



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

09 July 2025

DIVISION MEMORANDUM  
No. 318, s. 2025

**SUBMISSION OF DISTRICT PRIME-HRM TEAM**

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

1. This Office requests for the **submission of District composition of Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Team on or before July 18, 2025** comprising of the following:

Lead : PSDS/DIC
Members : 2 (to be determined)
IT : District

2. The submitted District PRIME HRM Team are required to attend the **PRIME HRM Awareness Training cum OPCR/IPCRR Mid-year Review on July 22, 2025, 8:00 in the morning at SDO Conference Hall, Don Domingo Maddela, Bayombong, Nueva Vizcaya.**
3. The District PRIME-HRM Team and Awareness Training aim at establishing awareness on the institutionalization of SDO PRIME-HRM Maturity Level 3 standards and processes from the SDO proper to the school level.
4. For information, guidance and compliance.

  
**ORLANDO E. MANUEL PhD., CESO V**  
Schools Division Superintendent  
07-2025-323

