



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
Upper Session Road Extension, Baguio City  
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REGION OF  
BAGUIO CITY  
APR 11 2013  
**RELEASED**

DIVISION MEMORANDUM  
No. 136 s. 2018

To : All Concerned

### **PRIME-HRM Accreditation Committee**

1. In preparation for the nomination of our office for the Prime HRM by the Civil Service Commission – CAR, this office created the PRIME-HR Accreditation Committee.
2. Functions and Responsibilities of the said committee:
  - a. Prepare needed documents for Prime HRM Assessment
  - b. Collate and package required documents
  - c. Coordinate with other sections/units for the preparation of HR Assessment
3. Members of Prime HRM Accreditation Committee
  - a. Curriculum Implementation Division

Chair	:	Juliet C. Sannad
Co-Chair	:	Marina D. Tabangcura
Members	:	Marilyn Api-it Armi A. Fiangaan Rufina Sounding Julia L. Ladiong
  - b. School Heads

Chair	:	Brenda Cariño
Co-Chair	:	Rosalia Ocyaden Nancy Dumalili Joseph Estigoy
  - c. School Governance and Operations Division

Chair	:	Arthur Tiongan
Co-Chair	:	Renaldo Umayat
Members	:	Elaine Cabuag Jovelyn Petra Balantin Sharon Christianie Castillo Reynalyn Padoyan Dr. Jocelyn de Jesus Dr. Cleotilde Zosa Jennifer Polido
  - d. Budget and Finance

Chair	:	Lilibeth G. Degsi
Co-Chair	:	Belen R. Tomin
Member	:	Leslie Tongyofen

- e. Office of the Schools Division Superintendent  
 Chair : Roberto R. Gonzales  
 Co-Chair : Christorey Simangan  
 Member : Beverly Busaing
- f. Learning Resource Management and Development System  
 Chair : Jerry Ymson  
 Co-Chair : Victor Fernandez
- g. Alternative Learning System  
 Chair : Fernando Eleponga  
 Co-Chair : Andias Kimbongan

h. Others

- PMT and PRAISE Documents : Jovelyn Petra Balantin
- Committee Secretariat : Ma. Louella C. Moncada  
 Olivia O. Gomez
- Documentation/Lay-outing : Harris G. Dizon  
 Josef Oliveros  
 Lester Libangen
- Over-all Packaging : Reynalyn Padsoyan  
 Asuncion Saguid

4. Checklist of documents to be submitted

- a. Performance Management Teacher (PMT) Activities
- Memorandum
  - Minutes of meeting in the Division/School level
  - KRA function of individual personnel per unit/section
  - Summary of 2017 OPCRf & IPCRF Rating for Division Personnel Employees/2017-2108 for school based personnel including Special Education Funded (SEF) employees
  - Attendance Sheet
- b. Gender and Development (GAD) Evidences
- Memorandum
  - GAD Accomplishment Report
  - List of personnel who availed Maternity and Paternity leave
- c. Individual Professional Development Plan (IPDP)
- List of personnel who submitted IPDP. For school based personnel 2017-2018 IPDP, for DO personnel 2017 IPDP
  - List of top 5 priorities that were addressed
  - Technical Assistance (TA) conducted to address the IPDP
- d. Coaching Plan
- Monthly/quarterly Coaching Plan/Supervisory Plan/TA Plan
  - Critical incidence report
  - Division Monitoring, Evaluation and Adjustment (DMEA) Report




'e. Training Implementation Report on Mid-year review

- Memorandum
  - Training Proposal
  - Narrative Report
  - Documentation
5. Chair of each committee shall be responsible in consolidating and packaging of their documents.
6. Immediate and wide dissemination of this memorandum is encouraged.

**FEDERICO P. MARTIN, EdD, CEEd, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent:

  
**SORAYA T. FACULO, Ph. D.**  
Asst. Schools Division Superintendent 