



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

9 August 2021

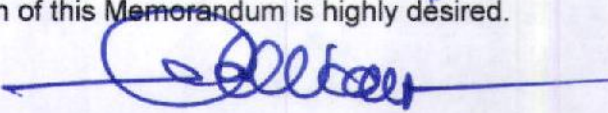
DIVISION MEMORANDUM
DM No. 661, s. 2021

USE OF COLOR CODING FOR SDO-QUEZON APPOINTMENT PAPERS

TO: OIC-Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
Chief, Schools Governance and Operation Division
Division Chief and Section Heads
Education Program Supervisors
Education Program Specialists
Senior Education Program Supervisor
Public Schools District Supervisors
Elementary, JHS and SHS Heads
All Other Concerned

1. In reference to the **Human Resource Merit Promotion and Selection Board (HRMPSB), Resolution No. 01 s. 2021, RE: Resolution Adopting Color Coding for SDO-Quezon Appointment Papers**, this office announces that starting August 2, 2021 (Monday) the following color shall be use for the issuance of appointment in SDO-Quezon, Light Yellow for Elementary, Light Blue for Secondary and Light Green for Non-Teaching.
2. Attached is the copy of the said resolution.
3. Posting and widest immediate dissemination of this Memorandum is highly desired.




ELIAS A. ALICAYA JR.
Assistant Schools Division Superintendent
Officer-in-Charge
Schools Division Superintendent

peratma08/09/2021

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

Resolution No. 1 s. 2021

RESOLUTION ADOPTING COLOR CODING FOR SDO-QUEZON APPOINTMENT PAPERS

WHEREAS, the Department of Education Schools Division of Quezon being committed to continue serving its stakeholders better, adheres to the highest standard of human resource management.

WHEREAS, the DepEd-SDO Quezon strived to establish a set of defined and documented Standard Operating Procedures responsive to the divisions unique needs in terms of Human Resource Management not only as a requirement but also as a transformative initiative towards building a culture of excellence.

WHEREAS, PRIME-HRM or the Program to Institutionalized Meritocracy and Excellence in Human Resource Management in the Department of Education utilizes the maturity levels/indicators model showing progressive levels with indicators per level for each core HRM System.

WHEREAS, the four levels of PRIME-HRM includes Transactional HRM (Maturity Level 1), Process-Defined HRM (Maturity Level 2), Integrated HRM (Maturity Level 3), and Strategic HRM (Maturity Level 4)

WHEREAS, DepEd – SDO Quezon with its continuous initiative for its HRM System was conferred PRIME-HRM Maturity Level 2 on June 10, 2020.

WHEREAS, in view of the said conferment DepEd – SDO Quezon commits to sustaining the level of excellence in all its HR transactions and processes.

WHEREAS, one feature of Level II Recognition is the issuance of appointment papers for permanent, provisional, temporary and co-terminus employees of teaching and non-teaching personnel in this Division.

DEPEDQUEZON-TM-SDS-04-025-003



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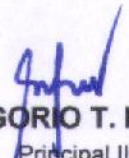
WHEREFORE, to make the appointment paper more unique and specific for a group of personnel, and on motion of Gregorio T. Mueco, OIC-Assistant Schools Division Superintendent there should be a color coding for appointment papers for easy recognition.

AS IT HEREBY RESOLVED, that the color coding for appointment paper should be: **Light Yellow for Elementary, Light Blue for Secondary and Light Green for Non-Teaching Personnel.**

UNANIMOUSLY ADOPTED, this resolution shall take effect immediately after the issuance of this resolution.

30 July 2021, Pagbilao, Quezon

Signed:


GREGORIO T. MUECO

Principal III
Officer-in-Charge

Office of the Assistant Schools Division Superintendent
HRMPSB CHAIRMAN - TEACHING


HERBERT D. PEREZ

Principal III
Officer-in-Charge

Office of the Assistant Schools Division Superintendent
HRMPSB CHAIRMAN - NON-TEACHING


ELIZABETH M. DE VILLA

Chief SGOD


LORENA S. WALANGSUMBAT

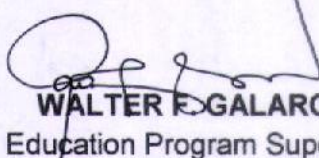
Chief CID


MARIA DOLORES D. ATIENZA

Administrative Officer V


WENNIE O. GAELA


Administrative Officer IV/HRMO II


WALTER E. GALAROSA

Education Program Supervisor


JOAN ALEJANDRA R. MAUHAY

Education Program Supervisor


ASUNCION C. ILAO

Education Program Supervisor

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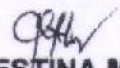
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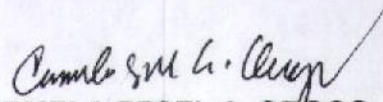




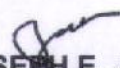
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CELESTINA M. ALBA

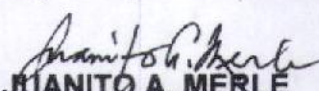
Education Program Supervisor


CARMELA EZCEL A. OROGO

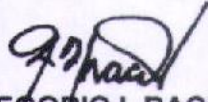
Education Program Supervisor


JOSEPH E. JARASA

Education Program Supervisor


JUANITO A. MERLE

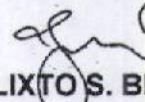
Education Program Supervisor


GREGORIO I. RACELIS

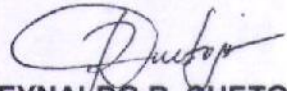
President of Public School
Heads Organization/Principal IV


RONALDO V. GARCIA

Division Chapter President of the Philippine
Elementary Schools Principals Association
(PESPA)/Principal III


CALIXTO S. BLAZO

Division Chapter President of National
Association of Public Secondary School
Heads, Inc. (NAPSSHI)/Principal IV


REYNALDO R. CUETO, JR.

President of the Parent-Teacher Association


EMMANUEL E. SANTIAGO

President of Teaching Related Association

Approved:



ELIAS A. ALICAYA JR.

Assistant Schools Division Superintendent

Officer-in-Charge

Office of the Schools Division Superintendent

peratma07/30/2021

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