



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

15 July 2022

DIVISION MEMORANDUM

No. **403** s. 2022

**DATA GATHERING FOR PRIME HRM (PROGRAM TO INSTITUTIONALIZE
MERITOCRACY AND EXCELLENCE IN HUMAN RESOURCE MANAGEMENT)
OF THE CIVIL SERVICE COMMISSION**

To: **Division Office Personnel**
Public Schools District Supervisors/ In-Charge
Elementary and Secondary School Heads
Elementary and Secondary Teachers
Program Holders/Training Focal Person
Others Concerned
This Division

1. In support of the Division-wide preparation for **PRIME-HRM**, or the **Program to Institutionalize Meritocracy and Excellence in Human Resource Management**, this Office will conduct an online data gathering for the following:
 - A. Trainings/Seminars/Conferences Attended
 - B. Trainings/Seminars/Conferences Conducted
 - C. Trainings/Seminars/Conferences Where Employee Was Invited as Speaker
 - D. List of Employees- Indigenous Peoples
 - E. List of Employees with Disability
 - F. List of Solo Parent Employees
 - G. List of Senior Citizen Employees
 - H. List of Couple in the Same Office/School
 - I. Summary of Developmental Needs based in IPCRF
2. Division Office Personnel, PSDS/DICs, School Heads and Program Holders are requested to submit the required data through this link; <https://bit.ly/PRIMEHRMDatabase>
3. Deadline of entry of data will be on **July 27, 2022**.
4. Attached is a screenshot of the database for your reference and guidance.





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5. Queries and clarifications on the use of the forms may be channeled through the Human Resource Development Unit, Irish Karylle D. Monte- SEPS (irishkarylle.monte@deped.gov.ph), Kim Eric G. Lubguban (kimeric.lubguban@deped.gov.ph) or Pete Nesty John B. Pongcol (petejohnnesty.pongcol@deped.gov.ph)
6. Wide dissemination of this Memorandum is hereby enjoined.

JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

Encls.: As stated
References: None
To be indicated in the Perpetual Index
under the following subjects:



PRIME HRM

SGOD, HRD-imonte

