

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



Personnel-RM-2025-426


9 June 2025

Regional Memorandum
No. 426, s. 2025

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

**To Regional Office Officials
Schools Division Superintendents
All Others Concerned**

1. Enclosed is a copy of the letter dated May 5, 2025 signed by **Dir. MARIA LETICIA G. REYNA**, MNSA, Director IV, Civil Service Commission (CSC) Region IV, Panay Avenue, Quezon City, relative to the conduct of 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 June 26-27, 2025 (Live-out, 2 days) in Quezon City. This L&DI has sixteen (16) hours of credit under the Technical track.
2. Attention is invited to the third paragraph of the said letter for the learning investment (registration) fee, and the mode of payment for information and reference.
3. For further questions or clarification, please contact SARAH JANE A. RICO, Supervising HR Specialist of the Human Resource Division at (02) 8927-1832; (02) 7508-0377 or via email: ro04.hrd@csc.gov.ph [**SUBJECT: OAAP PM**].
4. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Incls.: As stated

08C/ROA/P1



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May 5, 2025

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 to the learning and development intervention (L&DI) entitled **Orientation, Assessment, and Action Planning on PRIME-HRM Maturity Level 2 for Performance Management** on 26 – 27 June 2025 (Live Out; 2 days) in Quezon City.

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

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

Before clicking the **REGISTRATION LINK** [<https://bit.ly/CSCRO4TrainingReg2025>], 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

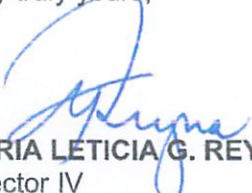
**Please immediately proceed to the Regional Office or any CSC RO IV Field Office, bring your original proof of bank transaction / printed copy of the online transaction, and request for an Official Receipt.*

- **Payment via Regional or Field Office**

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

Thank you.

Very truly yours,


MARIA LETICIA G. REYNA, MNSA
Director IV