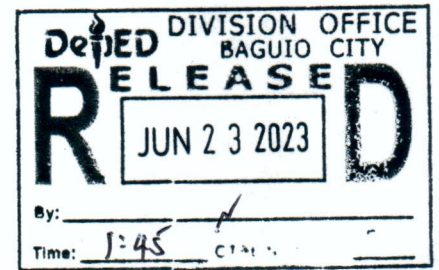




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



June 22, 2023

**DIVISION MEMORANDUM**

No. 240-2023

**ORIENTATION ON CSC-PRIME HRM**

To: Division Chiefs  
EPSs & PSDSs  
Section/Unit Heads  
PRIME- HRM Key Personnel  
Others Concerned

1. The Civil Service Commission (CSC) which is the central personnel manager of Philippine public agencies mandated the implementation of PRIME-HRM, an acronym for "Program to Institutionalize Meritocracy and Excellence in Human Resource Management," through CSC Memorandum Circular (MC) No. 3, Series of 2012 and CSC Resolution No. 1200241 dated February 01, 2012, integrated with the Personnel Management Assessment and Assistance Program (PMAAP) accreditation.
2. CSC- CAR awarded the Department of Education- Baguio City with the Bronze Award for obtaining Maturity Level 2 of the Enhanced PRIME-HRM in Performance Management System (PMS) in 2019 and subsequently on the three other HR systems namely Recruitment, Selection, & Placement (RSP) Learning and Development (L&D) and on Rewards and Recognition (R & R).
3. Pursuant to the issued MC, this Office through the School Governance and Operations Division (SGOD) will spearhead the conduct of a re-orientation and re-visitation of the SDO- Baguio PRIME HRM status on **June 28-30, 2023** at Ina's Inland Resort, Sagada Mt. Province.
4. The objectives of the activity are the following:
  1. Increase knowledge, skills, and understanding on the CSC PRIME-HRM processes;
  2. Capacitate the participants on the preparation for the surveillance towards elevating CSC PRIME HRM Level;
  3. Identify strengths and opportunities for continuous improvement in the implementation of the HR systems in the SDO towards CSC Prime-HRM Level III.
5. All participants will be entitled of a one -day Compensatory Overtime Credit (COC) on June 28 which is declared a non-working holiday.
6. Expenses incurred relative to the conduct of this activity shall be charged against HRTD Funds subject to the usual government auditing rules and regulations.
7. Please see attached enclosures for reference:  
Enclosure 1: List of participants  
Enclosure 2: Indicative matrix.
8. Immediate dissemination of and compliance with this Memorandum is enjoined.

**SORAYA T. FACULO PhD, CESO VI**  
OIC- Schools Division Superintendent



Address: 82 Military Cut-off Road, Baguio City  
Telephone/Fax: (074) 442-4326 / (074) 442-7819 | Email: [baguio.city@deped.gov.ph](mailto:baguio.city@deped.gov.ph)  
Website: [www.depedpines.com](http://www.depedpines.com) | Facebook Page: [facebook.com/DepEdTayoBaguioCity](https://www.facebook.com/DepEdTayoBaguioCity)

"DepEd SDO Baguio City:  
*We Serve,  
We Care.*"



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**Enclosure 1: Participants**

<b>Confirmed Participants</b>					
	LAST NAME	FIRST NAME	DESIGNATION	M/F	OFFICE
1	BENIGNO	CHRISTOPHER	ASDS	M	OSDS
2	MARZO	ROSIE BEEL	PSDS	F	CID
3	ALINDAYO	VIRGIE	EPS	F	CID
4	OLIVA	CHRISTOPHER DAVID	PDO-II	M	SGOD
5	BAB-ANGA	SAMUEL	EPS-II	M	SGOD
6	BALANTIN	JOVELYN	SEPS	F	SGOD
7	CADUNOG	VIMA	AO IV	F	OSDS
8	BUGTONG	SANTIAGO	PSDS	M	CID
9	COPSIYAN	FRANCISCO	EPS	M	CID
10	DEGSI	LILIBETH	ACCOUNTANT III	F	OSDS
11	PADAY-OS	SONNY	zi	M	OSDS
12	EBANIO	NIEVES	AO	F	OSDS
13	ELAHE	NIXON	PSDS	M	CID
14	FIANGAAN	ARMI	EPS	F	CID
15	FLAMIANO	AMIL	EPS- II	F	SGOD
16	DUMALILI	NANCY	PSDS	M	CID
17	GALERA	MARIA LORENA	ADAS	M	SGOD
18	GOMEZ	OLIVIA	PLANNING OFCR	F	SGOD
19	GUEVARRA	JAYREROSE	PSDS	F	CID
20	LOMAS-E	LOURDES	PSDS	F	CID
21	MALIHOD	MARY JANE	EPS	F	CID
22	MANGANGEY	LOIDA	EPS	F	CID
23	MANZANO	LOLITA	EPS	F	CID
24	COLDEG	JOCELYN	EPS-II	F	SGOD
25	URSABIA	JULIET	NURSE III	F	SGOD
26	TABANGCURA	MARINA	EPS	F	CID
27	TAMI-ING	MARILYN	EPS	F	CID
28	DE LEON	KARYL	AO II	F	OSDS
29	MONTEMAYOR	MARY ANN	NURSE II	F	SGOD
30	TAMONDONG	JOSIE	DIRECTOR I	F	CSC
31	SEBASTIAN	SARAH	ADM AIDE VI	M	SGOD
32	MONCADA	MA. LOUELLA	HRMO	F	OSDS
33	TUMAPANG	ALEX	ENGR. ASSISTANT	M	SGOD
34	MALIDOM	MARK	TEACHER III	M	CID
35	SINOT	ROGER	MEDICAL OFCR III	M	SGOD





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39	SINOT	ROGER	MEDICAL OFCR III	M	SGOD
40	ANANAYO	ROY	DENTIST II	M	SGOD
41	VILLAREAL	JOANA MAE	AA VI	F	SGOD
42	LID-AYAN	PETER		M	OSDS

**Enclosure 2: INDICATIVE ACTIVITY MATRIX**

<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSON/OFFICE -INCHARGE</b>
<b>Day 1-June 28</b>		
12:00 noon	Assembly- DO Grounds	HRDS
1:00 onwards	Travel Time	
7:00 PM	Arrival/Dinner/Check in	
<b>Day 2- June 29</b>		
6:00 AM-8:00 AM	Breakfast	
8:00-8:30 AM	Preliminaries	
8:30-9:00 AM	Brief Situationer: Status of the PRIME HRM of SDO Baguio City	JOVELYN BALANTIN
9:00-10:00 AM	Orientation on the CSC-PRIME HRM	JOSEFINA TAMONDONG Director II CSC Field Office -Baguio
10:00-10:20 AM	Tea Break	
10:20-12:00 PM	Con't Orientation on the CSC-PRIME HRM	
12:00 PM-1:00 PM	Lunch Break	
1:00-3:00 PM	Review of the PRIME HRM Indicators	
3:00-3:20 PM	Tea Break	
3:30-4:30 PM	Workshop	RSP- Chair: N. Ebanio L & D- Chair: Samuel Bab-anga R and R – Chair: J. Balantin Performance Management- Chair: O. Gomez
4:30-5:00 PM	Reflection	
<b>Day 3-June 30</b>		
6:00-8:00 AM	Breakfast	
8:00-8:30 AM	MOL	
8:30-10:00 AM	Action Planning PRIME HRM Maturity Level	JTBalantin
10:00-10:20 AM	Tea Break	
10:20-11:00 AM	Finalization of Action Plan	TWG
11:00-12:00 PM	Closing Program	NIEVES EBANIO

