



Republic of the Philippines  
Department of Education  
**REGION IV-A CALABARZON**  
Gate 2 Karangalan Village  
1900 Cainta, Rizal



**TO :** SCHOOLS DIVISION SUPERINTENDENTS  
RO FUNCTIONAL DIVISION CHIEFS

**FROM :** DIOSDADO M. SAN ANTONIO  
*Director IV*

**SUBJECT :** SEMINAR WORKSHOP ON THE ENHANCED PRIME-HRM

**DATE :** JUNE 13, 2018

1. Relative to the enhanced Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) of the Civil Service Commission, this Office through the HRDD in collaboration with the Administrative Division shall conduct a three-day Seminar-Workshop on the Enhanced PRIME-HRM on July 11-13, 2018. The venue shall be determined soon.
2. The activity aims to:
  - a. enlighten/ orient the RO personnel on the enhanced PRIME-HRM; and
  - b. acquire concrete understanding on how to implement the enhanced PRIME-HRM.
3. The participants to the said seminar-workshop are as follows:
  - 3.1 Schools Division Offices**
    - 3.1.1 Assistant Schools Division Superintendent(ASDS)-20
    - 3.1.2 SDO Administrative Officer IV (AO-IV)-20, and
    - 3.1.3 Senior Education Program Specialist-Human Resource (SEPS)-20.
  - 3.2 Regional Office**
    - 3.2.1 Regional Director – 1
    - 3.2.2 Assistant Regional Director-1
    - 3.2.3 HRDD Personnel - 7
    - 3.2.4 Admin Personnel - 4
    - 3.2.5 PPRD -1
    - 3.2.6 Finance Division- 3
  - 3.3 ROE Secretariat -2**



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4. They are expected to be at the venue on or before 7:30 a.m. of July 11,2018. The first meal to be served is breakfast of day 1 and last meal is pm snacks of day 3. For the confirmation of participants, please follow the link <http://bit.ly/EPRIMEHRM>.
5. A registration fee of P6,000 for three {3} days shall be collected from SDO participants to cover the costs for food, accommodation, supplies/materials, training kit, certificates, and training package fee for the Service Provider-CSC. Registration fees and travelling expenses of participants shall be charged against local funds for SDO and regional fund for ROP subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this Memorandum is earnestly desired.