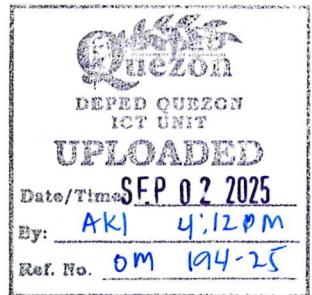




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



27 August 2025

OFFICE MEMORANDUM
OM No. 194, s. 2025

**ADDENDUM TO OFFICE MEMORANDUM NO. 170, S. 2025, RE: RECONSTITUTION
OF THE PRIME-HRM COMMITTEE**

To: Assistant Schools Division Superintendents
Division Chiefs
Division/Section Heads
PRIME-HRM Committee Members
All Others Concerned

With reference to Office Memorandum No. 170, s. 2025, titled **Reconstitution of the PRIME-HRM Committee**, this Office hereby announces the inclusion of the following additional core members of the said committee.

Documentation Leads	WILBERT B. PORTEZA ITO I
	ROMMEL T. OCZON PDO I
System-Specific Technical Working Group (TWG)	
Performance Management Team	REGINA V. MARINO, PhD SEPS HRD
	LEAH A. PEREZ EPS-II HRD

The members of the Committee are likewise informed of their respective **Terms of Reference**, as indicated in the attached Enclosure for guidance.

For the information and guidance of all concerned.

JOEPI F. FALQUEZA
Assistant Schools Division
Superintendent

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

smemgd08/27/2025

DEPEDQUEZON-TM-SDS-04-010-005



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Enclosure to OM No. _____, s. 2025

TERMS OF REFERENCE FOR THE PRIME-HRM COMMITTEE MEMBERS

Role	Terms of Reference
Division PRIME-HRM Focal	<ul style="list-style-type: none">Shall serve as the overall lead in ensuring the timely, complete, and accurate compliance of each System-Specific TWG with the documentary requirements set by the Civil Service Commission (CSC) for all PRIME-HRM system-related indicators.Shall coordinate, guide, and monitor the committees to sustain the Division's current Maturity Level status and drive continuous improvement. <p>Key Functions:</p> <ol style="list-style-type: none">Oversight and Compliance Monitoring<ul style="list-style-type: none">Lead the overall monitoring of each System-Specific TWG's progress in preparing and submitting required documents.Ensure that all submissions meet the standards and specifications set by the CSC for each indicator.Guidance and Technical Support<ul style="list-style-type: none">Provide clear instructions, templates, and reference materials to System TWG regarding the required documentation.Conduct coaching or orientation sessions on the proper preparation, coding, and organization of documents.Coordination and Consolidation<ul style="list-style-type: none">Coordinate closely with TWG Focals, Members, Technical Advisers, and Documentation Leads to track compliance.Consolidate all reviewed and quality-checked submissions into the Division's official PRIME-HRM evidence repository.Quality Assurance<ul style="list-style-type: none">Validate that all documents are aligned with CSC standards, complete with supporting evidence, and are assessment-ready.Recommend revisions or improvements to strengthen documentation and sustain Maturity Level compliance.

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	<p>5. Reporting and Feedback</p> <ul style="list-style-type: none">▪ Prepare and present regular compliance status reports to the Overall Chairperson, Co-Chairpersons, and Technical Advisers.▪ Identify common gaps across the system and propose corrective actions and process enhancements.
Technical Advisers	<ul style="list-style-type: none">▪ Shall provide technical guidance, expert review, and quality assurance to ensure all system-specific documentary requirements meet the Civil Service Commission (CSC) standards for PRIME-HRM indicators.▪ Supports the Division PRIME-HRM Focal and System TWG in sustaining Maturity Level compliance and fostering continuous improvement. <p>Key Functions:</p> <ol style="list-style-type: none">1. Technical Guidance and Advisory Support<ul style="list-style-type: none">▪ Advise the Division PRIME-HRM Focal and System TWG on the interpretation of CSC PRIME-HRM standards, guidelines, and indicators.▪ Recommend best practices, process enhancements, and compliance strategies.2. Document Review and Quality Assurance<ul style="list-style-type: none">▪ Review draft policies/guidelines, processes, and supporting documents prepared by System TWG for accuracy, completeness, and alignment with CSC requirements.▪ Provide feedback to ensure evidence requirements are assessment-ready and meet CSC and DepEd standards.3. Capacity Building Support<ul style="list-style-type: none">▪ Assist in orienting and coaching committee members on compliance requirements and evidence preparation.▪ Share expertise in process documentation, quality assurance, and integration with QMS procedures.4. Monitoring and Sustainability<ul style="list-style-type: none">▪ Support the Division PRIME-HRM Focal in monitoring the progress of each system's documentary compliance.▪ Identify recurring issues and recommend corrective or preventive measures to sustain Maturity Level status.

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	<p>5. Coordination and Reporting</p> <ul style="list-style-type: none">Participate in committee meetings, progress reviews, and readiness checks.Provide inputs for the Division's compliance status reports and improvement plans.
Documentation Leads	<ul style="list-style-type: none">Shall be responsible for the organization, safekeeping, and quality control of all evidence requirements submitted by the System-Specific TWG.They serve as the central custodian of PRIME-HRM evidence, ensuring all submissions are complete, accurate, properly coded, and readily available for review or audit.Supports the Division PRIME-HRM Focal in sustaining Maturity Level compliance and promoting continuous improvement. <p>Key Functions:</p> <ol style="list-style-type: none">Document Control and Management<ul style="list-style-type: none">Maintain a centralized and well-organized repository of all PRIME-HRM documentary requirements, indexed by pillar and CSC indicator.Quality Check and Validation<ul style="list-style-type: none">Review submitted documents for completeness, accuracy, and adherence to required formats and templates before final consolidation.Coordinate with System Committees to address gaps, inconsistencies, or missing evidence.Tracking and Monitoring<ul style="list-style-type: none">Maintain a document submission tracker indicating status, date of submission, revisions, and pending items per pillar.Provide the Division PRIME-HRM Focal with regular updates on documentary compliance progress.Support to Compliance and Audit Readiness<ul style="list-style-type: none">Prepare documentary packages for internal reviews, spot checks, and CSC assessment.Ensure that all evidence requirements are assessment-ready and easily retrievable when requested.Coordination and Reporting<ul style="list-style-type: none">Work closely with the Division PRIME-HRM Focal, Technical Advisers, and System Committees in harmonizing and finalizing documentary submissions.

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System-Specific Technical Working Groups	<ul style="list-style-type: none">The System-Specific TWGs shall function as working committees tasked primarily with preparing, consolidating, and monitoring evidence requirements for their assigned PRIME-HRM system. <p>Key Functions:</p> <ol style="list-style-type: none">Document Preparation and Consolidation<ul style="list-style-type: none">Compile, update, and organize all evidence requirements, reports, and forms as stipulated in the PRIME-HRM indicators for the assigned system.Ensure documents are complete, accurate, properly coded, and ready for review by the Division PRIME-HRM Focal and Documentation Leads.Monitoring and Tracking<ul style="list-style-type: none">Maintain a progress tracker for the submission of required documents.Identify missing or outdated evidence and coordinate with concerned offices or personnel for timely compliance.Sustainability of Maturity Level<ul style="list-style-type: none">Conduct regular internal reviews of existing processes and documentation to maintain compliance with CSC requirements.Recommend updates to procedures, tools, or templates to address identified gaps and risks to Maturity Level status.Support to Continuous Improvement<ul style="list-style-type: none">Gather feedback from stakeholders on the efficiency and effectiveness of processes within the PRIME-HRM system.Suggest innovations and good practices that can be adopted to enhance service delivery and compliance.Coordination and Reporting<ul style="list-style-type: none">Work closely with the Division PRIME-HRM Focal, Technical Advisers, and Documentation Leads to harmonize submissions.
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