



Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION  
DepED, Division of Zambo. Norte  
No: 102  
Date: \_\_\_\_\_ By: 1  
**RELEASED**

*Office of the Schools Division Superintendent*

October 18, 2024

**Division Memorandum**  
No. 102, s. 2024

**Online PRIME-HRM Reorientation**

**TO:** Public Schools District Supervisors  
Principals and School Heads  
School-based Administrative Officers  
Public Schools Teachers  
Non-teaching Personnel  
All Others Concerned  
This Division

1. Pursuant to CSC MC 01, s. 2021: Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), this Division will conduct an online reorientation on its approved PRIME-HRM policies, systems, and manuals on October 21, 2024 at 1:00PM thru this link: [depedzn.net/link/PRIMEHRM2024](https://depedzn.net/link/PRIMEHRM2024).
2. Moreover, a roll call of the participants will be made by our PRIME-HRM focal person per school and district office, and the leader of each of the four (4) core HRM systems will discuss their respective manuals.
3. In addition, a list of identified participants for the CSC ONSITE ASSESSMENT on October 24-25, 2024 in our Schools Division Office (SDO) is attached herein for proper guidance.
4. Widest dissemination and strict compliance of this memorandum is desired.

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

SGOD-HRD/RIP/PRIME-HRM  
DM-\_\_\_\_\_/10182024



**LIST OF INTERVIEWEES**

<b>Day 1 - Interview with HR Committees and Employees</b>			
<b>RSP</b>			
	<b>Interviewee</b>	<b>Name</b>	<b>Position/Designation</b>
1	PSB Chair/Representative	HELEN E. TANGON	ADMINISTRATIVE OFFICER V
2	PSB Member	MARYLYNNE B. BAYRON	ADMINISTRATIVE OFFICER IV
3	PSB Member	NILDA Y. GALAURA	EPS
4	Manager/Supervisor	ARNOLD Z. DINGLASA	PSDS
5	Manager/Supervisor	POLICARPO T. DIONALDO	School Principal IV
0	Manager/Supervisor	GERARDO R. MONTILLA JR.	Principal IV
7	Manager/Supervisor	LEYNIE BOY G. BELLINO	EPS
8	Rand and File - Second Level	SHELAMAE E. DAYAPDAPAN	ADMINISTRATIVE OFFICER II
9	Rand and File - First Level	PAMELA J. BACARA/ GLORYJANE D. MORGIA	ADMINISTRATIVE ASSISTANT II
10	Newly Hired Employee	CRISHA MAE Z. BARBASO	ADMINISTRATIVE AIDE VI
<b>L&amp;D</b>			
1	PDC Chair/Representative	ROBERT I. POCULAN III	SEPS HRD
2	PDC Member	GRACE T. DELA CRUZ	EPS
3	PDC Member	JULIUS O. BELAGANTOL	ITO
4	Manager/Supervisor	JENNIFER T. BULANON	PSDS
5	Manager/Supervisor	JALDERITA A. DUBLICO	EPS
6	Manager/Supervisor	MARIA THERESA M. IMPERIAL	PSDS
7	Manager/Supervisor	JESSIE E. ELACAN	SEPS
8	Rand and File - Second Level	GEKABEL M. VELARDE	PDO I
9	Rand and File - First Level	MARY JERICA L. OCUPE	ADAS II
10	Newly Hired Employee	LORENE V. AGUSTIN	AO II
<b>PM</b>			
1	PMT Chair/Representative	ERVIE A. ACAYLAR	EPS
2	PMT Member	WILSON H. INDING	SEPS

3	PMT Member	ANITA D. SUBEBE	EPS
4	Manager/Supervisor	ARCELITA B. ZAMORAS	EPS
5	Manager/Supervisor	REYNALDO C. MAGTUBA	PSDS
6	Manager/Supervisor	JOSEPH L. PANTOJA	PDO I
7	Rand and File - Second Level	MARY ANTONIETTE E. WAHING	MASTER TEACHER II
8	Rand and File - First Level	TEDEE S. TABILON	ADA VI
9	Newly Hired Employee	JUDITH B. DACUA	TEACHER I

**R&R**

1	PRAISE Chair/Reprentative	ZYHRINE P. MAYORMITA	CID CHIEF
2	PRAISE Member	JANET N. RECAMARA	EPS
3	PRAISE Member	ARTHURO J. LAMDAG	EPS
4	Manager/Supervisor	EVELYN C. LABAD	EPS
5	Manager/Supervisor	MARY JEAN P. ACEDO	PSDS
6	Manager/Supervisor	LECITA F. TUBAL	PSDS
7	Manager/Supervisor	LEONIDO A. PAMPILO JR.	SEPS
8	Rand and File - Second Level	LAISA MADEL M. CINCHES	PDO I
9	Rand and File - First Level	MEA JILL S. ALBON	ADA VI
10	Newly Hired Employee	DAISY FLOR J. ROMAGUERA	TEACHER III

**Day 2 - Interview with Top Management**

1	Head of Office	JERRY C. BOKINGKITO	ASDS
2	Assistant Head of Office	ZYHRINE P. MAYORMITA	CID CHIEF
3	PRIME - HRM Focal	ROBERT I. POCULAN III	SEPS
4	Personnel From HR Office	MARYLYNNE B. BAYRON	ADMINISTRATIVE OFFICER IV
5	Personnel From HR Office	SHELAMAE E. DAYAPDAPAN	ADMINISTRATIVE OFFICER II
6	Personnel From HR Office	GLORYJANE D. MORGIA	ADMINISTRATIVE ASSISTANT II
7	Personnel From HR Office	PAMELA J. BACARA	ADMINISTRATIVE ASSISTANT II
8	Personnel From HR Office	KRISTYL MAE V. DIAZ	ADMINISTRATIVE ASSISTANT II
9	Personnel From HR Office	MARICEL O. NASTOR	ADA III
10	Personnel From HR Office	ARIES MARK D. NOGAS	ADAS III