



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

29 July 2025

DIVISION MEMORANDUM
No. 350, s. 2025

**DIVISION WORKSHOP FOR THE CONTINUOUS STANDARDS COMPLIANCE OF
NON-TEACHING PERSONNEL : PRIME-HRM SYSTEMS & PROCESSES**

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

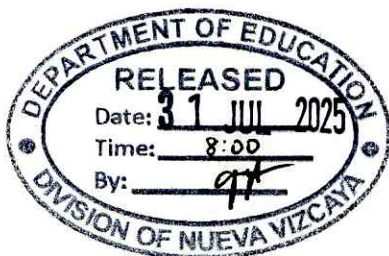
1. Relative to the ongoing SDO preparation for the continuous standards compliance of non-teaching personnel for Citizen's Charter, customer satisfaction, frontline services, client feedback Mechanism and Quality Management services (PRIME-HRM & NQMS), the following workshops are scheduled to wit:

No	Title of Activity/ Workshop	Date & Venue of Workshop
1	<i>Development of systems and process-based programs, activities and projects for workforce performance improvement: Workshop on quality management planning documents</i>	August 5, 2025, 8:00AM Disadeco Multi-purpose Hall, Bayombong, Nueva Vizcaya
2	<i>Workshop on Data Inputs from the Re-orientation on DO 2, s.2012 (RPMS) cum SDO Professional Development Processes for employee performance</i>	August 12-13, 2025, 8:00AM Disadeco Multi-purpose Hall, Bayombong, Nueva Vizcaya

6. The expected participants with list herein attached are requested to bring laptops and extension wires for the conduct of the workshop.

7. The meals and snacks of the participants shall be charged against ODPNTP-PSF while the travel expenses to be incurred shall be charged against local funds subject to usual accounting and auditing rules, policies and procedures.

8. For information, guidance and compliance.



ORLANDO E. MANUEL PhD., CESO V
Schools Division Superintendent



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Division Workshop for the Continuous Standards Compliance of Non-Teaching Personnel: PRIME-HRM Systems & Processes

LIST OF PARTICIPANTS

1. Development of systems and process-based programs, activities and projects for workforce performance improvement: Workshop on quality management planning documents			
Princess A. Cachola	Maricel S. Franco, PhD, CESE	Romulo S. Ancheta PhD	Edward M. Santiago
Jeremie T. Fronda	Florence F. Esparrago	Rommel S. De Gracia PhD	Nimfa Norie A. Aquino, PhD
Erlinda L. Roduta	Herbert P. Mangabat	Clydinne A. Balon	Edlyn M. Wakit
Mary ann Agamata	Kevin Marf B. Saquing	Macrino A. Raymundo EdD	Romelyn S. Gurat
Dexter L. Patricio	Francis Leonard T. Jasmin	Lyndon Deo D. Reyes	Amherstine B. Bata
Erwin Roy S. Cachola	Kristine Jocel M Nicanor		
Secretariat: Maricar M. Valido, Maria Victoria A. Padro, Karina S. Ancheta			
Ezekel C. Garing		Kennedy W. Guzman	
Maritess E. Vidad		Melany Asuncion PhD	
Maricel S. Franco PhD, CESE		Romulo S. Ancheta PhD	
Adonis C. Ceperez EdD, CESE			
Orlando E. Manuel PhD, CESO V			
2. Workshop on Data Inputs from the Re-orientation on DO 2, s.2012 (RPMS) cum SDO Professional Development Processes for employee performance			
23 PSDS & DICs			
Princess A. Cachola	Maricel S. Franco, PhD, CESE	Romulo S. Ancheta PhD	Edward M. Santiago
Ezekel C. Garing	Maritess E. Vidad	Melany Asuncion PhD	
Secretariat: Maricar M. Valido, Maria Victoria A. Padro, Karina S. Ancheta			
Adonis C. Ceperez EdD, CESE			
Orlando E. Manuel PhD, CESO V			

Prepared by:

MELANY M. ASUNCION PhD
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Recommending Approval:

ADONIS C. CEPEREZ EdD, CESE
 Assistant Schools Division Superintendent

Approved:

ORLANDO E. MANUEL PhD, CESO V
 Schools Division Superintendent



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