



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

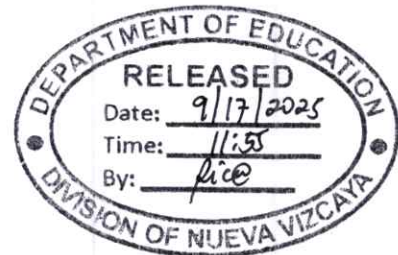
UNNUMBERED MEMORANDUM

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

FROM: **ORLANDO E. MANUEL PhD, CESO V**
Schools Division Superintendent

DATE : September 17, 2025

**SUBJECT : CONDUCT OF PRIME-HRM WORKSHOPS ON SYSTEMS
IMPROVEMENT AND EMPLOYEE DATA INPUTS**



1. This Office announces the **conduct of PRIME-HRM Workshops** on the following scheduled as specified below:

Activity	Schedule	Person Responsible
Systems development along the four core HR systems Systems modules and data frames	September 20, 2025 QMO, SDO September 28, 2025 QMO, SDO	Melany M. Asuncion PhD Ezekel C. Garing, Marivic M. Padro Florence F. Esparrago or L & D IT Princess C. Aquitania or RSPI IT Edward M. Santiago or R & R IT
Encoding and continuation of data cleaning for the systems inputs	September 22-23, 2025 SDO Conference Hall	Melany M. Asuncion PhD, Ezekel C. Garing Kennedy Guzman, Princess C. Aquitania Jeremie Fronda, Dexter Patricio, Erlinda Roduta, Florence F. Esparrago, Kevin Marf Saquing, Herbert Mangabat, Francis Leonard Jasmin, Macrino A. Raymundo, Clydine A. Balon, Jovelyn L. Masa, Joshua W. Umli, Lyndon Deo D. Reyes, Edward M. Santiago, Edlyn Wakit Amherstine Bata, Maricar M. Valido, Karina B. Ancheta, Maria Victoria A. Padro Atty Julius Caesar G. Domingo, CPA Romulo S. Ancheta PhD Adonis C. Ceperez EdD, CESE Orlando E. Manuel PhD, CESO V

2. The meals and snacks of participants shall be charged against SDO MOOE while the participants incurring travel expenses shall be charged to school local funds subject to usual accounting rules and procedures.

3. For information, guidance and compliance.



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