



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

May 6, 2024

OFFICE MEMORANDUM

No. 011 s. 2024

**FOCUS GROUP DISCUSSION RELEVANT TO THE PREPARATION FOR
PRIME HRM MASTERY: ROAD TO BRONZE AWARD**

To: Assistant Schools Division Superintendent
Division Chiefs
In-Charge of the PRIME-HRM Systems
All Others Concerned

1. In line with the application for Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Bronze Award, a focus group discussion is necessitated. This session, featuring Civil Service Commission (CSC) Field Director Dulce Cochon, is scheduled on May 8-9, 2024. It will take place at the Conference Hall, 3rd Floor, SDO Bulacan, City of Malolos at 9:00 AM, and is intended for concerned SDO personnel.
2. The activity aims to assess the program implementation as intended:
 - To enhance understanding and implementation of the four pillars of PRIME HRM: Recruitment, Selection, and Placement (RSP); Learning and Development (L&D); Performance Management; and Rewards and Recognition;
 - To equip HR professionals and team leaders with the skills and knowledge necessary to effectively manage and develop human resources in alignment with the organization's strategic goals;
 - To foster a culture of meritocracy, inclusivity, and transparency within HR processes;
 - To prepare the organization for successful PRIME HRM Bronze Award validation through practical application of best practices and standards in HRM.
3. Attendees to this activity include the Assistant Schools Division Superintendent, Division Chiefs, representatives from the Civil Service Commission, PRIME-HRM core systems leaders and members.
4. Attached are the following Enclosures for references.
 - Enclosure No. I, PRIME-HRM Core Systems Leaders and Members; and
 - Enclosure No. II, Program of Activities.
5. Expenses to be incurred in the conduct of this activity shall be charged against Division MOOE funds subject to the usual accounting and auditing rules and regulations.
6. This Memorandum will serve as travel authority of the school/district-based participants.
7. It is expected that all participants observe the minimum health standard protocols as pre-emptive interventions to combat any infectious diseases.
8. Immediate and wide dissemination of this Memorandum is desired.


NORMA B. ESTEBAN, EdD, CESO V
Schools Division Superintendent



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Enclosure No. 1 to Office Memorandum No. _____, s. 2024

HRM Core Systems Leaders and Members

PILLAR	NAME	FUNCTIONAL DIVISION	POSITION
RECRUITMENT, SELECTION AND PLACEMENT (RSP)	Victoria O. Madrigal	OSDS	Administrative Officer IV- Personnel
	Joel I. Vasallo, PhD	CID	Education Program Supervisor
	Teresita B. Alquiza, PhD	CID	PSDS
	Cesar Valondo	Carlos Gonzales HS	Principal IV
	Charito N. Laggui, PhD	Guiguinto CS	Principal IV
	Lorena P. Bodoso	OSDS	Administrative Officer IV-Records
	Hana M. Hernandez	OSDS	Administrative Assistant II
LEARNING AND DEVELOPMENT (L & D)	Marilene G. Ramos, LPT, MAT	SGOD	Senior Education Program Specialist, HRD
	Marinella Pengson, PhD	CID	Education Program Supervisor
	Edelmira S. Dorega, PhD	CID	PSDS
	Bryan Amiel F. de Jesus, LPT	SGOD	Senior Education Program Specialist, SMN
	Ma. Bella S. Fajardo	SGOD	Education Program Specialist II, HRD
	Cecille E. Cruz, LPT, MAE	SGOD	Education Program Specialist II, HRD
	Glenda S. Constantino	CID	PDO II
	Inah Marifaye M. Blanco, LPT	SGOD	PDO I
	Ma. Jesusa V. Pampilon, PhD	SGOD	Education Program Specialist II, SMN
PERFORMANCE MANAGEMENT (PM)	Cecilia S. Custodio, PhD	SGOD	Chief ES, SGOD
	Jhay Arr C. Tayao, DBA	SGOD	Education Program Supervisor, SGOD
	Ma. Lourdes J. Patag, LPT, MAE	SGOD	Senior Education Program Specialist, SMME
	Julienne Ira Perez		AO II
	Leonora V. Bergado, EdD	CID	PSDS
	Racquel D. Salazar	CID	PSDS
	Ma. Neriza F. Fanuncio, EdD	CID	PSDS
	Cecilia P. Buenaventura, EdD	CID	PSDS
	Angelita C. Baltazar	CID	PSDS
REWARDS AND RECOGNITION (R&R)	Gregorio C. Quinto, Jr. EdD	CID	Chief ES, CID
	Daniel V. Ortega, EdD	CID	PSDS
	Guillermo J. Flores, EdD	CID	PSDS
	Ana-Liza M. Villanueva, EdD	CID	PSDS
	Joel I. Vasallo, PhD	CID	Education Program Supervisor
	Jay-Arr V. Sangoyo, PhD	CID	Education Program Supervisor
	Agnes R. Bernardo, PhD	CID	Education Program Supervisor
	Rainelda M. Blanco, PhD	CID	Education Program Supervisor
	Paulo Eduardo C. Cruz, Jr.	SGOD	Planning Officer
	Marilene G. Ramos, LPT, MAT	SGOD	SEPS-HRD
	Julie Ann C. Cruz, LPT	CID	Education Program Specialist II



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Program of Activities

Time	Activity	In-Charge
May 8, 2024 (Wednesday)		
9:00 AM	Opening Program <ul style="list-style-type: none"> • Makabayan song • Prayer • Bulacan March 	Work Committee: Ma. Bella S. Fajardo (EPS II, HRD) Inah Marifaye S. Blanco (PDO I) Ma. Jesusa V. Pampilon, PhD (EPS II, SMN)
	Welcome Remarks	Maria Celina L. Vega, CESO VI ASDS
	Inspirational Message	Norma P. Esteban, EdD, CESO V SDS
10:00 AM	Presentation of Documents	
	<ul style="list-style-type: none"> • Performance Management (PM) 	Cecilia S. Custodio, PhD Chief, SGOD
	<ul style="list-style-type: none"> • Learning & Development (L&D) 	Marilene G. Ramos, LPT, MAT SEPS, HRD
	<ul style="list-style-type: none"> • Rewards & Recognition (R&R) 	Gregorio C. Quinto Jr., EdD Chief, CID
	<ul style="list-style-type: none"> • Recruitment, Selection, & Placement 	Victoria O. Madrigal AO IV, HRMO
12:00 NN	L - U - N - C - H	
1:00 PM	Continuation of Document Presentation	
2:00 PM	Focus Group Discussion with CSC Field Director Dulce Cochon	
4:00 PM	Q & A / Closing Program	

May 9, 2024 (Thursday)		
<p>Preparation for the PRIME HRM Onsite Validation Process</p> <p>To ensure readiness for the upcoming PRIME HRM onsite validation, a structured preparation session will be facilitated by Pillar. This session will focus on outlining expectations, demonstrating effective HRM practices, and engaging and preparing staff throughout the organization.</p>		