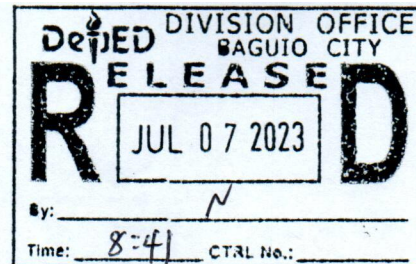




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY



July 6, 2023

**DIVISION MEMORANDUM**

No. 269-2023

**PREPARATION OF DOCUMENTS FOR THE MID-YEAR COMPREHENSIVE ASSESSMENT FOR CSC-PRIME HRM**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Section/Unit Heads  
All Others Concerned

1. The Civil Service Commission- Program to Institutionalize Meritocracy and Excellence in Human Resource Management (CSC-PRIME HRM) is a mechanism that empowers government agencies by developing the human resource management competencies, systems and practices toward HR excellence.

2. Subsequent to the SDO's Bronze Award in 2021, a- mid -year assessment of evidence requirements of the four Human Resource system namely, Rewards and Recognition (R & R), Learning and Development (L &D), Performance Management (PM) and Recruitment, Selection, Placement and Induction (RSPI) will be conducted by the CSC-CAR. The scheduled dates of assessment will be announced through an Office Memorandum.

3. Relative to this and as an offshoot of the preliminary activity last June 28-29 in Sagada Mt. Province during the PRIME-HRM re-orientation, the focal persons of the four HR systems are advised to finalize their action plans and prepare the requirements and documents needed.

4. The persons responsible in each HR systems are as follows:

PM- Olivia Gomez  
RSPI- Nieves Ebanio  
L & D- Samuel Bab-anga  
R & R- Jovelyn Balantin

5. The three Functional Divisions are enjoined to participate and cooperate in the producing of the requirements as well as in the conduct of onsite interviews, visitation and validation of documents.

6. For information, guidance and strict compliance.

**SORAYA T. FACULO, PhD, CESO VI**  
OIC, Office of the Schools Division Superintendent

