION  
MATRIX OF ACTIVITIES**

March 7-8, 2024  
8:30 am  
3<sup>rd</sup> Floor CID Conference Room,  
New Building SDO

TIME	ACTIVITY	PERSON/S IN-CHARGE
<b>DAY 1</b> <b>MARCH 07, 2024</b>		
8:30AM- 8:40AM	PRELIMINARIES (NATIONAL ANTHEM, OPENING PRAYER)	SECRETARIAT
8:40AM- 8:50AM	MESSAGE	RAYMOND M. SALVADOR ASISTANT SCHOOLS DIVISION SUPERINTENDENT
<b>POLICY PRESENTATION PROPER</b>		
8:50AM- 12:00NN	REWARDS AND RECOGNITION (R&R) PILLAR	R&R TEAM MEMBERS
12:00NN- 1:00PM	----- <b>LUNCH BREAK</b> -----	
1:00PM- 4:30PM	RECRUITMENT, SELECTION AND PLACEMENT PILLAR (RSP)	RSP TEAM MEMBERS
4:30- 5:00PM	CLOSING	
----- <b>END OF DAY 1</b> -----		



Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

<b>DAY 2</b>		
<b>MARCH 08, 2024</b>		
8:30AM-8:40AM	PRELIMINARIES (NATIONAL ANTHEM, OPENING PRAYER)	SECRETARIAT
8:40AM-8:50AM	MESSAGE	RAYMOND M. SALVADOR ASISTANT SCHOOLS DIVISION SUPERINTENDENT
<b>POLICY PRESENTATION PROPER</b>		
8:50AM-12:00NN	LEARNING AND DEVELOPMENT PILLAR (L&D)	L&D TEAM MEMBERS
12:00NN-1:00PM	----- <b>LUNCH BREAK</b> -----	
1:00PM-4:30PM	PERFORMANCE MANAGEMENT PILLAR (PM)	PM TEAM MEMBERS
4:30-5:00PM	CLOSING	
----- <b>END OF DAY 1</b> -----		