

November 5, 2019

**DIVISION MEMORANDUM**  
NO. 441, s. 2019

**HUMAN RESOURCE PERSONNEL'S IMPLEMENTATION REVIEW  
AND GAP ANALYSIS ON PRIME-HRM**

To: Assistant Schools Division Superintendent  
OIC, Office of the Assistant Schools Division Superintendent  
Chief, Curriculum and Implementation Division  
Chief, Schools Governance and Operations Division  
Human Resource Management and Development Personnel  
All other Concerned

1. Relevant to Memorandum Circular No. 3, s. 2012 on Program Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), this division recognized the importance of this mechanism to continuously capacitate agencies in the performance of their human resource management functions, recognize best practices in the various areas of human resource management and development and serve as a venue for exchange and development of expertise in human resource management in the Philippine public service. Quality Service delivery to its maximum has been the goal of DepEd Cavite, thus there will be performance review and gap analysis of the Division PRIME-HRM on December 11 to 13, 2019 at Bayleaf Hotel, Brgy. Manggahan, General Trias City, Cavite.

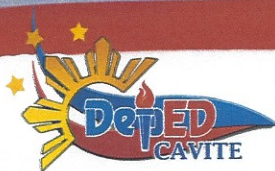
2. The objective of this undertaking are as follows:

- a. Evaluate compliance to the four pillars of PRIME-HRM;
- b. Plan for the continuous implementation of the activities and undertaking of HR Personnel;
- c. Capacitate HR personnel in conducting surveys & other forms of performance evaluation mechanism; and
- d. Generate HR Strategic Plan for CY 2020-2021.

3. Participants of this training are the following:

Name	Designation	Office
Elias A. Alicaya Jr.	ASDS	ASDS Office
Ivan Brian L. Inductivo	OIC-ASDS	ASDS Office
Diana P. Topacio	SGOD Chief	SGOD
Verna C. Cabaya	Administrative Officer V	Administrative Office
Gina B. Dulce	SEPS-HRD	SGOD
Melanie P. Cruz	EPS-HRD	SGOD
Elaine V. Balen	Administrative Officer IV-HR	OSDS-HR Unit
Ronald Kevin C. Del Rosario	Administrative Officer II	OSDS-HR Unit





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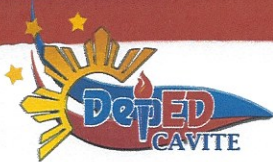


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Teodoro P. Fulvadora Jr.	Administrative Officer II	OSDS-HR Unit
Claire D. Pellas	Administrative Assistant III	OSDS-HR Unit
Norita C. Vasquez	Administrative Assistant III	OSDS-HR Unit
Lennard L. Nueva	Administrative Assistant III	OSDS-HR Unit
Ernelyn B. Nati	Administrative Assistant III	OSDS-HR Unit
Richelle N. Panganiban	Administrative Assistant III	OSDS-HR Unit
Maureen B. Cruzada	Administrative Officer II	OSDS
Roel L. Penus	Administrative Aide III- Casual	OSDS-HR Unit
Ma. Corazon P. Federoso	Administrative Assistant III	OSDS-HR Unit
Lian Jazzel T. Velasco	Administrative Assistant III	OSDS-HR Unit
Vienna Mei R. Ruiz	Administrative Assistant III	OSDS-HR Unit

4. To ensure uninterrupted government services in the HR Unit, an HR personnel for the day shall be designated.
5. Hotel and Accommodation and travelling expenses shall be charged against HRTD Fund subject to usual accounting procedures and auditing rules and regulations.
6. Immediate dissemination to the content of this Memorandum is earnestly desired.

  
**DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent



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## **TRAINING MANAGEMENT COMMITTEE**

### **EXECUTIVE COMMITTEE**

**DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

**ELIAS A. ALICAYA JR.**  
Assistant Schools Division Superintendent

**IVAN BRIAN L. INDUCTIVO**  
OIC- Office of the Assistant Schools Division Superintendent

**ELPIDIA B. BERGADO**  
Chief Curriculum and Implementation Division

**DIANA P. TOPACIO**  
Chief - Schools Governance and Operations Division

### **WORKING COMMITTEES**

Certificates	<b>Elaine V. Balen</b> Administrative Officer IV
	<b>Richelle N. Panganiban</b> Administrative Assistant III
Program	<b>Gina B. Dulce</b> SEPS - HRD
	<b>Melanie P. Cruz</b> EPS - HRD
Refreshment/Energizer	<b>Ernalyn B. Nati</b> Administrative Assistant III
	<b>Lian Jazzel T. Velasco</b> Administrative Assistant III
Documentation	<b>Roel L. Penus</b> Administrative Aide III
	<b>Richelle N. Panganiban</b> Administrative Assistant III
Registration	<b>Ma. Corazon P. Federoso</b> Administrative Assistant III



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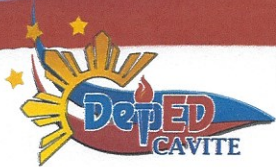


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**Claire D. Pellas**  
Administrative Assistant III

**Norita C. Vasquez**  
Administrative Assistant III

Technical

**Teodoro P. Fulvadora Jr.**  
Administrative Officer II

**Roel L. Penus**  
Administrative Aide III

## II. TRAINING MATRIX

December 11, 2019	8:00-8:30 A.M.	Opening program
	8:30-12:00 P.M.	Performance Review and GAP Analysis on Recruitment, Selection and Placement
	1:00- 5:00 P.M.	Performance Review and GAP Analysis on Performance Management
December 12, 2019	8:00-8:30 A.M.	MOL
	8:30-12:00 P.M.	Performance Review and GAP Analysis on Learning and Development
	1:00-5:00 P.M.	Performance Review and GAP Analysis on Rewards and Recognition
December 13, 2019	8:00-8:30 A.M.	MOL
	8:30-12:00 P.M.	Training Workshop on Performance Evaluation Mechanisms
	1:00-5:00 P.M.	Workshop on HR Strategic Plan CY 2020-2021



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