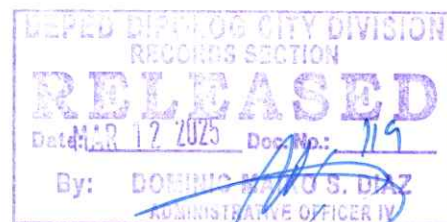




Republic of the Philippines
Department of Education
Region IX – Zamboanga Peninsula
SCHOOLS DIVISION OF DIPOLOG CITY

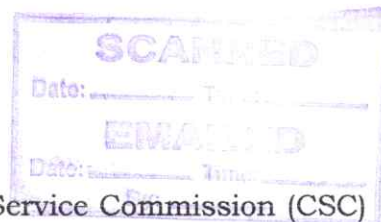


March 12, 2025

DIVISION MEMORANDUM
No. 19, s. 2025

**RECONSTITUTION OF TECHNICAL WORKING GROUP (TWG) FOR
PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE IN
HUMAN RESOURCE MANAGEMENT (PRIME-HRM)**

To: ASST. SCHOOLS DIVISION SUPERINTENDENT
CHIEF, CURRICULUM IMPLEMENTATION DIVISION (CID)
CHIEF, SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD)
PUBLIC SCHOOLS DISTRICT SUPERVISORS
ALL ELEMENTARY SCHOOL HEADS
ALL SECONDARY SCHOOL HEADS
All Others Concerned
This Division



1. In line with the CSC MC No. 03, s.2012, the Civil Service Commission (CSC) issued the guidelines on the implementation of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM).
2. The PRIME-HRM is a program that integrates and enhances the Personnel Management and Assistance Program (PMAAP) and the CSC Agency Accreditation Program (CSAAP). It is a mechanism to continuously capacitate agencies in the performance of their human resource management functions; recognize best practices in the various areas of human resource management; and serve as a venue for exchange and development of expertise in human resource management in the Philippine public service.
3. Furthermore, through CSC MC No. 01, s.2021, the CSC issued a revised guidelines for the Conferment of HR Recognition and Award. The said guidelines provides the recognition per HRM system to agencies which are found to have met at least the Maturity Level 2, 3 or 4 standards/indicators in at least (1) HRM System or a combination of HRM systems based on the validation and recommendation of the CSC Assistors/Assessors.
4. Hence, to ensure alignment and consistency with the aforementioned guidelines, this Office shall reconstitute its Technical Working Group (TWG) for the PRIME-HRM which shall be composed of the following:



Address: Purok Farmers, Olingan, Dipolog City
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PRIME-HRM Technical Working Group		
Chairperson	Rosalio B. Conturno Jr., PhD	Asst. Schools Division Superintendent
Vice-Chairperson	Alan D. Chiu	Admin. Officer V (Admin Services)
Recruitment, Selection and Placement (RSP)		
Lead Person	Love L. Ricafort	Admin Officer IV (Personnel)
Members	To be identified by the Lead Person (3 members)	
Learning and Development (L&D)		
Lead Person	Rambelle C. Flores	SEPS (HRD)
Members	To be identified by the Lead Person (3 members)	
Performance Management (PM)		
Lead Person	Nur N. Hussien, DM	SGOD Chief
Members	To be identified by the Lead Person (3 members)	
Rewards and Recognition (R&R)		
Lead Person	Amelinda D. Montero, DM	CID Chief
Members	To be identified by the Lead Person (3 members)	
Support and ICT Teams		
Lead Person	Jose Mari M. Apilan	ITO
Members	John Leo L. Samante	Admin Officer II
	Vic Ronil Yarag	Admin Aide VI
	Joshua Abergas	Admin Aide (JO)

5. The PRIME-HRM shall have the following general roles and responsibilities:
 - a. Creation and implementation of systems, competencies and practices of the four (4) HR Systems;
 - b. Documents and secures evidences or Means of Verifications (MOV) for the validation parameters and criteria;
 - c. Conducts self-assessment activities to ensure compliance of each HR systems with prescribed indicators or standards;
 - d. Ensures continuity of implemented systems, competencies and practices.
6. A meeting shall be called for the Lead Persons of each HR System together with the Support/ICT Teams on **March 17, 2025 (1:30PM) at the OSDS Lobby, Division Office**. Each Lead Person shall submit the list of names for its members during this meeting.
7. Immediate dissemination of this Memorandum is highly desired.

MA. LIZA R. TABILON, EdD., CESO V
 Schools Division Superintendent
 Office of the Schools Division Superintendent

Encl.: As stated
 Reference: As stated
 To be indicated in the Perpetual Index
 under the following subjects:

Division	CSC
PRIME-HRM	ICT

ADC/20250312-DM-PRIME-HRM-TWG
 March 12, 2025



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