



Republic of the Philippines
Department of Education
 Region III
Schools Division of Angeles City



April 27, 2022

DIVISION MEMORANDUM
 No. 145 s. 2022

**DIVISION ORIENTATION ON SYSTEMS, COMPETENCIES AND PRACTICES ON THE
 RECRUITMENT, SELECTION AND PLACEMENT AND PERFORMANCE MANAGEMENT HRM
 AREAS**

TO : Chief of Curriculum Implementation Division
 Chief of School Governance and Operations Division
 Office of the Schools Division Superintendent
 Heads of Public Elementary and Secondary Schools

1. In reference to the attached CSC Letter, signed by Director Fernando O. Mendoza, dated April 19, 2022, on the "Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)" that aims to elevate public sector human resources management to a level of excellence through a process of Assessment, Assistance and Award/Recognition of HRM's systems, competencies and practices using HRM maturity level indicators that are at par with global HR standards, a division orientation in preparation for the CSC On-site Assessment will be conducted via virtual platform.

2. The schedule and list of participants of this activity are the following:

April 27, 2022 at 10:00 AM	April 27, 2022 at 1:30 PM
<ul style="list-style-type: none"> Personnel Unit 	<ul style="list-style-type: none"> Performance and Management Team All Unit Heads Personnel Unit

3. For your information and appropriate action.

[Signature]
MA. IRELYN P. TAMAYO PhD, CESO V
 Schools Division Superintendent *[Signature]*



CN 2022-145
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Civil Service Commission Regional Office III

MA. IRELYN P. TAMAYO Ph.D, CESE
Schools Division Superintendent
Department of Education – Schools Division of Angeles City
Angeles City, Pampanga

Dear **Superintendent TAMAYO**:

Greetings from the Civil Service Commission!

The **Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)** is the CSC's Accreditation Program that aims to elevate public sector human resource management to a level of excellence through a process of Assessment, Assistance and Award/Recognition of HRM's systems, competencies and practices using HRM maturity level indicators that are at par with global HR standards.

In line with the program, our Policies and Systems Evaluation Division (PSED) or Assessment Team will conduct an On-site Assessment in your agency on **May 25, 2022**.

A pre-assessment briefing will be conducted by our Assessment Team to inform your officials and employees of the objectives and mechanics of the activity. Thus, may we request the presence of the following individuals on the date of the assessment:

- a) Head of the agency or its authorized representative;
- b) Highest HRM official and staff;
- c) Representative/s of the Human Resource Merit Promotion and Selection Board (HRMPSB);
- d) Representative/s of the Performance Management Team (PMT); and
- e) One (1) unit head and his/her staff.

The one-day activity shall cover the validation and assessment of your Systems, Competencies and Practices on the Recruitment, Selection and Placement and Performance Management HRM areas.

Scanned copies or digitally-converted evidence requirements (ERs) of the above HR areas in PDF file format shall be submitted **on or before May 18, 2022**.



Please take note that the Assessment Team will also look into your HR Records (e.g. **201 Files, Service Records**) and **Leave Records**. Thus, may we also request for the assistance of your employees in-charge of the said records to assist the team in retrieving the necessary records/documents, upon request thereof.

Bawat Kawani, Lingkod Bayani

Should there be any related concerns on the matter, please coordinate with our Policies and Systems Evaluation Division (PSED) at 0943-696-0361 or (045) 877-0083.

Thank you for being our committed partner for excellence in Human Resource Management.

Very truly yours,


FERNANDO O. MENDOZA
Director IV 

April 19, 2022

cc. DIRECTOR II EMILY R. REYES
CSC FIELD OFFICE PAMPANGA