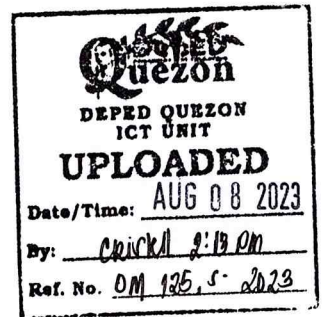




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



03 August 2023

OFFICE MEMORANDUM
OM No. 125, s. 2023

MANAGEMENT OF PRIME-HRM IN THE DIVISION FOR FY 2023

TO: Assistant Schools Division Superintendents
 Division Chiefs
 Section/Unit Heads

To maintain timely and efficient management of PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE IN HUMAN RESOURCE MANAGEMENT (PRIME-HRM), the following mechanism shall be followed:

1. All Chairperson of the four systems (Recruitment, Selection and Placement; Performance Management; Learning and Development; and Rewards and Recognition) shall gather their members to:
 - a. Conduct reconstitution if the existing members are no longer part of the Division.
 - b. Appoint System focal person and secretariat who will work directly with the Division PRIME-HRM Focal Person in terms of required documentary requirements.
 - c. Ensure that policy and existing procedures are being implemented and update if applicable.
 - d. Manage all reportorial requirements as to its completeness and timeliness.
 - e. Monitor and regularly evaluate all existing Projects, Programs and Activities for continuous improvement.
2. The following initial activities with the suggested schedule shall be conducted.

Activities	Schedule
1. Reconstitution and Meeting of each of the 4 PRIME-HRM teams RSP – Chairperson: Gregorio T. Mueco PMT – Chairperson: Herbert D. Perez L & D – Chairperson: Edward D. Garcia R & R – Chairperson: Herbert D. Perez	August 24 – September 15, 2023
2. Inventory and Uploading of Available and Existing Reportorial Requirements and Updating	August 25 - September 22, 2023

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Activities	Schedule
of Existing Processes. Please see checklist.	
3. Coordination Meeting of the Chairpersons/ Focal Persons of each PRIME-HRM Pillars	September 25, 2023 (9:00 – 12:00)
4. Completion of PRIME-HRM Documents	September 11 – October 6, 2023
5. Audit (Internal) of PRIME-HRM Documents and Processes	October 9 – 11, 2023

3. PRIME-HRM documents shall be submitted to the Division PRIME-HRM Focal Person in an organized manner with proper tagging (for hardcopies) and thru the following link for softcopies.

PRIME-HRM Pillars	Link
Recruitment, Selection and Placement	https://bit.ly/QuezonRSP
Performance Management	https://bit.ly/QuezonPMT
Learning and Development	https://bit.ly/QuezonLAD
Rewards and Recognition	https://bit.ly/QuezonRAR

Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Parmjdf08/3/2023

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