



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

October 27, 2025

Division Memorandum
No. 313, s. 2025

**CONDUCT OF PRIME-HRM INTENSIVE TRAINING AND ONSITE
VALIDATION BY CIVIL SERVICE COMMISSION REGIONAL OFFICE V**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/ Division Coordinators
Public Schools District Supervisors/ OIC-PSDSs
Public Elementary and Secondary School Heads
Core Team
All Other Concerned

1. In pursuit of fostering a culture of excellence and professionalism in the Philippine public service, the Civil Service Commission (CSC) introduced the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM). This flagship program is designed to transform the human resource management systems of government agencies into dynamic, merit-based, and competency-driven mechanisms that support efficient and ethical public service delivery. PRIME-HRM serves as a strategic approach to strengthen government institutions by ensuring that the four core areas of HR management - **Recruitment, Selection and Placement (RSP); Learning and Development (L&D); Performance Management (PM); and Rewards and Recognition (R&R)** are institutionalized, standardized, and continuously improved.
2. The Department of Education (DepEd) SDO Sorsogon Province shall institutionalize PRIME-HRM to underscore its commitment to build a workforce of competent, motivated, and high-performing education leaders and personnel. The intensive coaching and on-site validation shall be conducted on the following dates and venues:

DATE	ACTIVITY	VENUE
October 27-28, 2025	Intensive Coaching of PRIME HRM 4 Pillars	Bulwagan ng Karunungan, SDO Sorsogon Province
October 29-30, 2025	On-Site Validation with CSC ROV	TBA



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3. The objectives of the activity are:

- To ensure readiness of HR records, systems, and facilities for CSC onsite assessment.
- To demonstrate compliance with the PRIME-HRM Level II maturity indicators in all four core HR systems.
- To showcase innovative HR practices that reflect the division's adherence to meritocracy, transparency, and continuous learning.
- To obtain Bronze Level II accreditation, validating the division's institutionalized HRM systems and processes.
- To strengthen HR governance mechanisms that contribute to overall organizational effectiveness and improved public service delivery.

4. The expected participants are as follows:

PARTICIPANTS	NO. OF PARTICIPANTS
Division PRIME-HRM CORE TEAM	30
PRIME HRM Respondents	200
HR Personnel/TWG	20
TOTAL	250

5. Enclosed with this Memorandum is the random list of employees/informants from the Civil Service Commission Regional Office V who shall serve as respondents for the PRIME-HRM. In view of the Department of Education's scheduled health break on October 27–30, 2025, attendees shall be granted appropriate Service Credits and/or Compensatory Overtime Credits (COCs) for their participation.

6. Travel expenses of herein participants shall be charged against their local funds/school MOOE. All expenses are subject to the usual accounting and auditing rules and regulations.

7. This **Memorandum** serves as **Travel Order**.

6. Immediate and wide dissemination of this memorandum is desired.

JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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DEPED SDO SORSOGON PROVINCE Respondents for PRIME-HRM ONSA			
Top Management			
1	JOSE	LAGULA	DONCILLO
Middle Managers			
1	Corazon A. Montilla		
2	Bevelyn C. Caramoan		
3	Gloria E. Reymundo		
4	Elmo B. Linzo		
5	Cristina G. Dedase		
6	Arnold M. Peralta		
7	Lucy M. Hamor		
additional of one (1) representative for each system			
2nd Level			
1	KRYSTEL MIEL	REALISAN	MANCILLA
2	JOBERT	CAÑETA	HERRERA
3	JERRY	LATUNA	MENDEVIL
4	ELIZA GLADYS	ANDES	DIONEDA
5	DANENELY	ABRANTES	VALES
6	ROMELYN	DELMENDO	GUIANAN
7	NENETTE	DOMINGO	EVANGELISTA
8	ANALIZA	BREQUILLO	AQUINO
9	MARIA ROSARIO	TORREGOSA	VILLAFLO
10	MA IMELDA	HAPAL	LLABORE
11	AGNES	GALAN	AYO
12	SALVE	GILE	GARCERA
13	SHAMMIR	ESPARAGO	BARBERAN
14	VAL CHRISTIAN	FRANDO	SAYSON
15	WENLY	CATACIO	LACSI
16	AGNES	GALOSMO	DYKIA
17	ALDEN	LATIGAY	LLONA
18	ALMA	MADRIDANO	BIO
19	WILMA	BARAQUIEL	MANAGO
20	WINCHIE	BATALLER	POSTIGO
21	YNA FARLASH SALESHIE	GREFALDA	HIMOR
22	.JASIEL JOY	GIMAO	MAPE
23	.JOHN CARLO	APOLINAR	ESPENIDA
24	ADAM	FRAGA	GUELAS
25	AHLYSSA MARIE	GUARDIAN	LUCHAVEZ
26	AILEEN	GONZALGO	DIESTA
27	ALONA	DORINGO	GARGALLO



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28	ALVIN	LACSA	ALUNAN
29	RUBY	LOVENDINO	DERI
30	RUEL	G	BALEZA
31	VIA BERNADETTE	ALMONTE	GERONA
32	WILMA	GRUTA	FRUTO
33	YOLANDA	TISOY	DUQUE
34	ANANIAS	ARCEGA	LATONERO
35	ANTONETTE	PASAMONTE	BARBUENA
36	ARGIE	OBIDO	MONTALES
37	ARNEL	FELISMINO	DAWANI
38	CLAIRE	LASTRILLA	HOMILLANO
39	CONCEPCION	GALAROSA	GABAD
40	SHERLY	ESPALDON	DIOZON
41	SUSAN	ENAJE	ESCANILLA
42	VANESSA	DE LEON	ESCOBEDO
43	WELLA	ENRERA	FUNELAS
44	ZENIA	ACUÑA	PURA
45	ANA JUSTINE	VILLANUEVA	PERALTA
46	ANABELLE	GRATUITO	GARCIA
47	ANGELICA	FORMENES	GALLANOSA
48	SYLVIA	HAYAGAN	PUNIT
49	SYRIL	JIMENA	GABITO
50	TEDDY	TORRES	HATE
51	ABEGAIL	FLORALDE	FAUSTINO
52	ADDIE	ENAJE	AZURIN
53	AGNES	LINZO	DOMINGUIANO
54	AIDEE	ESPERANZATE	ESCAÑELA
55	VICENTE	B	LEYCO
56	VICENTE	F	TONGA
57	VONIBAR	G	TRIÑANES
58	YOLLY	O	QUICAY
59	ZANDER	JIMENEZ	MACANDOG
60	ABIGAIL	ABITRIA	RAZO
61	ALBERT	HOMO	NOGA
62	ALBIN	MARTOS	RANOCO
63	ANAMARIE	LLARENA	PESINO
64	ANGELICA	PESINO	CHAVEZ
65	RUBYLINDA	CASTILLO	JEBULAN
66	SALVACION	DESAMPARO	ORTIZ
67	VENJO	LARCE	LESANO



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68	AIAH FAVE	ACOSTA	LATONIO
69	ANA MARIE	GRAN	BENASA
70	CARMEN PAZ	PAULO	ANDES
71	CHRISTINE	MIAS	ADIVINO
72	ENRICO	LORESCA	CONDA
73	ROWENA	ESCARCHA	ESCOPETE
74	SHERA RUTH	ESCARIO	FEOLINO
75	SHERYL	DOMASIAN	ESCUETA
76	ZYRA	LAYA	ORPIADA
77	ABEGAIL	JASARENO	JESORO
78	ALEX	LOZADA	FORTES
79	ANDREW	FRANCISCO	DUGAN
80	ANGELICA	ESTAYO	FERNANDEZ
81	ANGELINA	HUET	GUEVARA
82	ANGELO	DELMAR	DOGELLO
83	ANTHONY	HAGOS	DUMAPLIN
84	SONIA	ABARNAS	PURA
85	SUZETTE	GLIPONEO	BILBAO
86	TRITANY	GUÑIZO	GURAY
87	WELIMEN	CATAMORA	OSEO
88	WINNIE	LIM	CALIMLIM
89	ALDRIN	GALOSO	FRESTO
90	ALLAN	GALLEVO	GABAD
91	ALLAN	DINO	FUASO
92	ALMA	DINO	GAJO
93	ROSE ANNE	ENESIO	FAJARDO
94	ADORA	GRACILLA	RAMOS
95	ALJEAN	ROSANA	RIMONTE
96	ALMA	GRAGAS	GILANA
97	ANA MARIA	BELIZAR	GOJAR
98	ANABEL	NUÑEZ	GUAN
99	ANDRO	ALEMANIA	GACIAS
100	ROMUALDO	ROLLODA	ACUNA
101	ROSALYN	FULO	ESMERIA
102	SALVACION	SARMIENTO	HEDIA
103	Jason James	D	ALMONTE
104	Kristal Ian	B	BADILLO
105	Sherylyn	E	BUENLABRADA
106	Kimberlyn	G	CONDE
107	RICO	MAGDAONG	LOLO



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108	RIZA	NOGA	ANONUEVO
109	RONEL	MACINAS	DE BORJA
110	SHIELAMIE	LEOSALA	AREL
111	WHENY	CANON	ASTILLERO
112	AMELIA	ENANO	DE LA TORRE
113	ANABELL	GACOSTA	GABITAN
114	ANALYN	CASULLA	ERNACIO
115	ANNIE	CALDERON	LADESMA
116	BERNARDITA	FRAYNA	NICOLAS
117	EUSTAQUIA	GUTIERREZ	ESPEDIDO
118	JOHN PAULO	HIZO	POBLETE
119	PJ PETER DUN	SALVADOR	BALLON
120	ALELI	FULLER	BANEGA
121	EROL JOHN	ESTERNON	ARELLANO
122	MARILYN	AGRA	PADO
123	ROSA	JEJILLOS	ESPEÑA
124	JEROME	NARRA	MORADA
125	SHERWIN	GOLIMLIM	BALAORO
126	MARIA IMMA CONCEPCIO	CATAMORA	ESTEVES
127	CATHERINE	PEPANIO	ARISGA
128	ARNEL	DIMAANO	FURTON
129	JOEBERT	EM	ESCULTURA
130	SHEILA	DIVINAGRACIA	ESCOBEDO
131	LEO	BONGALON	ABACHE
132	MARIA CRESTINA	CHAVEZ	DOLORICA
133	JHAN MARK	OLIVAREZ	LOGENIO
134	MELANY	DIAZ	PANGILINAN
135	MARIA KRISTINE	BARREDO	BALOY
136	RUSHELLE	CALUPIT	FUNDANO
137	AUREA LUISA	GERONILLA	IMPERIAL
138	ANANIAS	GERERO	GURAY
139	CHAIREN	PEREZ	ESTARGO
140	CHELO	MANANSALA	HOMO
141	MAYLA	BUBAN	BERTEZ
142	APRIL ANNE	DESPABILADERO	LASALA
143	SHERILYN MARIE	ENDIAPE	DIESTA
144	RONALD	JAMISOLA	DESULO
145	APRIL	DEDUQUE	FORTUNO
146	CHARMAINE	MACABENTA	ASAJAR
147	SAMANTHA MAE	BERSAMIN	GABAD



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148	LESLIE	MADRIDEJO	FULGOSINO
149	FRIZA MYR	TONGCO	LAURINARIA
150	SHARON MAE	BONZO	ZUÑIGA
151	RICA	DIONISIO	ESPIGOL
152	ALBERT	CORRAL	PEREZ
153	PAUL ANDY	DOMENS	DEBLOIS
154	JOHN	CHIAO	HIDEA
155	NOEL	BENAVIDEZ	EVAN
156	CONCHITA	JAZMIN	HERNANDEZ
157	JOEY	LATUNA	JAMISOLA
158	ORLANDO	LACAY	DUKA
159	OLIVARES	LODOR	MARQUESES
160	RYLLAN MAE	MERCADER	GIBA
161	ROBERTO	DOMALAON	FAILAGMAO
162	JESTONI	BAGOT	ANAGON
163	MAYUMIE	RELATA	HUENDA
164	ARNIE	DIAZ	OLIVA
165	CLAIRE	GRUTAS	AGUSTIN
166	IVY JAM	ALIM	MENDIOLA
167	RICA MAY	CADORNA	GALLANO
168	SARAH	LADIMO	DUQUE
169	LOURIEL	GOMEZ	MALTO
170	ATHENAME	LLARENA	ORTICIO
171	HENNAN	REONDANGA	HUAB
172	JOSHUA	LOFAMIA	CADAG
173	LEA MARIE	GEROLIA	GENETIA
174	EMMANUEL	GALAN	BURGOS
175	ERNUEL RIGIE	QUILLOSA	REMPILLO
176	ARIANNE	LERIO	GUAÑIZO
177	DWEANE	VILLANUEVA	TOLOSA
178	JOHANNES-MARCO	FONTELAR	FAJARDO
179	GRACE ANN	BONTIGAO	POLO
180	ABEGAIL	ALEMANIA	DELPINA
181	MICHELLE	BELO	LOTERTE
182	MARIA NELLA JOWAHER	LAYUGAN	ALUNAN
<i>additional of one (1) representative for each system</i>			
1st Level			
1	EDMUND	SICAD	DE LA CRUZ
2	JOCELYN	G	CORREA
3	LAURA	NICOLAS	ESPENIDA



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4	NIKKO	ROMARAOG	GONZALGO
5	NEMIA	JERAO	GARADOS
6	ABEGAIL	CAUBANG	ANQUILO
7	FLORDELIZA	JAYONA	FUENTES
8	LEA	BENZON	HEBRES
9	MELODY	AGUIRRE	CORREA
10	JONATHAN	JEBULAN	LAGCO
11	EDDIE	MALLORCA	GARCIA
12	ROBERTO	UMALI	MANGAMPO
<i>additional of one (1) representative for each system</i>			
HRMO Staff			
1	CHERYLL	VELARDE	BERMUDO
2	ALLANA ERICA	DAYMON	CORTES
3	AMY	DEALCA	ALCON
4	OLIVE KRISTINE	GARADOS	PEREZ
5	ELLEN	PEREZ	FRILLES
6	EMMA	DESENGANO	PANGILINAN
7	CELESTE	JANABAN	JAYLO
8	AEVRIL	ABIAD	BANGHON
9	DAN LOUIS	JESALVA	JANER
10	KIMBERLY		REMPILLO
11	MICHELLE	SUPREMO	SANTELICES
12	REINA BLANCA	DAEP	REMPILLO
13	FERLEI	ASPA	AGRIPA
14	ROWENA	DISCAYA	NUQUI
15	CHRISTIAN	ESTUR	JAZMIN
16	SHAIRA MAE	JAZMIN	LAS PIÑAS
17	ERICA	BASILIO	MATABUENA
18	CARMIE	JEBULAN	ARIETA
19	KRISTINE RUBYSEVILLA	AZAS	DELLOSA
20	SHEILA NATALIA	DAGÑALAN	VIRAY
21	GRACE	JANABAN	MENGORIO
22	CRISTINA	MAGDAMIT	LORICA
23	ROSS MICHAEL	JARAMILLO	DE LOS SANTOS
24	MARIVIC	BONAGUA	ABION
25	JUAN PAOLO	NANTES	MARTILLANA
26	RIA	JERESANO	PAGUIO
27	JUSTINE	DIONISIO	ESPIGOL
28	GIAN MARCO	HUERTO	DOMANAIS
29	CHARMAINE MAE	RENOVALLES	ARANIL