



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

DIVISION MEMORANDUM

No. 234 S. 2020

September 11, 2020

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
ALL HRMPSB MEMBERS
EPS SGOD
EPS Representative, CID
PSDSs
SEPS for HRD & M&E
SPEAR Chairman
All Others Concerned

Workshop on the Review/Formulation of Office Processes and Standards for Prime HR Accreditation.


1. This Division, in coordination with the Human Resource Merit Promotions and Selections Board (HRMPSB) and the Human Resource and Development (HRD) of the Schools Governance Operations Division (SGOD) will conduct a Monthly Workshop on the Formulation of Office Processes and Standards for Program to Institutionalize Meritocracy and Excellence in the Human Resource Management (PRIME HRM) accreditation on the following schedules.

Date	HR System	Venue
September 18, 2020	Recruitment Selection and Placement (RSP)	Division Office Conference Hall
October 8, 2020	Learning and Delivery (L and D)	Division Office Conference Hall
November 12, 2020	Performance Management (PM)	Division Office Conference Hall
December 10, 2020	Rewards and Recognition (R&R)	Division Office Conference Hall

2. The Objective of this activity is to formulate or review the office processes and Standards relative to the 4 Human Resource Systems that would lead to PRIME HRM Accreditation.
3. Participants to this activity are the following.

Schools Division Superintendent	1
Assistant Schools Division Superintendent	1
Division Chief – SGOD	1
Division Chief – CID	1
EPS SGOD	1
EPS CID	2
PSDS	1
SEPS for HRD	1
EPS2 for HRD	1
SEPS M& E	1
OIC EPS2 M&E	1
Planning Officer III	1
Administrative Officer V	1
Administrative Officer IV-Personnel	1
SPEAR Chairman	1

4. Participants are encouraged to bring laptops for the workshop. Likewise, the participants are reminded to strictly observe physical distancing and wear face mask at all times.
5. Expenses for 1 meal and 2 snacks in each activity shall be charged against Local Funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this memorandum desired.


JUDELLA R. LUMPAS, Ed.D., CESO VI
OIC Schools Division Superintendent