



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



**Office of the Schools Division
Superintendent**

June 22, 2021

DIVISION MEMORANDUM
No. **159**, s. 2021

**COMPOSITION OF THE TECHNICAL WORKING COMMITTEES FOR THE CSC PRIME-HRM FOUR
HR SYSTEMS**

To: Assistant Schools Division Superintendent
OIC-Chief ES, CID
School Governance and Operations D
Unit Heads
School Heads of Public Elementary and Secondary Schools

1. **CSC PRIME-HRM** stands for "Civil Service Commission's Program to Institutionalize Meritocracy and Excellence in **Human Resource Management**." It aims to elevate public sector human resource management to a level of excellence through the assessment, assistance, and awarding processes of **HRM** Systems, Practices, and Competencies using **HRM** maturity level.

2. In line with this, the Schools Division of Angeles City announces the composition of the Technical Working Committees for the **CSC PRIME-HRM four HR systems**: (1) recruitment, selection, and placement; (2) learning and development; (3) performance management; and (4) rewards and recognition in the preparation for the **CSC PRIME-HRM Accreditation**.

3. The following are the Technical Working Committees for the **CSC PRIME-HRM Four HR Systems**:

Chairman: Ma. Irelyn P. Tamayo PhD, CESE - Officer-In-Charge, Office of the Schools Division Superintendent
Vice -Chairman: Fernandina P. Otchengco PhD - Assistant Schools Division Superintendent

RECRUITMENT AND SELECTION COMMITTEE

Leader: Hazel A. Carbungco Administrative Officer IV
Members: Caroline L. Montes
Rosalie G. Chin
Christle Delma David
Laurence Ordonez

LEARNING AND DEVELOPMENT COMMITTEE

Leader: OIC-Chief – CID
Members: Arcely G. Garcia Senior Education Program Specialist – HRD
Edgardo S. Nunag Education Program Supervisor ESP



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Emily F. Sarmiento	Education Program Supervisor	LRMDS
Rita D. Bundalian	Education Program Supervisor	English
Reynaldo G. Cabrera	Education Program Supervisor	Kinder
Vilma T. Enciso	Education Program Specialist II	– HRD
Imelda F. Gozun	Principal I / Certified NEAP Facilitator	
Ariel T. Perez	Principal II / Certified NEAP Facilitator	
Cazarina L. David	Principal I / Certified NEAP Facilitator	

PERFORMANCE MANAGEMENT COMMITTEE

Leader: Marilou C. Quiambao –	Planning Officer
Members: Gay Y. Pangilinan -	Accountant III
Enrique D. Pangilinan	Administrative Officer IV
Maria Esperanza S. Malang	EPS, Mathematics
Edgar L. Manabat PhD	EPS, SGOD / NEU President
Hazel A. Carbungco	Administrative Officer IV

REWARDS AND RECOGNITION COMMITTEE

Leader: Maria Tara D. Clemente	Public Schools District Supervisor
Members: Maria Esperanza S. Malang	Education Program Supervisor – Mathematics
Enrique D. Pangilinan	Administrative Officer
Glenn P. Sarmiento	Senior Education Program Specialist - SMME
Ma. Leonora E. Vinoya	Senior Education Program Specialist – Planning and Research
Elmer S. Dayrit	Principal IV- PASPA President – Secondary
Joel S. Masangkay	Principal II – PESPA President- Elementary
Patricio Sayson	ACPUSTA President

4. Attached is the CSC Memorandum Circular No. 3 s. 2012 for reference and guidance.
5. Immediate dissemination of the contents of this Memorandum is earnestly desired.

MA. IRELYN P. TAMAYO PhD, CESE
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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MC No. 3 s. 2012

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES,
DEPARTMENTS, BUREAUS, AND AGENCIES OF THE
NATIONAL GOVERNMENT; LOCAL GOVERNMENT
UNITS; GOVERNMENT-OWNED OR CONTROLLED
CORPORATIONS WITH ORIGINAL CHARTERS; AND
STATE UNIVERSITIES AND COLLEGES

SUBJECT : Program to Institutionalize Meritocracy and Excellence in
Human Resource Management (PRIME-HRM)

The Civil Service Commission, pursuant to CSC Resolution No. 1200241 dated February 1, 2012, adopts the following guidelines on the implementation of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)

A. Rationale

The PRIME-HRM is a program that integrates and enhances the Personnel Management Assessment and Assistance Program (PMAAP) and the CSC Agency Accreditation Program (CSCAAP). It is a mechanism to continuously capacitate agencies in the performance of their human resource management functions, recognize best practices in the various areas of human resource management, and serve as a venue for exchange and development of expertise in human resource management in the Philippine public service.

B. Objectives

PRIME-HRM is a program to inculcate meritocracy and excellence in the public service human resource management through a program of reward, recognition, empowerment and continuous development. Specifically, the program aims to:

1. assess the human resource management practices and capabilities of agencies;
2. serve as search mechanism for best practices in the human resource management;
3. promote and serve as a venue for exchange and development of expertise in the area of human resource management between and among

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- government agencies.
- empower agencies in the performance of human resource management functions; and
 - promote and reward excellent human resource management practices.

C. Scope and Coverage of the Program

The program shall cover all national and local government agencies including government-owned and controlled corporations (GOCCs) with original charter and state universities and colleges (SUCs), as well as regional offices of agencies with existing Regional HR offices/units. The program shall involve all HRMOs, heads of agencies and rank and file employees. PRIME-HRM shall cover the following:

- assessment of the human resource management systems and standards, management of human resource records, other systems and programs
- assessment of Competency Level of the agency's Human Resource Management Officers (HRMOs) (self-assessment for the HRMOs as well as 360 degree validation¹)
- survey of agency Human Resource Management climate
- customized technical assistance and developmental interventions according to the determined needs of the agency; and
- review of decisions made and actions taken on appointments, rewards/incentives, performance ratings, leave, employee welfare/benefits, administrative discipline, grievance, and other human resource management matters.

D. THE PRIME-HRM Components

The following programs for assistance shall be the component of the PRIME-HRM

1. Comprehensive HRM Assistance, Review and Monitoring (CHARM)

CHARM is generally a detailed appraisal of the human resource management systems and standards, management of human resource records, other systems and programs, and the competence of the HRMOs, initially undertaken to **Regulated agencies** to determine their readiness for Level II –Accredited status and/or ascertain the strengths and weaknesses of the agency HRM.

For Level II accredited agencies, CHARM shall be done only when there is a valid ground such as repeated/serious violation of the Terms and

¹ validation by the supervisor, agency officials and employees, Civil Service Field Officer and other peers.





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Conditions of Accreditation; change of administration in the case of LGUs, or any analogous cases.

Areas Covered by CHARM:

a. Human Resource Management Records Management

a.1. 201 file includes²

- CS Form 212 (Personal Data Sheet)
- CS Form 33 (Appointment Form)
- Position Description Form (for all types of appointment)
- Medical Certificate (for original appointment and reemployment)
- Clearances (NBI clearance for original appointment and reemployment)
- Clearance from financial obligations and property accountability for transfer reemployment)
- Neuro-psychiatric Examination (for original appointments to positions which involve the maintenance of peace and order and the protection of life and property)
- Licenses, if necessary
- Performance Evaluation Documents
- Commendation, Certificate of Achievement, Award, etc.
- Disciplinary Action Documents
- Other employee records (e.g. written consent of demoted employee)

a.2. Plantilla Entries vis-à-vis Appointments

a.3. Attendance Records

a.4. Leave Records

a.5. Service Records

a.6. Other Human Resource Management Records (Minutes of meetings/resolutions, office issuances, policies on human resource management, etc.)

b. HR Management Systems and Programs

b.1. HR Plan with the following basic components:

- Organizational Profile
 - Agency Mandate, Vision, Mission and Strategic Goals

² As listed under Rule III, V and VIII, CSC MC 40, s. 1998



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