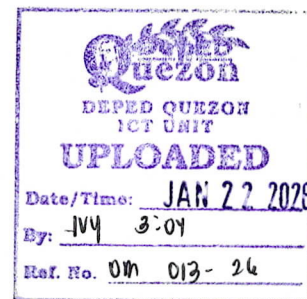




Republic of the Philippines  
**Department of Education**  
REGION IV-A - CALABARZON  
SCHOOLS DIVISION OF QUEZON PROVINCE



20 January 2026

**OFFICE MEMORANDUM**  
**OM No. 013, s. 2026**

**CONDUCT OF PRIME-HRM STATUS REPORT PRESENTATION PER HUMAN  
RESOURCE SYSTEM (MATURITY LEVEL II)**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Division PRIME-HRM Committee/TWGs  
All Others Concerned

In line with the continuing implementation of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), this Office announces the conduct of the **PRIME-HRM Status Report Presentation per Human Resource System (Maturity Level II)** on **March 6, 2026**, at a venue to be announced through a separate Memorandum.

The activity aims to **validate and confirm the organization's level of compliance** with PRIME-HRM Maturity Level II requirements across the four (4) core human resource systems, namely: Recruitment, Selection and Placement (RSP); Learning and Development (L&D); Performance Management (PM); and Rewards and Recognition (R&R).

Specifically, it seeks to provide a venue for presenting and documenting the current status of HR system implementation, reviewing and validating submitted evidences against PRIME-HRM standards, identifying strengths and gaps based on assessment criteria, and generating evidence-based recommendations and action steps to further strengthen and institutionalize HR policies, processes, and practices in support of progression toward higher PRIME-HRM maturity levels.

The participants in this activity shall include the concerned **Committee Members and Technical Working Group (TWG)**, as indicated in the **Enclosure**. All Committee Members and TWG are required to bring their laptops for use during the presentation and consolidation of outputs.

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Moreover, **all Focal Persons per Committee/TWG** are advised to prepare a PowerPoint presentation reflecting their respective HR system status and upload the same through this link: **[tinyurl.com/PRIME-HRM2status](https://tinyurl.com/PRIME-HRM2status)**, not later than **March 1, 2026**. The official presentation template may likewise be accessed using the same link

Meals and travel expenses of participants in the said activity shall be charged against the Division Maintenance and Other Operating Expenses (MOOE), subject to existing accounting and auditing rules and regulations.

For the information and strict compliance of all concerned.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

smemgd01/20/2026

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Enclosure to OM No. 013, s. 2026

**DIVISION PRIME-HRM COMMITTEE**

<b>Role</b>	<b>Name</b>
Overall Chairperson	<b>ROMMEL C. BAUTISTA, CESO V</b> Schools Division Superintendent
Co-Chairpersons	<b>LORENA S. WALANGSUMBAT, EdD</b> OIC-Assistant Schools Division Superintendent Overall PRIME-HRM Focal Person  <b>ROSELYN Q. GOLFO, EdD</b> Assistant Schools Division Superintendent  <b>ARIS S. BARRAGO, PhD</b> OIC-Assistant Schools Division Superintendent
Division PRIME-HRM Focal Person	<b>MICHELLE G. DUMA</b> Senior Education Program Specialist
Technical Advisers	<b>JUANITO A. MERLE, EdD</b> SGOD Chief  <b>WALTER F. GALAROSA, PhD</b> OIC-CID Chief
Documentation Leads	<b>JEE ANN O. BORINES</b> Education Program Supervisor  <b>MARY JOYCE S. MONTAÑA</b> Education Program Specialist II  <b>MARK ANGELO M. TIUSAN</b> Project Development Officer I  <b>CRISTELL MAE M. SUANTE</b> Administrative Assistant II
<b>System-Specific Technical Working Groups</b>	
<b>Recruitment, Selection, and Placement (RSP)</b>	
Focal Person:	<b>WENNIE O. GAELA</b> Administrative IV/HRMO
TWG Members:	<b>CINDY P. PEREZ</b> Administrative Assistant III

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	<b>RIZA O. MENDOZA</b> Administrative Assistant II
	<b>KATHY A. GASAPO</b> Administrative Assistant II
<b>Learning and Development (L&amp;D)</b>	
Focal Person:	<b>JAIME F. ZARA JR.</b> Education Program Supervisor
TWG Members:	<b>REGINA V. MARINO, PhD</b> Senior Education Program Specialist
	<b>LEAH A. PEREZ</b> Education Program Specialist II
	<b>ABNER PUREZA</b> Education Program Supervisor
	<b>REBIE A. MARCIANO</b> Public Schools District Supervisor
	<b>THERESE O. PARDO</b> Administrative Assistant II
<b>Performance Management (PM)</b>	
Focal Person:	<b>MARIA DOLORES D. ATIENZA</b> Administrative Officer V
TWG Members:	<b>AKIMI THERESE S. ASANO</b> OIC-Planning Officer
	<b>SHERELYN O. PARDILLA</b> Records Officer
	<b>RAUL R. AGARAN</b> Education Program Supervisor
	<b>REGINA V. MARINO, PhD</b> Senior Education Program Specialist
	<b>RODELIO M. ESMERNA JR</b> Administrative Officer II
	<b>CHRISTINE A. ALVISO</b> Administrative Assistant III
<b>Rewards and Recognition (R&amp;R)</b>	
Focal Person:	<b>REGINA V. MARINO, PhD</b> Senior Education Program Specialist

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TWG Members:	<b>LEAH A. PEREZ</b> Education Program Specialist II
	<b>CARLA JOBELLE J. CULAJARA</b> Education Program Specialist II
	<b>CARMEN H. MACATUGOB</b> Education Program Supervisor
	<b>JAY S. ALFARO</b> Education Program Supervisor
	<b>FLORICEL R. LAGOS</b> Project Development Officer I

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