



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

February 26, 2025

DIVISION MEMORANDUM

No. 057 s. 2025

**SELF - ASSESSMENT AND ENROLMENT 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 Resource 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 asses and improve its HRM system.
2. In view of this, SDO Sorsogon Province will conduct Self-Assessment and Enrolment on Program to Institutionalize Meritocracy and Excellence on Human Resource Management on March 4-6, 2024 at Bulwagan ng Karunungan, DepEd Building, Sorsogon Province.
3. 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 and conduct of self-assessment on the readiness of MOV's for system enrolment.
4. The participants in this activity are the SDS, ASDS, CID and SGOD Chiefs and the PRIME- HRM Focal persons stated in Enclosure no. 1 attached to this division memorandum.
5. The technical working committee will meet for coordination meeting on March 3, 2025 at the Bulwagan ng Karunungan at 3:00 in the afternoon. List of TWG is attached to this memorandum.
6. Expenses shall be charged against Division MOOE and is subject to the usual accounting and auditing rules and regulations.
7. 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:	Atty. Allana Erica D. Cotez	Administrative Officer IV
Members:	Kristine Ruby A. Delloso	Administrative Officer II
	Rodel Pancho	Education Program Supervisor
	Erica Matabuena	Administrative Officer II/ Payroll Services Unit
	Cristina M. Lorica	In-charge of 201 File/ Administrative Officer II
	Roman B. Jebulan	SEPS for PRS
	Christian E. Jazmin	Administrative Officer II (Human Resource Management)

**Performance Management (PM)**

Chairman:	Gina Q. Tarog	CID Chief
Members:	Jomar E. Enguerra	Administrative Officer V
	Leah H. Peran	SEPS (SMME)
	Vicente Nocos	PSDS
	Marianne Arines	Principal/ Division Coordinator
	Manuel Estera	Principal/ OIC-PSDS
	John C. Hidea	AO II (ICT)
	Eduardo A. Pollarca	PSDS

**Learning and Development (L & D)**

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

**Rewards and Recognition (R & R)**

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



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Enclosure No. 2 to Division Memorandum No. \_\_\_\_\_ s, 2025

**EXECUTIVE COMMITTEE**

JOSE L. DONCILLO	SCHOOLS DIVISION SUPERINTENDENT
CHERYLL V. BERMUDO	ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
GINA Q. TAROG	CID CHIEF
<b>TECHNICAL WORKING GROUP</b>	
ELVIE J. FIGUEROA	CHAIRMAN
JOHN REY J. PEREZ	CO- CHAIRMAN
NIKKA G. ESCOTE	VENUE PREPARATION /
ROSWELL T. TORRES	VENUE PREPARATION
JOHN C. HIDEA	ICT/SOUNDS
ROBERT E. ENRERA	ICT/SOUNDS
LIBORIO G. ALTAREJOS III	REGISTRATION / APPEARANCE / CERTIFICATES
JOSEPH L. HABOC	REGISTRATION / ATTENDANCE / CERTIFICATES
MICHAEL G. DOMANAIS	PROGRAM / INVITATION
ROMAN B. JEBULAN	PPT / SLIDE DECK
ANTHONY YARANUN	DOCUMENTATION
LIBERTINE JOY BALDILLO	DOCUMENTATION
LANCE EDUARD RENOVALLES	MASTER OF CEREMONY