



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

DIVISION MEMORANDUM

No. 010 s. 2025

JAN 10 2025

**RECONSTITUTION OF THE SCHOOLS DIVISION OFFICE
PRIME-HRM COMMITTEE**

To Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Unit Heads
All Others Concerned

1. In the pursuit to achieve the Civil Service Commission's (CSC) PRIME-HRM Maturity Level III (Gold), 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). *Enclosure 1.* PRIME-HRM Gold Committee
2. The reconstituted PRIME-HRM Gold 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 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.



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4. This reconstitution shall take effect immediately upon the issuance of this Memorandum and shall remain in force until otherwise reconstituted.
5. Furthermore, to ensure attainment of set targets, enclosed to this Memorandum is the PRIME-HRM Schedule of Activities for January 2025. *Enclosure 2.* PRIME-HRM Schedule of Activities for January 2025
6. Wide dissemination and compliance of this Memorandum are strictly desired.


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

Enclosures: as stated
To be indicated in the Perpetual Index
Under the following subjects:

COMMITTEE
EXCELLENCE
GUIDELINES
PRIME HRM
SERVICE

S05/hgd
January 9, 2025

PRIME HRM GOLD COMMITTEE IN SDO BATAAN

PRIME HRM PILLAR	DIVISION RESPONSIBLE	PERSON RESPONSIBLE	MEMBERS
	OSDS	Overall Chair	
		CAROLINA S. VIOLETA, EdD, CESO V	
		Co-Chair	
		ARMANDO C. CAPILI, EdD	
RECRUITMENT, SELECTION, PLACEMENT (RSP)	OSDS	Chair: Ma. Liza Manuel	Ramon C. Perez
	SGOD	Co-Chair: Mar-Elen Fe G. Reñosa, EdD	Milagros M. Penaflor, PhD
		Documenter: Edwin R. Bermillo, EdD	Pilar C. Ignacio
			Andrea Faye Q. Quicho
			Jumel V. Caraig
			Abraham S. Tria
			Jane D. Robles
			Gemma Teresa Cabrereros, EdD
LEARNING AND DEVELOPMENT (L&D)	SGOD	Chair: Raymond Joseph V. Mendoza	Hermie G. Duran, EdD
		Co-Chair: Ruel D. Lingad, EdD	Francez Paulene C. Tabije
		Documenter: Misty dela Cruz	All EPSs
			All PSDSs
PERFORMANCE MANAGEMENT (PM)	CID	Chair: Milagros M. Peñaflor, PhD	All Unit Heads
		Co-Chair: Ramon C. Perez	Elma P. Dizon
		Documenter: Jethro M. Nocom	Mariel Labandillo
REWARDS AND RECOGNITION (R&R)	OSDS	Chair: Pilar C. Ignacio	All Praise Committee Members
		Co-Chair: Raymond Joseph V. Mendoza	Rhodora C. Ganzon
		Documenter: Donna Mariano	Nico Mangaliman
			Marge Sangalang
OVERALL DOCUMENTER	SGOD	Chair: Hermie G. Duran, EdD	Anthony Glenn Gacutan
			Richard Alboro
			Jess Garcia



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Enclosure 2 to Division Memorandum No. _____ s. 2025

PRIME-HRM Schedule of Activities for January 2025

ACTIVITY	DATE	PERSONNEL INVOLVED
1 st Meeting per PRIME-HRM Pillar	January 15, 2025	Committee Members per Pillar
Updates re: 1 st Meeting and Planning Meeting for the next activity	January 21, 2025	ASDS All PRIME-HRM Chairs, Co-Chairs, Documenters
Conference with CSC Region III Director – Edgardo C. Cruz	January 28, 2025 (Tentative)	SDS ASDS All PRIME-HRM Chairs, Co-Chairs, Documenters
General Assembly	January 29, 2025	SDS ASDS All PRIME-HRM Chairs, Co-Chairs, Documenters