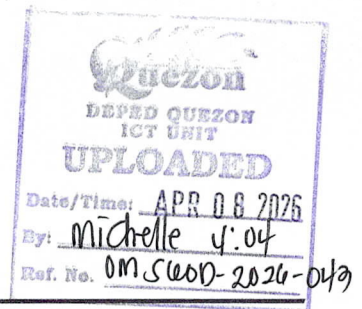




Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



07 April 2026

OFFICE MEMORANDUM
SGOD-2026- 043

RECONSTITUTION OF THE DIVISION PRIME-HRM COMMITTEE

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)** and in support of the Division's efforts to sustain compliance with the standards of the **Civil Service Commission (CSC)**, this Office announces the **reconstitution of the Division PRIME-HRM Committee**.

The reconstitution is undertaken to strengthen the organizational structure, clarify roles and responsibilities, and ensure the effective coordination, monitoring, and implementation of PRIME-HRM initiatives across the four core human resource systems, namely: **Recruitment, Selection and Placement (RSP), Performance Management (PM), Learning and Development (L&D), and Rewards and Recognition (R&R)**.

The composition of the reconstituted committee, together with the **Terms of Reference (TOR)** specifying the duties, responsibilities, and specific functions of the committee members, is provided as an Enclosure for guidance and reference.

All concerned personnel are enjoined to extend their full cooperation and support in the effective implementation of this undertaking.

For information, guidance, and strict compliance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

smemgd04/07/2026

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

Enclosure No. 1 to OM-SGOD No. 047, s. 2026

DIVISION PRIME-HRM COMMITTEE

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

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

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

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

Rewards and Recognition (R&R)	
Focal Person:	REGINA V. MARINO, PhD Senior Education Program Specialist
TWG Members:	LEAH A. PEREZ Education Program Specialist II
	CARLA JOBELLE J. CULAJARA Education Program Specialist II
	CARMEN H. MACATUGOB Education Program Supervisor
	JAY S. ALFARO Education Program Supervisor
	FLORICEL R. LAGOS Project Development Officer I
ICT Support Team	
Lead:	WILBERT B. PORTEZA Information Technology Officer II
Member:	ROMMEL T. OCZON Project Development Officer I
Finance Support Team	
Lead:	CATHERINE A. PUREZA Budget Officer III
Members:	EDMUNDO I. MARIN JR. Accountant III
	BRANDON E. DE MESA Administrative Assistant III

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

Enclosure No. 2 to OM-SGOD No. 047, s. 2026

Terms of Reference (TOR)

Division Prime-HRM Focal Person
<ul style="list-style-type: none">▪ Shall serve as the overall lead in ensuring the timely, complete, and accurate compliance of each System-Specific Committee 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.
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 Committees in sustaining Maturity Level compliance and fostering continuous improvement.
Documentation Leads
<ul style="list-style-type: none">▪ Shall be responsible for the organization, safekeeping, and quality control of all documentary requirements submitted by the System-Specific Committees.▪ 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.
System-Specific Technical Working Group
<ul style="list-style-type: none">▪ The System-Specific Technical Working Groups (TWGs) shall function as working committees tasked primarily with the preparation, consolidation, and monitoring of documentary requirements for their assigned PRIME-HRM system.▪ These efforts aim to ensure the sustainability of the current Maturity Level and to support continuous process improvement in alignment with Civil Service Commission (CSC) standards.
ICT Support Team
<ul style="list-style-type: none">▪ The ICT Support Team shall provide technical and digital systems support to the Division PRIME-HRM Committee in the planning, implementation, documentation, and monitoring of PRIME-HRM-related activities.

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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

Finance Support Team

- The Finance Support Team shall provide financial and administrative support to ensure the efficient implementation of PRIME-HRM-related programs, projects, and activities.

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>