



Division Memorandum
No. 264, s. 2019

TO: All District Planning Officers
All District Administrative Assistants
This Division

FROM: **MARILOU B. DEDUMO, Ph. D., CESO V**
Schools Division Superintendent

SUBJECT: **ONE-DAY ORIENTATION-WORKSHOP ON PRIME-HRM AND UPDATING OF 201 FILES**

DATE: June 3, 2019

1. In line with Division Memoranda 245 and 255, s. 2019 re Updating of 201 files, the division will be holding a one-day orientation-workshop on PRIME-HRM and updating of 201 files to District Planning Officers/District Administrative Assistants to provide technical assistance.
2. The orientation will only accommodate one representative per district on Thursday, June 6, 2019.
3. Representatives are expected to bring with them a copy of the monitoring tool, district's data, laptop and extension wire.
4. The venue of the event will be announced later.
5. For wide and immediate dissemination.

osds/admin/pgc

References: DM 245, s.2019, DM 255, s.2019,

To be indicated in the Perpetual Index
under the following subjects

PRIME-HRM

201 FILES

ORIENTATION