




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
10-2025-506

DATE : October 7, 2025



**SUBJECT : NEW SCHEDULE IN THE CONDUCT OF PRIME-HRM WORKSHOP
ON SYSTEMS IMPROVEMENT AND ENCODING OF EMPLOYEE
DATA-BATCH 1**

1. In view of the unexpected weather disturbances due to the Tropical Storm Opong, this Office announces the new schedule of the **PRIME-HRM Workshop on Systems Improvement and Encoding of Employee Data - Batch 1 on October 8, 2025, 8:00AM at SDO Conference Hall, Bayombong, Nueva Vizcaya.** The activity was originally scheduled last September 23, 2025.
2. All other provisions in the previous UM shall remain in effect.
3. For immediate dissemination, guidance and compliance.