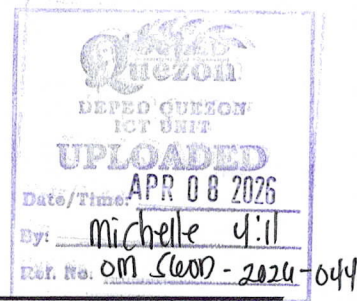




Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



07 April 2026

OFFICE MEMORANDUM
SGOD-2026- 044

**DIVISION CONSULTATIVE WORKSHOP ON THE PREPARATION OF THE PRIME-HRM
LEVEL III ASSESSMENT TOOL**

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

In preparation for the upcoming Division Orientation-Workshop on the Implementation of PRIME-HRM Maturity Level III for SDO Personnel, this Office announces the conduct of the **Division Consultative Workshop on the Preparation of the PRIME-HRM Level III Assessment Tool** on **April 15, 2026**, at the **Division Library Hub**.

This activity shall be participated in by all members of the Division PRIME-HRM Committee and the Technical Working Groups (TWGs). Kindly refer to the attached enclosure for further details.

The activity aims to facilitate the preparation and completion of the PRIME-HRM Level III Assessment Tool, which shall serve as the basis for the provision of Technical Assistance from the Civil Service Commission (CSC) in relation to the implementation and assessment of PRIME-HRM Level III.

All participants are advised to bring their laptops during the workshop proper to ensure the efficient completion of the required outputs. **Attendance of all concerned personnel is mandatory** to ensure the attainment of the objectives of the activity.

For guidance and strict compliance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

smemgd04/07/2026
DEPEDQUEZON-TM-SDS-04-010-005



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Enclosure No. 1 to OM-SGOD No. 044, s. 2026

**DIVISION CONSULTATIVE WORKSHOP ON THE PREPARATION OF THE PRIME-HRM
LEVEL III ASSESSMENT TOOL**

List of Participants

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

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System-Specific Technical Working Groups	
Recruitment, Selection, and Placement (RSP)	
Focal Person:	WENNIE O. GAELA Administrative IV/HRMO
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

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	RODELIO M. ESMERNA JR Administrative Officer II
	CHRISTINE A. ALVISO Administrative Assistant III
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 DE MESA Administrative Assistant III

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Enclosure No. 2 to OM-SGOD No. 044, s. 2026

**DIVISION CONSULTATIVE WORKSHOP ON THE PREPARATION OF THE PRIME-HRM
LEVEL III ASSESSMENT TOOL**

Activity Matrix

Time	Activity	Person/s In-Charge
9:00 a.m. – 9:30 a.m.	Preliminaries	AVP/TWG
9:30 a.m. – 10:00 a.m.	Presentation of the PRIME-HRM Level 3 Assessment Tool	Michelle G. Duma SEPS/Division PRIME-HRM Focal Person
10:00 a.m. – 12:00 p.m.	Workshop Proper	Division PRIME-HRM Committee/TWG
12:00 p.m. – 1:00 p.m.	LUNCH BREAK	
1:00 p.m. - 3:00 p.m.	Presentation of Output	Division PRIME-HRM Committee/TWG
3:00 p.m. – 4:00 p.m.	Wrapping Up Closing Program	AVP/TWG

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