



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM

No. 343, s. 2024

AUG 28 2024

RECONSTITUTION OF THE SCHOOLS DIVISION OFFICE PRIME-HRM COMMITTEE

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary, Junior, and Senior High School Principals
All Others Concerned

1. In the pursuit to achieve the Civil Service Commission's (CSC) PRIME-HRM Silver Award, SDO Bataan announces the reconstitution of its PRIME-HRM Committee to ensure continued compliance with the standards set forth by the CSC. This reconstitution aims to strengthen human resource management practices and sustain the gains achieved under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM).
2. The reconstituted PRIME-HRM Silver Committee shall:
 - a. Maintain and enhance HR systems and practices in line with the standards of the CSC PRIME-HRM.
 - b. Oversee the implementation of HR programs and initiatives to ensure sustained excellence in human resource management.
 - c. Conduct regular assessments and audits to ensure compliance with CSC guidelines.
 - d. Facilitate capacity-building activities for HR personnel to support continuous improvement.
3. The reconstituted PRIME-HRM Award Committee shall be composed of the following members:

Chairperson: Dr. Armando C. Capili – Assistant Schools Division Superintendent

Members: Jean A. Lintag - Education Program Supervisor
Raymond Joseph V. Mendoza – Senior Education Program Specialist
Misty B. Dela Cruz – Education Program Specialist

Ma. Liza A. Manuel – Administrative Officer IV, HRMO

Secretariat: Dr. Roberto R. Pantig – Education Program Supervisor
Dr. Ruel D. Lingad – Public Schools District Supervisor
Jethro M. Nocom – Senior Education Program Specialist
Perlie Ann T. Samonte – Planning Officer III

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"We Mould Heroes"



CSC PRIME-HRM BRONZE AWARD
CSC Memorandum No. 220-1155



PHILIPPINE MERITOCRACY AND EXCELLENCE
COMMITMENT TO QUALITY MANAGEMENT (CQM) 2022



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4. The PRIME-HRM Silver Committee shall have the following responsibilities:
 - a. Chairperson: Leads the committee, provides direction, and ensures the implementation of all PRIME-HRM related activities.
 - b. Vice Chairperson: Assists the Chairperson and assumes responsibilities in their absence.
 - c. Members: Participate in decision-making, assist in the implementation of activities, and contribute to monitoring and evaluation efforts.
 - d. Secretariat: Provides administrative support, records minutes of meetings, and manages documentation related to the committee's activities.
5. The Committee shall convene regularly to plan, implement, and monitor activities related to the maintenance and enhancement of HR practices. Progress reports shall be submitted to the Schools Division Superintendent on a quarterly basis. Further, it is projected that the PRIME-HRM Silver Award shall be achieved by this Office on or before January 2025.
6. This reconstitution shall take effect immediately upon the issuance of this Memorandum and shall remain in force until otherwise reconstituted.
7. Immediate and wide dissemination of this Memorandum is desired.


CAROLINA S. VOLETA, EdD, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following headings:

Rewards and Recognition
Civil Service Commission's (CSC) PRIME-HRM

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