



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools
Division Superintendent**

29 AUG 2023

DIVISION MEMORANDUM
No. 605, s. 2023

**SCHEDULE OF ACTIVITIES FOR THE CIVIL SERVICE COMMISSION (CSC)
PRIME-HRM VIRTUAL ASSESSMENT**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Division Education Program Supervisors/Education Program Specialist
Public Schools District Supervisors/District In-Charge
All Others Concerned

1. In reference with the communication from the Civil Service Commission (CSC) dated August 2, 2023, Re: Conduct of Virtual Assessment. This office, announces the schedule of activities, platform and participants to the **CSC PRIME-HRM Virtual Assessment on September 11-15, 2023.**

DATE	ACTIVITY	PLATFORM/VENUE	PARTICIPANTS
Aug. 30, 2023 @ 3:00 pm	Planning Conference	Face to Face at NOHS Assembly Hall	PRIME HRM Core Team of the 4 Sub-systems (please see attachment) Top Management Focal Persons & Secretariat
Aug. 31, 2023 -Sept. 1, 2023 @ 9:00 am	Review on the Updated MOV's per Sub-system	Face to Face at NOHS Assembly Hall/DO Conference	PRIME HRM Core Team of the 4 Sub-systems (please see attachment)
Sept. 4, 2023	DRY-RUN 9:00- 11:59 am for RSP 1:00-4:30 pm for R&R	Face to Face at 3 rd floor Division Office	PRIME HRM Core Team of the 4 Sub-systems (please see attachment)
Sept. 5, 2023	DRY-RUN 9:00- 11:59 am for L&D 1:00-4:30 pm for PMS	Face to Face at 3 rd floor Division Office	PRIME HRM Core Team of the 4 Sub-systems (please see attachment)
Sept. 6-8, 2023	Final Preparation and Coaching	Face to Face at 3 rd floor Division Office	PRIME HRM Core Team of the 4 Sub-systems (please see attachment)



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
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DATE	ACTIVITY	PLATFORM/VENUE	PARTICIPANTS
Sept. 6, 2023 @ 10:00 am	Final Coaching & Briefing	MS Teams	Please see attachment
Sept. 11-15, 2023	Actual PRIME-HRM Virtual Assessment	Face to Face at 3 rd floor Division Office	PRIME HRM Core Team of the 4 Sub-systems (please see attachment)
Sept. 11, 2023	(10:00-11:30am) Brief Meeting Assessment <ul style="list-style-type: none"> • Scope • Objective • Plan (1:30-4:00pm) Online Interview	Face to Face at 3 rd floor Division Office CSC (Zoom platform)	<ul style="list-style-type: none"> • Top Management • Supervisors • HRMO • HRMPSB • PMT • HRDC • PRAISE • HR Office & System Focal Personnel • RSP and R&R teams
Sept. 12, 2023	(9:00-11:30 am) Online Interview (1:30-4:00 pm) Online Interview		<ul style="list-style-type: none"> • HR Office & System Focal Personnel • L&D and PMS teams • HRMPSB
Sept. 13, 2023	(9:00-10:30 am) Online Interview (10:30 am-12:00pm) Online Interview (1:30-4:00 pm) Online Interview		<ul style="list-style-type: none"> • PMT • PRAISE Committee • L&D Committee
Sept. 14, 2023	(9:am-12:00pm) Online Interview (1:30-4:00 pm) Online Interview		<ul style="list-style-type: none"> • Newly-hired/promoted • Employees from the IPBT, IPNTP, etc./Scholarship • Awardees • HR Office (Other records)
Sept. 15, 2023	(8:00-11:00am) Calibration of Findings (2:00-4:00 pm)		<ul style="list-style-type: none"> • Top Management • Supervisors • HRMO



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	Sharing of Initial Findings		<ul style="list-style-type: none">• HRMPSB• PMT• HRDC• PRAISE
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2. Members of the PRIME-HRM Sub-system committee members (please see attached list) are requested be in the venue at least 30 minutes before the scheduled interview.
3. This is to inform everyone that this is a **PRIORITY** activity. All scheduled activities that are in conflict with the schedule within Sept. 11 -15, 2023 shall be moved at a later date, to have member of the committees focused on the Virtual Assessment.
4. Travelling & other incidental expenses during the conduct of the activity shall be charged to school MOOE or other related funds, all subject to the usual accounting and auditing rules and regulations.
5. This serves as **TRAVEL AUTHORITY**.
6. For proper guidance and strict compliance of all concerned.


NERI C. OJASTRO EdD, CESO V
Schools Division Superintendent


NCO/ MKP-JMA-NLR/SGOD/RBP/imsm
08/24/2023



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**PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE IN HUMAN
RESOURCE MANAGEMENT (PRIME HRM)
CORE COMMITTEE MEMBERS
VIRTUAL ASSESSMENT
Sept. 11 -15, 2023
Zoom platform/ 3rd Floor Division Office Conference Room**

Top Management

DR. NERI C. OJASTRO	SDS- DIVISION OFFICE
DR. JOELYZA M. ARCILLA	ASDS- DIVISION OFFICE
DR. MARCELO K. PALISPIS	ASDS- DIVISION OFFICE
DR. NILITA L. RAGAY	ASDS/CID CHIEF- DIVISION OFFICE
DR. RACHEL B. PICARDAL	SGOD CHIEF- DIVISION OFFICE

Sub-system: Rewards and Recognition (R&R)

Focal Person: Ms. Iryll Mae S. Macahig	Division Office
Members: Dr. Carmelita A. Alcalá	Division Office
Mr. Sonny V. Uy	Division Office
Mrs. Lani B. Yurong	Division Office
Mrs. Jian A. Diaz	Division Office
Mrs. Ma. Jennifer P. Piodos	Division Office
Mrs. Lydia D. Cacas	Division Office
Mr. Arjie T. Palumpa	MMMHS, Siaton 4 District
Mr. Aldrin T. Yaeso	Amlan District
Mrs. Rowena Z. Trofeo	Amlan District
Mrs. Marichyle P. Lajato	NOHS
Dr. Geraldine B. Olmillo	Division Office
Mr. Teofan C. Gallosa	Division Office



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Sub-system: Performance Management System (PMS)

Focal Person: Dr. Karl T. Credo	Division Office
Members: Dr. Carmelita A. Alcalá	Division Office
Ms. Rosela R. Abiera	Division Office
Mrs. Lani B. Yurong	Division Office
Ms. Jian A. Diaz	Division Office
Mrs. Marichyle P. Lajato	NEU Rep. NOHS
Dr. Beda Jovenciana Davad	PSDS
Dr. Alan A. Agor	PSDS
Dr. Arjie T. Palumpa	NAPSHHI- Siaton 4 District
Mr. Alfdrin T. Yaeso	PESPA Rep., Amlan District
Mr. Clint Noblefranca	Teacher Amdus ES
Mrs. Elvira C. Diones	Sibulan CES, Sibulan 1 District
Ms. Iryll Mae S. Macahig	SEPS, Division Office
Dr. Lorilyn N. Nudalo	MT, Valencia District

Sub-system: Human Resource Merit Promotion and Selection Board (HRMPSB)

Focal Person: Jian A. Diaz	Division Office
Members: Lani B. Yurong	Division Office
Mr. Sonny V. Uy	PSDS President
Mrs. Marichyle P. Lajato	NEU Rep.
Ms. Katherine Y. Sedillo	DEPS- DIVISION OFFICE
Dr. Anna Lee A. Amores	DEPS- DIVISION OFFICE
Dr. Donre B. Mira	DEPS - DIVISION OFFICE
Dr. Elisa L. Baguio	DEPS- DIVISION OFFICE
Mr. Arnold R. Jungco	DEPS- DIVISION OFFICE
Dr. Renante A. Juanillo	DEPS- DIVISION OFFICE
Dr. Carmelita A. Alcalá	DEPS- Division Office
Ms. Rosela A. Abiera	DEPS- Division Office
Dr. Antonio B. Baguio, Jr.	DEPS- DIVISION OFFICE
Dr. Dan P. Alar	DEPS- Division Office
Gemmalyn B. Villarejo	Division Office, HRMU
Jason A. Fermiza	Division Office, HRMU



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Jennilene Cadiente	Division Office, Admin Office
Mary Ann L. Balambao	Division Office, Admin Office
Arriane Montecino	Division Office, HRMU
Analou Saga	Division Office, HRMU
Emmaida Saguran	Division Office, HRMU
Robert Joy Alquero	Division Office, HRMU

Sub-system: Learning & Development (L & D)

Focal Person: Ms. Iryll Mae S. Macahig	Division Office
Members: Dr. Carmelita A. Alcala	Division Office
Ms. Rosela R. Abiera	Division Office
Mrs. Lani B. Yurong	Division Office
Mrs. Jian A. Diaz	Division Office
Mrs. Ma. Jennifer P. Piodos	Division Office
Mrs. Lydia D. Cacas	Division Office
Dr. Dan P. Alar	Division Office
Dr. Andrea Luz S. Englis	Sibulan 2 District
Mr. Darwin E. Lindayao	La Libertad 1 District
Dr. Luisito R. Divinagracia	Sibulan 1 District
Dr. Susana S. Austero	Zamboanguita 2 District
Mrs. Rowena Z. Trofeo	Amlan District
Rosyl Geraldine M. Partosa	San Jose District
Dr. Karl T. Credo	Division Office
Dennis Charl F. Andalajao	Division Office
Teofan C. Gallosa	Division Office
Dr. Geraldine B. Olmillo	Division Office
Dr. Ruby Jean Estrellita M. Bidaure	Division Office
Dennis Charl F. Andalajao	Division Office



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Awardees/Promoted/Scholars

Dr. Carmelita A. Alcala	Division Office
Mrs. Remylin V. Gaogao	Division Office
Arjie Palumpa	Siaton 4 District
Helen G. Garcia	Siaton 1 District
Atty. Freshstille Rose Dianne B. Picardal	Siaton 4 District
Dr. Alan A. Agor	Santa Catalina 2 District
Darlene L. Yap	Mabinay 4 District
Ma. Sylvia R. Romano	Bindoy 2 District
Dr. Geraldine B. Olmillo	Division Office
Dr. Renante A. Juanillo	Division Office
Dr. Jeanny M. Abejero	Zamboanguita 2 District
Rosyl Geraldine M. Partosa	San Jose District

Technical Working Group/Secretariat

Focal Person: Mrs. Remylin V. Gaogao	Division Office
Members: Ninonito D. Divino	Division Office
Sheena Lee B. Torres	Division Office
Marielle T. Villanueva	Division Office
Roy M. Cadinan	Division Office
Severo Caro	Division Office
Marie Stephanie A. Alcala	Division Office
Christine F. Camacho	Division Office



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