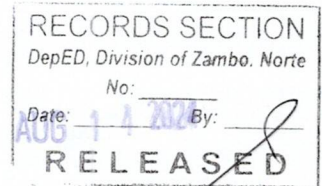




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



August 14, 2024

Division Memorandum
No. 433 s. 2024

To: Concerned SDO and Field Personnel
All other concerns

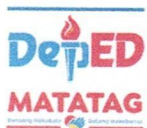
**PROGRAM TO INSTITUTIONALIZE MERITROCRCY AND EXCELLENCE IN
HUMAN RESOURCE MANAGEMENT (PRIME HRM) POLICY FINALIZATION
AND UPLOADING OF MOVs**

1. In accordance with Division Memorandum No. 384, s. 2024 re: PROGRAM TO INSTITUTIONALIZE MERITROCRCY AND EXCELLENCE IN HUMAN RESOURCE MANAGEMENT (PRIME HRM) SCHEDULE OF ACTIVITIES. This office announces the Finalization and Uploading of MOVs on **August 22 – 23, 2024** at the 4th floor SDO New Building Estaka, Dipolog City to finish all necessary MOVs for submission to the Civil Service Commission.
2. With an end goal of improving the over all human resource management practices and capabilities of HRMOs in this division 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.
3. For information, reference and guidance of all concerned, please find the following enclosures:
 - i. Enclosure 1: PRIME HRM Schedule of Activities
 - ii. Enclosure 2: Matrix of Activities
 - iii. Enclosure 3: List of Participants
4. Wide dissemination of this Memorandum is desired.

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

Encl.: As stated

OASDS/mjlo/PRIMEHRMPolicyFinalizationandUploading/08-14-2024



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

Enclosure #1 of DM No. 433, s. 2024

PRIME HRM Schedule of Activities

DATE	ACTIVITIES
August 22 – 23, 2024	PRIME HRM POLICY FINALIZATION and Uploading of MOVs to the Google Drive
August 27, 2024	Printing and Signing of Policy Manual
August 28, 2024	Submission of Policy Manual to CSC Regional Office (Zamboanga City)



Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure #2 of DM No. 433, s. 2024

PROGRAM TO INSTITUTIONALIZE MERITOCRCY AND EXCELLENCE IN HUMAN RESOURCE MANAGEMENT (PRIME HRM) POLICY FINALIZATION AND UPLOADING OF MOVs

PROGRAM MATRIX

TIME	FLOW	PERSON/S IN-CHARGE
AUGUST 22, 2024		
8:00 – 8:30 AM	Registration	Secretariat
8:30–9:00 AM	Preliminaries	AVP
	WELCOME REMARKS	RAYMOND M. SALVADRO CESO VI Assistant Schools Division Superintendent
	SDS Time	ROY C. TUBALLA EMD, JD, CESO V Schools Division Superintendent
9:00 – 10:00 AM	Presentation of RSP Policy and MOVs	HELEN E. TANGON RSP Team Leader
10:00 – 11:00 AM	Comments and Suggestions	ADVISORY TEAM SDS ROY C. TUBALLA ASDS RAYMOND M. SALVADOR ASDS LOURMA I. POCULAN SGOD AND CID CHIEFS
11:00 – 12:00 AM	Presentation of PM Policy and MOVs	ERVIE A. ACAYLAR PM Team Leader
12:00 PM – 1:00 PM	LUNCH BREAK	
1:00 – 2:00 PM	Comments and Suggestions	ADVISORY TEAM SDS ROY C. TUBALLA ASDS RAYMOND M. SALVADOR ASDS LOURMA I. POCULAN SGOD AND CID CHIEFS
2:00 – 3:00 PM	Presentation of R&R Policy and MOVs	ZYHRINE P. MAYORMITA R&R Team Leader
3:00 – 4:00 PM	Comments and Suggestions	ADVISORY TEAM SDS ROY C. TUBALLA ASDS RAYMOND M. SALVADOR ASDS LOURMA I. POCULAN SGOD AND CID CHIEFS



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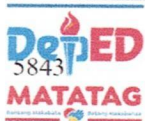


Republic of the Philippines
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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

2:00 – 3:00 PM	Presentation of L&D Policy and MOVs	ROBERT I. POCULAN III L&D Team Leader
3:00 – 4:00 PM	Comments and Suggestions	ADVISORY TEAM SDS ROY C. TUBALLA ASDS RAYMOND M. SALVADOR ASDS LOURMA I. POCULAN SGOD AND CID CHIEFS
4:00 – 5:00 PM	Closing	SECRETARIAT
AUGUST 23, 2024		
8:00 – 8:30 AM	Registration	Secretariat
8:30–9:00 AM	Preliminaries	AVP
9:00 – 10:00 AM	Presentation of Final Policy Manuals	Team Leaders & Secretariat
10:00 – 11:00 AM	Printing and Signing of Policy Manuals Uploading of MOVs	PRIME HRM Secretariat
11:00 – 12:00 AM	Ways Forward and Closing	RAYMOND M. SALVADOR CESO VI Assistant Schools Division Superintendent

TEDEE S. TABILON
Emcee



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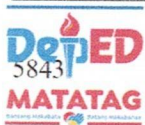
Republic of the Philippines
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REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure #3 of DM No. 433, s. 2024

LIST OF PARTICIPANTS

Recruitment Selection and Placement (RSP)	
Team Leaders:	HELEN E. TANGON Administrative Officer V
Co - Team Leaders:	MARYLYNNE B. BAYRON Administrative Officer IV - HRMO
Members:	EPS NILDA Y. GALAURA EPS LEYNIE BOY G. BELLINO PSDS ARNOLD Z. DINGLASA AO II SHELAMAE E. DAYAPDAPAN FELIZARDO G. GAYAPA JR. - Pres. Teacher Association, Secondary GERARDO R. MONTILLA, JR. - NASPHIL President POLICARPO T. DONALDO - PESPA President
Secretariats:	ADAS II PAMELA J. BACARA
Performance Management (PM)	
Team Leaders:	ERVIE A. ACAYLAR Education Program Supervisor
Co - Team Leaders:	WILSON H. INIDNG Senior Education Program Specialist
Members:	PDO I JOSEPH L. PANTOJA EPS ANITA D. SUBEBE EPS ARCELITA B. ZAMORAS PSDS REYNALDO C. MAGTUBA MARY ANTONIETTE E. WAHING - Pres. Teacher Association, Elementary VICE PRESIDENT NASPHIL VICE PRESIDENT PESPA
Secretariats:	ADA VI TEDEE S. TABILON
Rewards and Recognition (R&R)	
Team Leaders:	ZYHRINE P. MAYORMITA Chief Education Supervisor, CID
Co - Team Leaders:	JANET N. RECAMARA Education Program Supervisor
Members:	EPS DAISY FLOR J. ROMAGUERA EPS ARTHURO J. LAMDAG SEPS LEONIDO A. PAMPILO EPS EVELYN C. LABAD PSDS LECITA F. TUBAL PSDS MARY JEAN P. ACEDO PDO I LAISA MADEL M. CINCHES
Secretariats:	ADA VI MEA JILL S. ALBON
Learning and Development (L&D)	
Team Leaders:	ROBERT I. POCULAN III Senior Education Program Specialist
Co - Team Leaders:	NICOLLETTE RIA E. TANGON Education Program Specialist II
Members:	SEPS JESSIE E. ELACAN EPS JALDERITA A. DUBLICO PSDS JENNIFER T. BULANON EPS GRACE T. DELACRUZ PDO I GEKABEL M. VELARDE PSDS MA. THERESA M. IPMERIAL PSDS ARACELI C. TOMBOC
Secretariats:	ADA VI MARY JERICA L. OCUPE



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