



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY



11 February 2025

DIVISION MEMORANDUM
No. 051, s. 2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public and Private Elementary and Secondary School Heads
Legal Officer
All Others Concerned

**COMPOSITION OF DIVISION WORKING COMMITTEES FOR THE CSC-
PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE IN
HUMAN RESOURCE MANAGEMENT (PRIME-HRM)**

1. The CSC Program to Institutionalize Meritocracy and Excellence in Human Resource Management (Prime-HRM) is a mechanism that empowers government agencies by developing their human resource management competencies, systems, and practices toward HR excellence.

2. The Schools Division Office of Angeles City is currently at Process-Defined HRM Maturity Level II (Bronze Award) and intends to apply for PRIME-HRM Maturity Level III (Integrated HRM) up to Level IV (Strategic HRM) accreditation.

3. In preparation for this application, the following working committees are established:

Overall Chair: **Engr. Edgard C. Domingo, PhD CESO V**
Schools Division Superintendent
Overall Co-Chair: Asst. Schools Division Superintendent
Team Leader: **Maria Cristina S. Sarmiento**
Administrative Officer V

4. The roles and responsibilities of the Division Working Committees will include, but are not limited to:

- 4.1 support the overall implementation of the PRIME-HRM framework
- 4.2 assess the current four pillars practices and identify gaps in compliance with PRIME-HRM standards.
- 4.3 oversee the digitization and process improvements in the four pillars functions.



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- 4.4 collaborate with the Technical Working Group (TWG) for the effective application of the four pillar innovations and technologies.

Recruitment, Selection and Placement (RSP)	Performance Management System (PMS)	Learning and Development (L&D)	Rewards and Recognition (R&R)
Head: Caroline L. Montes AOIV Members: <ol style="list-style-type: none"> Christle Delma C. David Janet N. Ruiz Rosalie Chin Jefferson L. Ponce Gesille R. Sampang Edna T. Canlas Arfel Anne P. Cayetano 	Head: Edgar L. Manabat, PhD Chief-ES, SGOD Members: <ol style="list-style-type: none"> Agnes G. Manabat Ericson P. Cabrera Glenn P. Sarmiento Marilou Q. Castro Atty. Paul Nikon T. Alcayro Charlon B. Omlang Edgardo S. Nunag Elizabeth C. David 	Head: Amando C. Yutuc, PhD Chief-ES, CID Members: <ol style="list-style-type: none"> Gemima A. Estrabillo Leonida K. Quinto Amelita L. Pineda Esperanza S. Malang Ariel T. Perez Anna Marie Carmen M. Romero Aimee B. Berana Rochella C. David 	Head: Arcely G. Garcia SEPS Members: <ol style="list-style-type: none"> Rita P. Bundalian Reynaldo G. Cabrera Rigie Anne S. Gozon Clarisa A. Lagman Cindy Mejia Jeannifer R. David Anastacia Nimfa P. Aquino Noli M. Manalo

Technical Working Group

Head: Avenair Mendoza

IT Officer I

Members:

- Noel T. Reganit
- Ener G. Mariano
- Josell A. Hernandez
- Mhicley M. Ocampo
- Romwald C. Castro

Roles and Functions

Assist in procuring, setting up, and maintaining necessary tools and platforms for digital HRM functions.

Provide technical support, troubleshooting, and system upgrades to ensure the smooth operation of digitized HRM processes.



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INDICATIVE TIMELINE		
ACTIVITIES	DATE	REMARKS
Visit CSC-FO for Technical Assistance	2 nd Week of February 2025	Heads of Committees and TWG
Bench Marking Activities to SDO with remarkable Digitalization Programs	3 rd Week of February 2025	Heads of Committees and select members and TWG
Conduct Gap Analysis	TBD	Committee Chairs and Members and TWG
Create Action Plan with timelines and deliverables	TBD	Committee Chairs and Members and TWG
Allocate budget and resources for PRIME-HRM initiatives	TBD	Finance
Conduct an orientation for employees on PRIME-HRM goals and benefits	TBD	Committee Chairs and Members and TWG
Midway Evaluation of Progress	TBD	Committee Chairs and Members and TWG
Documentation & Evidence Collection	TBD	Committee Chairs and Members and TWG
Finalize Application	TBD	Committee Chairs and Members and TWG
Submission & Presentation Preparation	TBD	Committee Chairs and Members and TWG

5. Immediate and wide dissemination of this Memorandum is earnestly desired.

ENGR. EDGARD C. DOMINGO PhD CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated

INTEGRATED PRIME HRM COMMITTEES

MCS/AOV/February 11, 2025



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