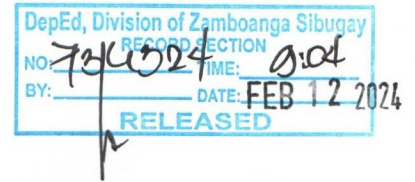




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



07 Feb 2024

OFFICE MEMORANDUM

No. 019, s. 2024

**CONDUCT OF PRIME-HRM ONSITE ASSESSMENT BY
CIVIL SERVICE COMMISSION-REGIONAL OFFICE IX (CSC-ROIX)**

To: Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Public Schools District Supervisors/Districts In-charge
All Identified Personnel
All Others Concerned
This Division

1. In consonance to CSC Memorandum Circular No. 003, s. 2012, the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) is a program that integrates and enhances the Personnel Management Assessment and Assistance Program (PMAAP) and the CSC Agency Accreditation Program (CSCAAP). It is a mechanism that empowers government agencies by developing their human resource management competencies, systems, and practices toward HR excellence which also entails greater engagement not just of the Human Resource Management Officer (HRMO) but also of the officials and the rank-and-file employees of the agency.
2. As this division's quest to attain the BRONZE Award for PRIME-HRM, this memorandum serves to inform all concerned departments and personnel of the upcoming PRIME-HRM Onsite Assessment to be conducted by the Civil Service Commission-Regional Office IX (CSC-ROIX) from **12 to 13 February 2024**.
3. The assessment aims to gauge our adherence to the PRIME-HRM standards as basis to the giving of BRONZE award. The assessment team will conduct interviews, document reviews, and observations during their visit. All department heads and designated personnel are requested to make themselves available for any necessary consultations or inquiries.




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4. With this, all division office personnel and the identified interviewees assigned in the schools and districts. Likewise, all different core system and working committee chair and members are required to be in the Office on the said date. (Please see attached list)

5. For widest and immediate dissemination.

VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent

For the Schools Division Superintendent


EVELYN F. IMPORTANTE
OIC-CHIEF CID
In-charge of Office

Encl.: As stated

References: CSC Memorandum Circular No. 003, 2012

To be indicated in the perpetual index under the subject:
PLANNING-WORKSHOP PRIME-HRM

ZS-OM-SGOD-HRD-2024-02-029-0
AMG-20240207



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Enclosure 1. Working Committee for the Onsite Assessment of PRIME-HRM

Overall Chairman: *Virgilio P. Batan, Jr., CESO V, SDS*

Vice-Chair: *Ma. Colleen L. Emoricha, EdD, CESO VI, ASDS*

Members:

Oliver B. Talaoc, EdD, SGOD Chief ES
Evelyn F. Importante, OIC-Chief ES, CID
Renz Roy A. Ramos, AO IV
Atty. Therese Angelie M. Camache
Mary Beneth G. Lagroma
Maria Aylene C. Mascariña

Alma Fraulein M. Garcia
Grace R. Jugno, AO
Dr. Nancy Cichon
Glorife C. Clavero
Ryan B. Daño
Maria Livie A. Laque

Technical Assistance & Documentation

Chair: *Jekyll D. Cadungog*

Members: *Ryan A. Suganob*
Johnlery Mher B. Modillas
Kristine Nicolas

Meals

Chair: *Grace Beta D. Ledda*

Members: *Teresalbe Acapulco*
Helen Grace P. Am-is
Claudia Luz A. Calizar

Room Preparation & Logistics

Chair: *Grace R. Jugno*

Members: *Rex Ventura*
Julius Lavilla
Antonio Bolhano
Zandro Trayvilla

Health & Safety

Chair: *Rafael J. Querubin*

Members: *Saniata D. Baral*
Cleme Novea Basalan
Lizandro Hortilano

PRAISE Committee

Chair: *Ma. Colleen L. Emoricha, EdD, CESO VI, ASDS*

Members: *Oliver B. Talaoc, EdD*
Evelyn F. Importante
Michael H. Bacerra
Alma Fraulein M. Garcia
Grace R. Jugno
Renz Roy A. Ramos
Maria Aylene C. Mascariña
Mary Beneth G. Lagroma
May C. Isnain

Secretariat: *Ellen Mae F. Villasis*
Helen Grace P. Am-is
Rosalie F. San Diego
Ivy E. Advento

Support Staff:

Nora D. Albiso
Alma A. Usop
Jeffy B. Maglangit



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Human Resource Development Committee

Chair: *Ma. Colleen L. Emoricha, EdD, CESO VI, ASDS*

Members: *Oliver B. Talaoc, EdD*
Evelyn F. Importante
Michael H. Bacerra
Rosmindo L. Ancheta, Jr.
Alma Fraulein M. Garcia
Grace R. Jugno
Renz Roy A. Ramos

Secretariat: *Ellen Mae F. Villasis*
Helen Grace P. Am-is
Rosalie F. San Diego
Ivy E. Advento

Support Staff:
Ma. Luisa Gonzales
Ivy B. Yusop

Performance Management Team

Chair: *Ma. Colleen L. Emoricha, EdD, CESO VI, ASDS*

Vice-Chair: *Oliver B. Talaoc, EdD*
Evelyn F. Importante

Members: *Glorife C. Clavero*
Mary Beneth G. Lagroma
Grace R. Jugno
Renz Roy A. Ramos
Rosmindo L. Ancheta, Jr.
Rosemarie E. Diocares
Ariel M. Eraldo
Salvador D. Arquilita
Michael Bacerra
Alma Fraulein M. Garcia
Lloyd I. Rodriguez

Observer: *Ida Mel O. Caperig*
Secretariat: *Ellen Mae F. Villasis*
Helen Grace P. Am-is
Claudia Luz A. Calizar
Ivy E. Advento
Rosalie F. Sandiego

Support Staff:
Shermei Dumajel
Agapito Ordoña

Human Resource Merit Promotion and Selection Board

Chair: *Ma. Colleen L. Emoricha, EdD, CESO VI, ASDS*

Members: *Oliver B. Talaoc, EdD*
Evelyn F. Importante
Alma Fraulein M. Garcia
Grace R. Jugno
Renz Roy A. Ramos
Salvador D. Arquilita

Secretariat: *Rommel L. Gustilo*
Joshua Marco A. Bucayan
Rosalie F. San Diego
Ivy E. Advento

Support Staff:
Gladys Licayu
Julie Ann Querubin



Enclosure 2. List of additional participants to the On-site Assessment

NAME	POSITION	OFFICE/STATION
1. Estrelita A. Peña	EPS	CID
2. Gernin S. Laraño	EPS	CID
3. Jowie Mark N. Espiritu	Teacher 1	Ipil CES
4. Cristina C. Lunjas	ADAS III	Accounting
5. Desiree Joy E. Obra	Teacher I	Titay NHS
6. Marc Jay D. Martin	Teacher 1	ZSNHS
7. Cherry Mae G. Durano	Teacher 1	FRNHS
8. Minze M. Ecaranum	AO II	Accounting
9. Irres Olam	Teacher 1	Titay District
10. Myrna C. Mohammad	AO II	Budget
11. Maria Rabie R. Garbo	ADAS II	Personnel
12. Karyn Keit C. Cerna	ADAS III	Accounting
13. Junie P. Mampon	Teacher 1	Camnga ES
14. Jamaica E. Javellana	Teacher 1	Ipil District
15. Princess I. Garnica	AO II	Records
16. Irene Jee A. Alima	Librarian	CID
17. Artchie R. Balbastro	ADAS III	Personnel
18. Venice Susan B. Pecato	Nurse II	H&N
19. Mitos P. Braza	Nurse II	H&N
20. Evelyn A. Alaro	ADAS III	Personnel
21. Arnold M. Bandojo	AA VI	Personnel
22. Percival J. Caday	ADAS III	Personnel
23. Rowena M. Custodio	AA I	Personnel
24. Clint Daryll F. Dumajel	ADAS III	Personnel
25. Julius Romeo U. Dy	ADAS III	Personnel
26. Jocelyn E. La Plana	ADAS III	Personnel
27. Al James D. Tolorio	ADAS III	Personnel

