



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

Office of the Superintendent

April 3, 2020

Division Memorandum Number 175 s. 2020

CONDUCT OF DIVISION-WIDE HUMAN RESOURCE ASSESSMENT FOR SDO-BAGUIO EMPLOYEES

TO: Division Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Section/Unit Heads
Others Concerned

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular Number 3, s., 2012, the commission which is the central manager of Philippine Public Agencies, mandated the implementation of Program to Institutionalized Meritocracy and Excellence in Human Resource Management (PRME-HRM). The program is used by the CSC to instill meritocracy and excellence in the performance of HRMOs in public service. Consistent to this notion, the DepEd considers the integration of the PRIME-HRM into the Basic Education System not only as a mandatory requirement but also as a transformative initiative towards building a culture of excellence. (Deped Order No. 030, s. 2019).

2. SDO-Baguio was conferred the Level –II Maturity Recognition by the commission in the four core HR systems in 2019. To sustain and elevate the recognition, this office announces the conduct of a Division –wide HR assessment to generate the training needs of the DepEd-Baguio workforce as basis for the development of Human Resource Management Development (HRMD) Plan for 2021-2023.

3. Respondents in the survey will be all SDO personnel regardless of age, sex, status of employment and position/designation. Questionnaires are available at <http://tinyurl.com/hrd2020survey> to be accomplished on or before **April 17, 2020**.

4. The HR Assessment Committee are as follows:

Committee	Focal	Tasks/Responsibilities
Consultants	SDS and ASDS	Consultant in the duration of the assessment and development of the survey questionnaires.
HRMD Questionnaires and Statistical Analysis of Result	HRMD team	Craft the HRMD Survey questionnaires and make a report of the statistical analysis of results.
Survey results	ICT Section	Assist in the technology component of the survey.

5. Division Chiefs, Unit Heads and PSDSs are advised to monitor the compliance of the survey in schools and offices.

6. Immediate dissemination and compliance of this memorandum is desired.

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Schools Division Superintendent