



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

December 1, 2025

OFFICE MEMORANDUM

No 056, s. 2025

FROM : **CAROLINA S. VIOLETA, EdD, CESO V**
Schools Division Superintendent

TO : **SDO Personnel**

SUBJECT : **Conduct of PRIME-HRM Coordination Meeting**

DATE : **December 1, 2025**

Please be informed that the **PRIME-HRM Technical Working Group** is requested to attend the PRIME-HRM Coordination Meeting on December 3, 2025 (Wednesday), 2:00 PM, to be held at the SDO Conference Hall.

The meeting shall cover the following agenda:

1. Team Assignment and Tasking by Pillar Each pillar—Recruitment, Selection and Placement (RSP); Learning and Development (L&D); Performance Management (PM); and Rewards and Recognition (R&R)—shall finalize team compositions and assign specific tasks per requirement. Deliverables per pillar will also be clarified to ensure alignment with CSC guidelines.
2. Timeline for the PRIME-HRM Journey The group will review and align the updated PRIME-HRM timeline, including target dates for document completion, validation activities, TWG workshops, internal audits, and submission of required evidence. Milestones for Level II and Level III readiness shall also be discussed.
3. Ways Forward The team will identify next steps to ensure continuous improvement, including strengthening documentation processes, capacitating involved personnel, ensuring timely consolidation of evidence, and preparing for upcoming CSC monitoring and evaluation activities.



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The following personnel are expected to attend the meeting:

1. Carolina S. Violeta, EdD, CESO V – Schools Division Superintendent
2. Jerry Dimla Cruz, DEM, CESO VI – Assistant Schools Division Superintendent
3. Milagros M. Peñaflor, PhD – CID Chief
4. Ramon C. Perez – SGOD Chief
5. Roberto R. Pantig – Education Program Supervisor (English)
6. Jacqueline C. Tuazon – Education Program Supervisor (Values)
7. Ma. Liza Manuel – Administrative Officer IV
8. Jumel M. Caraig – Administrative Assistant III
9. Nico M. Mangaliman – Planning Officer III
10. Jethro M. Nocom – Senior Education Program Specialist
11. Raymond Joseph V. Mendoza – Senior Education Program Specialist
12. Ruel D. Lingad – Public Schools District Supervisor
13. Melbourne L. Salonga – Information Technology Officer I
14. Jonathan de Guzman – Public Schools District Supervisor
15. Anthony Glenn Gacutan – Administrative Assistant III
16. Richard M. Albano – Information Technology Officer I
17. Abraham S. Tria – Administrative Assistant III
18. Rennor C. Clavel – Information Systems Analyst II

Attendance is highly encouraged as the outputs from this meeting will guide the direction of our PRIME-HRM initiatives.


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

To be included in the Perpetual Index Under
the following subjects:
COORDINATION MEETING PRIME-HRM