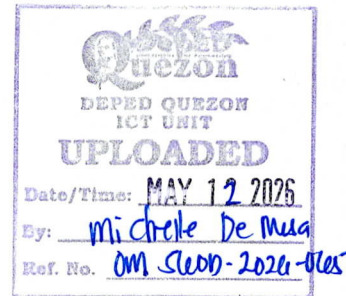




Republic of the Philippines
Department of Education
 REGION IV-A - CALABARZON
 SCHOOLS DIVISION OF QUEZON PROVINCE



11 May 2026

OFFICE MEMORANDUM
 SGOD-2026- 065

**AGREEMENTS AND NEXT STEPS DURING THE 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 continuing efforts of the Schools Division Office of Quezon Province to sustain its PRIME-HRM Maturity Level II accreditation and strengthen preparations toward higher levels of PRIME-HRM implementation, the Division PRIME-HRM Committee conducted the activity titled **Prime Time Fridays (PRIME-HRM Weekly Kumustahan)** on May 08, 2026 via Zoom.

The activity served as a venue for the discussion of updates, progress monitoring, technical guidance, and alignment of deliverables relative to the enhancement and customization of policies, guidelines, self-assessment tools, and action plans across the four (4) HRM Systems, namely: Recruitment, Selection and Placement (RSP), Performance Management (PM), Learning and Development (L&D), and Rewards and Recognition (R&R).

During the said activity, the following agreements and timelines were established for strict compliance and guidance of all concerned:

Schedule	Activity
May 15, 2026	Submission of Timeline of Activities per HRM System for monitoring
May 18, 2026	Presentation of the Enhanced/Customized Policies or Guidelines [RSP, PM, L&D and R&R]
May 25, 2026	Submission of the Final Copy of the Enhanced/Customized Policies or Guidelines [RSP, PM, L&D and R&R]
June 5, 2026	Submission of Finalized Self-Assessment Tool for ML3 and Action Plan

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All concerned HRM System focal persons and Technical Working Group (TWG) members are directed to ensure timely compliance with the agreed deliverables and schedules to facilitate effective coordination, consolidation, monitoring, and technical review of outputs.

Further, regular coordination and collaboration among HRM System teams are highly encouraged to ensure alignment of outputs with Civil Service Commission standards, PRIME-HRM indicators, and existing DepEd policies and guidelines.

Immediate dissemination of and strict compliance with this Memorandum are desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

smemgd05/11/2026

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