



Division Memorandum

No. 166 s. 2019

To: **Chiefs, Unit Head, EPS, EPS II, Division Coordinators, A.O, HRMO, Legal Officer, DPO, Budget Officer, Accountant, ITO, Selected ADAS**

From: **Mariou B. Dedumo, Ph.D., CESO V**
Schools Division Superintendent

Subject: **Presentation of the Progress Report of PRIME – HRM Assessment**

Date: April 5, 2019

1. The field is hereby informed of the presentation of the progress report and of every criteria of the four core systems of the PRIME – HRM Assessment level 2 – namely:

1. Recruitment, Selection & Placement
2. Performance Management (PM)
3. Learning & Development (L & D)
4. Rewards & Recognition (R & R)

2. There will be a presentation of each team led by the chairperson at the Division Office, Conference Hall. It is suggested that each team must convene to agree with each other prior to the presentation of the documents evidences on April 12, 2019. The four teams must be supervised by ASDS Jasmin R. Lacuna within the whole cycle of the assessment (assess, assist & award).

3. All team members and concerned personnel must abstain from filing the leave of absence except for valid reasons and the travel ban starts on April 2019 and onwards. After the self assessment in the Division Level, the proposed schedule in the Provincial Level (CSC) will be on May 7, 2019 with ASDS Lacuna as the overall chairperson.

4. Widest dissemination of this memorandum is highly desired.