



# DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
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Registration Number:  
QAC/R63/0216

## UNNUMBERED MEMORANDUM

**TO:** Assistant Schools Division Superintendents, SGOD/CID Chiefs, Education Program Supervisors and Specialists, Planning Officer III, Division Office Section Heads and All Concerned

**FROM:**  **MERTHEL M. EVARDOME, CESO VI**  
Schools Division Superintendent

**SUBJECT:** TRAINING WORKSHOP ON PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE IN HUMAN RESOURCE MANAGEMENT (PRIME-HRM)

**DATE :** March 12, 2019

This Office announces the conduct of **Training Workshop on Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)** on **March 15, 2019 and April 1-3, 2019, 7:00 am – 5:00 pm** at **Mama Sally’s Naimas, Iyam, Lucena City**. This Civil Service Commission program generally aims to elevate public sector human resource management to a level of excellence through the assessment, assistance, and awarding processes of HRM Systems, Practices, and Competencies using HRM maturity level indicators that are at par with global HRM standards.

In support to the aforesaid said program, this training workshop activity seeks to provide the participants with the following:


- a. overview on PRIME-HRM;
- b. step-by-step guide to agency self-assessment, prime-hrm assistance, onsite assessment and award stage; and
- c. agency’s benefits on the conduct of PRIME-HRM

Participants to this activity are advised to bring their own laptop and extension wire. Expenses incurred during the activity such as **food and supplies** shall be charged against the **HRTD fund**. **Transportation expenses of the Division personnel** shall be charged against the **Division fund** while **field participants** will be charged against the **local funds** subject to the usual accounting and auditing rules and regulations. **PRIME-HRM committee members** and **list of participants with the schedule of their attendance** are attached herewith.

Immediate dissemination of this Memorandum is earnestly desired.


hrdmgd03/11/2019  
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ICT UNIT  
**UPLOADED**

Date/Time: **3-13-19**

By: 





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## PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE IN HUMAN RESOURCE MANAGEMENT (PRIME HRM)

### OVERALL COMMITTEE

- Chairperson:** MERTHEL M. EVARDOME, CESO VI – Schools Division Superintendent
- Co-Chairperson:** NADINE C. CELINDRO – OIC-Assistant Schools Division Superintendent  
GERLIE M. ILAGAN – OIC-Assistant Schools Division Superintendent  
BUDDY CHESTER M. REPIA - OIC-Assistant Schools Division Superintendent
- Members:** LORENA S. WALANGSUMBAT – OIC-CID Chief  
ELIZABETH M. DE VILLA – SGOD Chief  
WENNIE O. GAELA – Administrative IV  
OSCAR R. DUMA, JR. – Senior Education Program Specialist, M & E  
REGINA V. MARINO – Senior Education Program Specialist, HRTD  
MARBIN JERAMIL D. FRAGATA – Planning Officer III
- Overall Secretariat:** MICHELLE G. DUMA – Education Program Specialist II, HRTD

- PRIME-HRM Focal Persons:**
- |                    |   |          |
|--------------------|---|----------|
| NADINE C. CELINDRO | - | OIC-ASDS |
| WENNIE O. GAELA    | - | AO IV    |
| MICHELLE G. DUMA   | - | EPS II   |

### COMMITTEE FOR PRIME HRM SYSTEMS

#### I. RECRUITMENT, SELECTION AND PLACEMENT (RSP SYSTEM)

- GERLIE M. ILAGAN - OIC-ASDS
- NADINE C. CELINDRO - OIC-ASDS
- BUDDY CHESTER M. REPIA - OIC-ASDS
- WENNIE O. GAELA - AO-IV
- LORENA S. WALANGSUMBAT - OIC-CID Chief
- CELESTINA M. ALBA - EPS
- WALTER F. GALAROSA - EPS

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- JOSEPH E. JARASA - EPS
- JOAN ALEJAIDA R. MAUHAY - EPS
- JEE-ANN O. BORINES - EPS
- RONALD V. GARCIA - PESPA Representative
- JOSEPH C. HINANAY - NAPSSHI Representative
- CARLOS J. SANCHEZ - NEU Representative
- GREGORIO I. RACELIS - Overall President, Quezon School Heads Association
- DAYANARA E. FLORES - ADAS III
- ARLENE M. TOLENTINO - ADAS III
- MARISSA L. MARAGAY - ADAS II
- ANNELOU V. LAVAREZ - ADAS II

## II. LEARNING AND DEVELOPMENT (L&D SYSTEM)

- LORENA S. WALANGSUMBAT - EPS
- ANGELINA B. CASTILLO - EPS
- ASUNCION ILAO - EPS
- CARMELA EZCEL A. OROGO - EPS
- REJULLIOS M. VILLENES - EPS
- MARITA PIONILLA - EPS
- RAUL A. AGARAN - EPS
- OSCAR R. DUMA, JR. - SEPS
- REGINA V. MARINO - SEPS
- MARC ANDRO BERNABE - EPS II
- MICHELLE G. DUMA - EPS II

## III. PERFORMANCE MANAGEMENT (PM) SYSTEM

- NADINE C. CELINDRO - OIC-ASDS
- LORENA S. WALANGSUMBAT - OIC-CID Chief
- SUSAN P. FONTARUM - Accountant III
- MARIA DOLORES D. ATIENZA - AO V
- WENNIE O. GAELA - AO IV
- MARBIN JERAMIL D. FRAGATA - Planning Officer III

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- RONALD V. GARCIA - PESPA Representative
- JOSEPH C. HINANAY - NAPSSHI Representative
- CARLOS J. SANCHEZ - NEU Representative
- GREGORIO I. RACELIS - Overall President, Quezon School Heads Association

### IV. REWARDS AND RECOGNITION (R&R) SYSTEM

- ELIZABETH M. DE VILLA
- REJULLIOS M. VILLENES
- REGINA V. MARINO
- MICHELLE G. DUMA
- PAUL CLIFFORD MARQUEZ
- GILBERT C. ALVA
- CATHERINE A. PUREZA
- SUSAN P. FONTARUM
- SHIELA E. JAVEN

### Technical Working Group

- JUANITO A. MERLE
- WILBERT O. PORTEZA
- ROMMEL T. OCZON
- RACHEL ANN M. ALBA
- BRYAN R. LADINES







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Registration Number:  
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## LIST OF PARTICIPANTS

(March 15, 2019)

No	NAME	POSITION/DESIGNATION
1	Merthel M. Evardome, Ceso VI	Schools Division Superintendent
2	Nadine C. Celindro	OIC-Assistant Schools Division Superintendent
3	Gerlie M. Ilagan	OIC-Assistant Schools Division Superintendent
4	Buddy Chester M. Repia	OIC-Assistant Schools Division Superintendent
5	Elizabeth M. De Villa	SGOD Chief
6	Lorena S. Walangsumbat	OCI-CID Chief
7	Wennie O. Gaela	Administrative Officer IV
8	Oscar R. Duma, Jr	Senior Education Program Specialist
9	Regina V. Marino	Senior Education Program Specialist
10	Marbin Jeramil D. Fragata	Planning Officer III
11	Michelle G. Duma	Education Program Specialist II
12	Celestina M. Alba	Education Program Supervisor
13	Walter F. Galarosa	Education Program Supervisor
14	Joseph E. Jarasa	Education Program Supervisor
15	Joan Alejaida R. Mauhay	Education Program Supervisor
16	Jee-Ann O. Borines	Education Program Supervisor
17	Ronald V. Garcia	PESPA Representative
18	Joseph C. Hinanay	NAPSSHI Representative
19	Carlos J. Sanchez	NEU Representative
20	Gregorio I. Racelis	Overall President, Quezon School Heads Association
21	Dayanara E. Flores	Administrative Assistant III

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22	Arlene M. Tolentino	Administrative Assistant III
23	Marissa L. Maragay	Administrative Assistant II
24	Annelou V. Lavarez	Administrative Assistant II
25	Angelina B. Castillo	Education Program Supervisor
26	Asuncion Ilao	Education Program Supervisor
27	Carmela Ezcet A. Orogo	Education Program Supervisor
28	Rejullios M. Villenes	Education Program Supervisor
29	Marita Pionilla	Education Program Supervisor
30	Raul A. Agaran	Education Program Supervisor
31	Marc Andro Bernabe	Education Program Specialist II
32	Susan P. Fontarum	Accountant III
33	Maria Dolores D. Atienza	Administrative Officer V
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35	Gilbert C. Alva	Education Program Specialist II
36	Catherine A. Pureza	Administrative Officer V
37	Shiela E. Javen	Administrative Officer IV
38	Juanito A. Merle	Senior Education Program Specialist
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45	Franz Christian N. Prieto	Administrative Assistant II
46	Shiela Marie S. Mendoza	Administrative Assistant II
47	Raquel O. Venezuela	Administrative Assistant II
48	Aireene A. Ursabia	Administrative Assistant III
49	Gemma R. Radan	Administrative Assistant III
50	Yvannah Marie A. Ingente	Administrative Assistant II
51	Caren D. Aranilla	Administrative Assistant III
52	Marlon L. Perez	Administrative Assistant II
53	Famela B. Fontarum	Administrative Assistant III
54	Akimi Azano	Administrative Assistant II





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## LIST OF PARTICIPANTS

(April 1-3, 2019)

No	NAME	POSITION/DESIGNATION
1	Merthel M. Evardome, Ceso VI	Schools Division Superintendent
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21	Dayanara E. Flores	Administrative Assistant III

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38	Juanito A. Merle	Senior Education Program Specialist
39	Wilbert O. Porteza	IT Officer I
40	Rommel T. Oczon	Administrative Assistant II
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## AUTHORITY TO TRAVEL (within the Division – for Field Office use)

Document Tracking No.: [Click or tap here to enter text.](#)

Date: March 12, 2019

### NAME OF OFFICIAL/ EMPLOYEE AND DESIGNATION:

- |   |                     |  |
|---|---------------------|--|
| 1 | Ronald V. Garcia    | PESPA Representative                               |
| 2 | Joseph C. Hinanay   | NAPSSHI Representative                             |
| 3 | Carlos J. Sanchez   | NEU Representative                                 |
| 4 | Gregorio I. Racelis | Overall President, Quezon School Heads Association |

PURPOSE: To attend the Training Workshop on PRIME-HRM

DESTINATION: Mama Sally's Naimas Bagnet, Iyam Lucena City

PERIOD OF TRAVEL: March 15, 2019

### TRAVEL IS ON:

- Official Business
  - Cash Advance
  - Reimbursement
- Official Time  
(NO EXPENSE to be incurred by the Division Office/School)

### SOURCE OF FUND:

*(if on Official Business)*


- Division Fund
- LSB Fund
- School MOOE
- Others (Pls. specify)

### ESTIMATED EXPENSE/S:

Registration Fee:  
Transportation:  
Travel Allowance:  
On Travel Time only  
Full Allowance

TOTAL ESTIMATED EXPENSES:


### REQUESTED BY:

  
**MICHELLE G. DUMA**  
(Name, Designation and Signature)

### RECOMMENDING APPROVAL:

N/A  
(PSDS)

### APPROVED BY:

  
**GERLIE M. ILAGAN**  
ASDS In-Charge

### REMARKS (IF ANY):

N/A

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## AUTHORITY TO TRAVEL

(within Division and CALABARZON – for SDO Personnel use)

### NAME OF OFFICIAL/ EMPLOYEE AND DESIGNATION:

No	Name	Designation
1	Elizabeth M. De Villa	SGOD Chief
2	Lorena S. Walangsumbat	OCI-CID Chief
3	Wennie O. Gaela	Administrative Officer IV
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37	Franz Christian N. Prieto	Administrative Assistant II
38	Shiela Marie S. Mendoza	Administrative Assistant II
39	Raquel O. Venzuela	Administrative Assistant II
40	Aireene A. Ursabia	Administrative Assistant III

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45	Famela B. Fontarum	Administrative Assistant III
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**PURPOSE:** To attend the training workshop on PRIME-HRM

**DESTINATION:** Mama Sally's Naimas Bagnet, Iyam, Lucena City

**PERIOD OF TRAVEL:** March 15, 2019

**TRAVEL IS ON:**

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  - Reimbursement
  
2.  Official Time  
(NO EXPENSE to be incurred by the Division Office/School)

**SOURCE OF FUND:**

(Specify the source of fund if on Official Business)

- Division Fund
- LSB Fund
- Others (Pls. specify)

\_\_\_\_\_  
\_\_\_\_\_

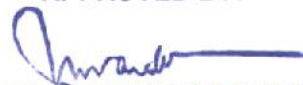
**REQUESTED BY:**

  
**MICHELLE G. DUMA**  
(Education Program Specialist II)

**RECOMMENDING APPROVAL:**

  
**GERLIE M. ILAGAN**  
(ASDS In-Charge)

**APPROVED BY:**

  
**MERTHEL M. EVARDOME, CESO VI**  
Schools Division Superintendent

**REMARKS (IF ANY):**

N/A

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