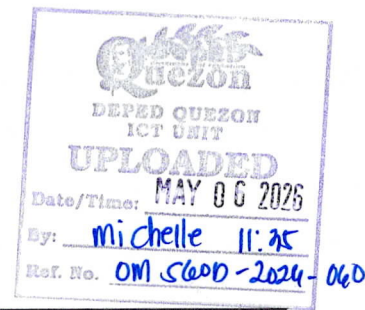




Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



05 May 2026

OFFICE MEMORANDUM
SGOD-2026- 060

CONDUCT OF “PRIME TIME FRIDAYS” (PRIME-HRM WEEKLY KUMUSTAHAN)

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

In line with the Division’s continuing efforts to sustain PRIME-HRM Level II indicators and advance preparations toward Maturity Level III, this Office announces the conduct of **“PRIME TIME Fridays” (PRIME-HRM Weekly Kumustahan)**.

This activity aims to **track, review, and provide technical guidance on the progress of each PRIME-HRM system** (Recruitment, Selection and Placement; Performance Management; Learning and Development; and Rewards and Recognition) in preparation for Level III assessment.

The sessions shall be conducted on **May 8, 2026 (Friday) and May 15, 2026 (Friday)**, and every Friday thereafter, as necessary, from 10:00 a.m. to 11:00 a.m., through an online platform via Zoom.

Participation of **all PRIME-HRM Committee members** is enjoined to ensure alignment of actions, timely identification of gaps, and provision of immediate technical assistance across HRM systems.

Each system focal person is expected to:

- Present brief **status updates and accomplishments**;
- Report **issues and challenges** encountered;
- Propose **next steps and action points** for the succeeding week.

DEPEDQUEZON-TM-SDS-04-010-005



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Participants in the said PRIME-HRM activity are advised to **log in 15 minutes before the start of the session**. They are likewise reminded that the presentation of the enhanced policy/guidelines for each PRIME-HRM system shall be conducted on **May 18, 2026** at the Division Library Hub.

A Zoom link shall be disseminated through official communication channels prior to each session.

Immediate dissemination of and compliance with this Memorandum are desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

smemgd05/05/2026

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Enclosure to OM-SGOD No. 060, s. 2026

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

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

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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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