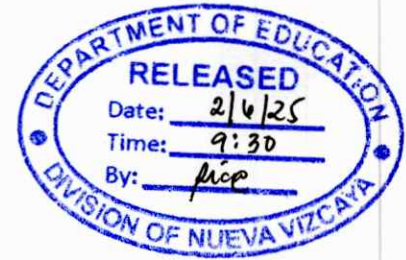




Republic of the Philippines
Department of Education
 Region II - Cagayan Valley
 SCHOOLS DIVISION OF NUEVA VIZCAYA



05 February 2025

DIVISION MEMORANDUM
 No. 59, s. 2025

SEMINAR-WORKSHOP ON PRIME-HRM PROCESS IMPROVEMENT

To: Assistant Schools Division Superintendent
 Chief, School Governance and Operations Division
 Chief, Curriculum Implementation Division
 Public Schools District Supervisors/District In-Charge
 School Heads Public Elementary, Secondary & Integrated Schools
 All others concerned

1. This Office announces the conduct of **PRIME-HRM Seminar-Workshop on Process Improvement** along Learning and Development (L&D), Performance Management (PM), Recruitment, Selection, Placement and Induction (RSPI) and Rewards & Recognition (R &R) on the following schedule and expected participants:

Date	Expected Participants	Venue
February 10-11, 2025	All PRIME HRM members as per DM 40, s.2025	SDO Conference Hall, Bayombong, Nueva Vizcaya
February 12-14, 2025	PRIME-HRM Over-all Team, Core system Chairperson, Co-chairperson, IT, Secretariat & 3 members (to be determined by the Chairperson)	TBA
February 19-21, 2025	PRIME-HRM Over-all Team, Core sytem Chairperson, CO-chairperson, IT, Secretariat & 3 members (to be determined by the Chairperson)	TBA

2. The workshop aims to review and enhance services for human resources competency and performance towards achieving PRIME-HRM Level 3.
3. All participants are requested to bring laptops and extension wires during the workshop.
4. The meals and snacks of the participants shall be charged to OPDNTP-PSF while the travel expenses of school/district-based participants shall be charged to local funds subject to usual accounting guidelines and procedure.
5. For information, guidance and compliance.

ORLANDO E. MANUEL Ph.D., CESO V
 Schools Division Superintendent

[Signature]
 02-07-2025



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