

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



Personnel-RM-2024-462

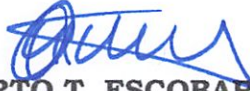
27 June 2024

**Regional Memorandum**  
**No. 462, s. 2024**

**ORIENTATION, ASSESSMENT AND ACTION PLANNING  
ON PRIME-HRM MATURITY LEVEL 2  
FOR PERFORMANCE MANAGEMENT**

To **Schools Division Superintendents**  
**Division Human Resource Management Officers**  
**All Others Concerned**

1. Enclosed is a copy of the letter dated April 23, 2024 signed by **Dir. MARIA LETICIA G. REYNA, MNSA, Director IV**, Civil Service Commission Regional Office IV, Panay Avenue, Brgy South Triangle, Quezon City relative to the invitation to the Orientation, Assessment and Action Planning on PRIME-HRM Maturity Level 2 for Performance Management,” to be held on 9-10 July 2024 (Live Out; 2 days) in Antipolo City, Rizal, which is self-explanatory.
2. Before clicking the Registration Link, please settle first the one-time learning investment fee of PhP5,600.00 through Cash/Cheque or Online Deposit via Land Bank of the Philippines, or payment via Regional or Field Office.
3. For any question or clarification, please contact SARAH JANE A. RICO, Senior HR Specialist of the Human Resource Division at (02) 8927-1832; (02) 7508-0377 or via e-mail: [ro04.hrd@csc.gov.ph](mailto:ro04.hrd@csc.gov.ph) (SUBJECT: PRIME-HRM PM).
4. Immediate dissemination of this memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
**Regional Director**

b

Incl.: As stated

Nlb  
08C/ROA/PI



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)



Certificate No. PHP QMS  
22 93 0085



23 April 2024

**ATTY. ALBERTO T. ESCOBARTE, CESO II**

Regional Director  
DEPARTMENT OF EDUCATION IV-A  
Cainta, Rizal

Dear Director Escobarte:

The CSC Regional Office IV would like to invite your Human Resource Management Officers and staff, other human resource management practitioners involved in the Performance Management (PM) System, and members of the Performance Management Team (PMT) to the learning and development intervention (L&DI) entitled **Orientation, Assessment and Action Planning on PRIME-HRM Maturity Level 2 for Performance Management** to be held on 9 - 10 July 2024 (Live Out; 2 days) in Antipolo City, Rizal.

This L&DI, with sixteen (16) hours of credit under the *Technical* strand, has the following objectives:

- Be oriented with the purpose, principles, processes and best practices in relation to customizing agency's PM System;
- Assess existing PM System vis-a-vis PRIME-HRM's PM pillars, elements and Level 2 indicators and evidence requirements;
- Appreciate the value of administering a PM system that meets the PRIME-HRM Maturity Level 2 requirements;
- Identify areas for development or customization in the agency's current PM system; and
- Craft an action plan that will address the identified gaps and opportunities for improvement.

Before clicking the **REGISTRATION LINK** [<https://bit.ly/2024TrainingReg>], you may first settle your one-time learning investment fee of **Php5,600.00** through any of the following channels:

- **Cash/Cheque or Online Deposit via Land Bank of the Philippines**

**Account Name:** CSC REGION 4 TRAINING

**Savings Account Number:** 0232-1121-07

*\*Please immediately proceed to the Regional Office or any CSC ROIV Field Office, bring your original proof of bank transaction / printed copy of the online transaction, and request for an Official Receipt.*

- **Payment via Regional or Field Office**

Should there be any questions or clarification, please contact SARAH JANE A. RICO, Senior HR Specialist of the Human Resource Division at (02) 8927-1832; (02) 7508-0377 or via email: ro04.hrd@csc.gov.ph [**SUBJECT:PRIME-HRM PM**].

Thank you and see you there!

Very truly yours,

  
**MARIA LETICIA G. REYNA, MNSA**  
Director IV

MLGR/RBJ/HRD/MNS/sjar

**Bawat Kawani, Lingkod Bayani**

23 April 2024

**ATTY. ALBERTO T. ESCOBARTE, CESO II**

Regional Director  
DEPARTMENT OF EDUCATION IV-A  
Cainta, Rizal

Dear Director Escobarte:

The CSC Regional Office IV would like to invite your Human Resource Management Officers and staff, other human resource management practitioners involved in the Performance Management (PM) System, and members of the Performance Management Team (PMT) to the learning and development intervention (L&DI) entitled **Orientation, Assessment and Action Planning on PRIME-HRM Maturity Level 2 for Performance Management** to be held on 9 - 10 July 2024 (Live Out; 2 days) in Antipolo City, Rizal.

This L&DI, with sixteen (16) hours of credit under the *Technical* strand, has the following objectives:

- Be oriented with the purpose, principles, processes and best practices in relation to customizing agency's PM System;
- Assess existing PM System vis-a-vis PRIME-HRM's PM pillars, elements and Level 2 indicators and evidence requirements;
- Appreciate the value of administering a PM system that meets the PRIME-HRM Maturity Level 2 requirements;
- Identify areas for development or customization in the agency's current PM system; and
- Craft an action plan that will address the identified gaps and opportunities for improvement.

Before clicking the **REGISTRATION LINK** [<https://bit.ly/2024TrainingReg>], you may first settle your one-time learning investment fee of **PhP5,600.00** through any of the following channels:

- **Cash/Cheque or Online Deposit via Land Bank of the Philippines**

**Account Name:** CSC REGION 4 TRAINING

**Savings Account Number:** 0232-1121-07

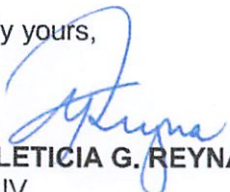
*\*Please immediately proceed to the Regional Office or any CSC ROIV Field Office, bring your original proof of bank transaction / printed copy of the online transaction, and request for an Official Receipt.*

- **Payment via Regional or Field Office**

Should there be any questions or clarification, please contact SARAH JANE A. RICO, Senior HR Specialist of the Human Resource Division at (02) 8927-1832; (02) 7508-0377 or via email: ro04.hrd@csc.gov.ph [**SUBJECT:PRIME-HRM PM**].

Thank you and see you there!

Very truly yours,

  
**MARIA LETICIA G. REYNA, MNSA**  
Director IV

MLGR/RBJ/HRD/MNS/sjar

Bawat Kawani, Lingkod Bayani