



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

April 14, 2025

DIVISION MEMORANDUM

No. 108 s. 2025

LEARNING EXCHANGE ACTIVITY ON PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE ON HUMAN RESOURCE MANAGEMENT (PRIME -HRM)

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
PRIME -HRM FOCAL PERSONS
Technical Working Group
All Others Concerned

1. The Program to Institutionalize Meritocracy and Excellence in Human Management (PRIME – HRM) is a program that aims to improve human resource management (HRM) practices of government agencies. The Department of Education (DepEd) uses PRIME- HRM to assess and improve its HRM system.

2. DepEd Sorsogon Province Division enrolled for PRIME -HRM Level II accreditation. This level signifies that Schools Division Office has established, defined and documented standard operating procedures (SOP's) for its Human Resource processes, uses automation and makes goal – oriented decisions.

3. In view of this, SDO Sorsogon Province will conduct Learning Exchange Activity on Program to Institutionalize Meritocracy and Excellence on Human Resource Management on April 22-25, 2025 in DepEd SDO Masbate Province, Masbate City.

4. The activity aims to capacitate SDO Sorsogon Province personnel of the PRIME -HRM guidelines and develop human resource management competencies system and practices toward HR excellence through a Learning Exchange Activity.

5. The participants in this activity are the SDS, ASDS, CID and SGOD Chiefs and the PRIME- HRM Focal persons and the Technical Working Committee stated in Enclosure no. 1 attached to this division memorandum.

6. The Technical Working Committee will meet for coordination meeting on April 15, 2025 at the Conference Hall at 3:00 in the afternoon. List of TWG is attached to this memorandum.

7. Expenses shall be charged against Division MOOE and is subject to the usual accounting and auditing rules and regulations.

8. For information and guidance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. _____ s. 2025

PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE IN HUMAN RESOURCE MANAGEMENT (PRIME HRM)

Recruitment, Selection and Placement (RSP)

Chairman:	1. Atty. Allana Erica D. Cotez	Administrative Officer IV
Members:	2. Kristine Ruby A. Dellosa	Administrative Officer II
	3. Rodel Pancho	Education Program Supervisor
	4. Erica Matabuena	Administrative Officer II/ Payroll Services Unit
	5. Cristina M. Lorica	In-charge of 201 File/ Administrative Officer II
	6. Roman B. Jebulan	SEPS for PRS
	7. Christian E. Jazmin	Administrative Officer II (Human Resource Management)

Performance Management (PM)

Chairman:	8. Gina Q. Tarog	CID Chief
Members:	9. Jomar E. Enguerra	Administrative Officer V
	10. Leah H. Peran	SEPS (SMME)
	11. Marianne Arines	Principal/ Division Coordinator
	12. Annie Bailon	PSDS
	13. Lilia Zeta Pura	PSDS
	14. John C. Hidea	AO II (ICT)
	15. Eduardo A. Pollarca	PSDS

Learning and Development (L & D)

Chairman:	16. Rex T. Barbin	Education Program Supervisor (Division Sport Officer)
Members:	17. Bernadette R. Bedis	SEPS for HRTD
	18. Dodge E. Lagman	EPS for HRTD
	19. Leonisa Enolva	Principal/ Division Coordinator
	20. Libertine Joy Baldillo	MT II/ Kindergarten Coordinator
	21. Debbie Eneria	Non – Teaching AO II

Rewards and Recognition (R & R)

Chairman:	22. Alvin T. Rosare	EPS (Values Education)
Members:	23. John Rey J. Perez	Info Tech Officer I (ICT Unit)
	24. Nicanor P. Bailon	EPS II for ALS
	25. Isaias A. Bermas	PSDS
	26. Elvie J. Figueroa	Division Coordinator
	27. Michael G. Domanais	School Principal
	28. Lance Eduard A. Renovalles	Non – Teaching AO II





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Enclosure No. 2 to Division Memorandum No. _____ s, 2025

EXECUTIVE COMMITTEE

29. JOSE L. DONCILLO	SCHOOLS DIVISION SUPERINTENDENT
30. CHERYLL V. BERMUDO	ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
31. GINA Q. TAROG	CID CHIEF
32. JOHN REY J. PEREZ	SGOD CHIEF
TECHNICAL WORKING GROUP	
34. ELVIE J. FIGUEROA	CHAIRMAN
35. VALENTINA E. HUGO	CO-CHAIRMAN
36. JOSEPH L. HABOC	VENUE /CERTIFICATES/REGISTRATION
37. ROSWELL T. TORRES	VENUE /CERTIFICATES/REGISTRATION
38. DAN LOUISE JANER	VENUE /CERTIFICATES/REGISTRATION
39. JOHN C. HIDEA	ICT/SOUNDS
40. MICHAEL G. DOMANAIS	PROGRAM/INVITATION
41. ROMAN B. JEBULAN	PPT/SLIDE DECK
42. JODEL LAMPITAO	DRIVER
43. ALLYSA NICOLA BEJERANO	
44. RAIMOND PAOLO L. MENDOZA	
45. LAARNI ESPALDON	