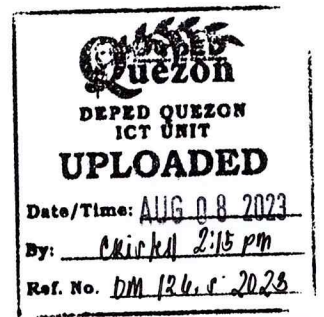




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



03 August 2023

OFFICE MEMORANDUM
OM No. 126, s. 2023

**DESIGNATION OF DPO MARBIN JERAMIL FRAGATA
AS FOCAL PERSON FOR PRIME-HRM**

TO: Assistant Schools Division Superintendents
Division Chiefs
Section/Unit Heads
Division Program Focal Person/Coordinators

This is to inform the Division Office personnel of the designation of Planning Officer III Marbin Jeramil D. Fragata as the Focal Person for PRIME-HRM.

As such, he shall take the following responsibilities:

1. Lead and manages the implementation of PRIME-HRM in the Division Office through the directive of the Top Management.
2. Chair the coordination meeting of the chairpersons/focal persons of the four systems: Recruitment, Selection and Placement; Performance Management; Learning and Development; and Rewards and Recognition.
3. Oversee the compliance of all concerned personnel in all PRIME-HRM documentary requirements
4. Communicate with proper authority to address the issues and concerns of PRIME-HRM.
5. Perform other related tasks as assigned by the Top Management.

Immediate dissemination of this Memorandum is desired


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Parmjd/f08/3/2023
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