



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

January 16, 2025

DIVISION MEMORANDUM

No. 17, s. 2025

DIVISION ORIENTATION ON THE PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE IN HUMAN RESOURCE MANAGEMENT (PRIME -HRM)

TO : Assistant Schools Division Superintendent
Chiefs, CID and SGOD
SDO Section Heads
Division Coordinators
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 assess and improve its HRM system.
2. In view of this, SDO Sorsogon Province will conduct an Orientation for PRIME-HRM Guidelines on **January 20, 2025**, at the venue to be announced later.
3. The activity aims to capacitate SDO Sorsogon Province personnel of the PRIME – HRM guidelines and improve human resource management.
4. The participants in this activity are the SDS, ASDS, CID and SGOD Chiefs, Section Heads, Education Program Supervisors, Division Coordinators, SDO personnel and the Composition of PRIME -HRM core team.
5. The technical working group will meet for coordination meeting on January 16, 2025 at the QMS hall at 1 o'clock in the afternoon. List of the composition of PRIME- HRM and 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.

for  **JOSE L. DONCILLO, CESO V**
Schools Division Superintendent



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EXECUTIVE COMMITTEE

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CHERYLL V. BERMUDO	ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
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FLORENCIO BERMUNDO	SGOD CHIEF
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LEONISA ENOLVA	VENUE PREPARATION
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ROBERT ENRERA	ICT/PPT
PATRICIA MARTIREZ	REGISTRATION
ALYSSA NICOLA J. BEJERANO	REGISTRATION
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ROMAN JEBULAN	PROGRAM/ INVITATION
ALONA A. MACATANGCAY	DOCUMENTATION
LIBERTINE JOY BALDILLO	DOCUMENTATION



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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. Dellosa	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 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 Figueroa	School Head
	Lance Eduard A. Renovalles	Non - Teaching AO II



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