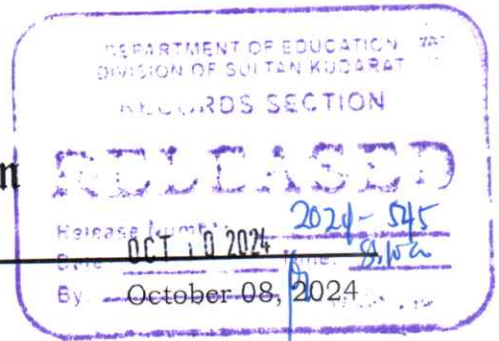




Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT



Nº. DIVISION MEMORANDUM
OSDS-PS No. 172 s. 2024

**ORIENTATION ON THE PRIME HRM LEVEL II: NEW APPOINTMENT PROCESSING
AND FORMS UTILIZATION**

To: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Division Human Resource Merit Promotion Selection Board Members
Selected Administrative Officers II
Personnel Section
This Division

1. The Department of Education - Division of Sultan Kudarat has been recognized by the Civil Service Commission XII as a PRIME HRM Level II Practitioner. In this connection, an orientation on the PRIME-HRM Level II: New Appointment Processing and Form Utilization will be conducted on **October 11, 2024**, at 8:00 AM at the Carlitos Hotel and Restaurant, Isulan, Sultan Kudarat.
2. This activity aims to:
 - a. understand the key principles and procedures of appointment processing within the PRIME-HRM systems;
 - b. understand the purpose, format, and required information for each forms; and
 - c. provide a clear understanding of the workflow and who is responsible for each steps.
3. Participants are the Division Key Officials, Division Human Resource Merit Promotion Selection Board (DHRMPSB) Members, Personnel Section and Selected Administrative Officers II. See attached list.
4. Transportation and other expenses of selected Administrative Officers II to be incurred in this activity will be charged against School MOOE subject to the usual accounting and auditing rules and regulations.
5. For your information and guidance.


MEILROSE B. PERALTA, EdD
Assistant Schools Division Superintendent

CRISPIN A. SOLIVEN JR., CESE
Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the Perpetual Index under the following subjects

APPOINTMENT

FORMS

PRIME HRM



Address: Kenram, Isulan, Sultan Kudarat
Telephone No.: (064) 471 1007
Website: <https://divisiondsk.org>
Email: depedsk.r12@deped.gov.ph



Republic of the Philippines
Department of Education

REGION XII
DIVISION OF SULTAN KUDARAT

Enclosure **No. 172** to DM OSDS No. **172**, s. 2024

LIST OF PARTICIPANTS		
No.	Name	Designation
1	CRISPIN A. SOLIVEN JR., CESE	SDS
2	MEILROSE B. PERALTA, EDD	ASDS
3	MOHALIDIN M. SUAEB	SGOD CHIEF
4	LOYOLA, ARLY S.	AOII
5	MELVIN P. FORTUNA	AO V
6	ARTURO L. PORRAS	AO V/ NEU REP
7	ISMAEL M. AMBALGAN	CID-CHIEF
8	FATIMA A. MAAYA	EPS
9	HARON B. KARTIL	EPS
10	JULIET L. SISON	EPS
11	ARNULFO D. DINERO, EDD	EPS
12	MARY GRACE B. LEYSA	EPS
13	RODOLFO B. BERMUDO JR.	EPS
14	JOSEVIC F. HURTADA	EPS
15	SHERYL L. OSANO	EPS
16	RONALD F. RAMIREZ	EPS
17	NIDA P. CLAUDIO	ADAS III
18	SADAT T. SINOLINDING	EPS SGOD
19	NOLI M. ASUNCION, CPA	ACCOUNTANT III
20	LAZARO P. ORIEL	SEPS-HRD
21	MARK CARLO D. BUYAO	SEPS-SMME
22	RICHARD A. FERNANDEZ	ITO
23	LIZA B. ROMALLOSA	AO IV (CASH)
24	ARLENE C. MONTERO	ADAS III
25	JOANNE GRACE MAE D. MAPUTI	PDO II
26	KEVIN LLOYD V. HIJASTRO	EPS II HRD
27	RENALYN M. LANDERIO	ADAS III
28	LAURENCE JOHN V. APUD	TEACHER I
29	JODEHMN G. TANATE	ADAS VI
30	ALCANTARA, MYRA JOY	AO II
31	DISTOR, REGINE ASPERA	AO II
32	TIWAN, ROLAND GAL	AO II
33	MANDADO, MARK ANTHONY DUCASI	AO II
34	SALENDAB, DIONESA AUSTRIA	AO II
35	PERALES, AIDAVILLA ALBOROTO	AO II
36	BACORAYO, KARLENE FERNANDEZ	AO II
37	DELA CRUZ, REGIE E.	AO II
38	ORPALES, MARY ANN PINZON	AO II



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39	PACHES, JOMARIE M.	AO II
40	ABING, STEPHANIE DOHINA	AO II
41	FRUTO, BENJAMIN BADUA	AO II
42	SUNOGAN, SHA MAE DULATRE	AO II
43	VERDE, ROEL C.	AO II
44	ABANERA, CHANETTE MAGLASANG	AO II
45	CARIÑOSA, PRECIOUS ASPERA	AO II
46	MAGNO, JEYSON PLANA	AO II
47	PLARISAN, ODETTE AMOR DABLE	AO II
48	SALIGAN, MARY AREEN DOHINO	AO II
49	ELOSO, QUINHARD PASCUAL	AO II
50	ALTAYA, ELLEN GRACE ARTIZONA	AO II
51	DELASAN, HYGEA ARDEDON	AO II
52	PAJA, AYAH MUTYA B.	AO II
53	ALIMAJEN, JONALYN B.	AO II
54	OMAR, SITTIE REHANA SALIK	AO II
55	REYES, LEONARD ROCAMORA	AO II
56	PAMIKIRIN, RUFFAIDA	AO II
57	SOLIANO, REGGIE ANN MAE BASCO	AO II
58	EIMAN, BRIXY JADE D.	AO II
59	MARK BRYAN V. PONTALBA	ADA III
60	ZAIRAH KAYE G. SABINIANO	ADAS II
61	ROWENA L. AGNER	ADAS III
62	MAE ANN A. BETON	ADAS II
63	JEANIE ELLINOR C. LAZONA	ADAS VI
64	REA MAE B. HERMOSA	ADA IV
65	MA. JOSEFINA G. BUENBRAZO	DIRECTOR II
66	GRECIA, MERIAM GEVERO	AOII
67	APOSAGA, JONATHAN A.	AOII
68	ASPILA, THERESA ANNE	AOII
69	SOBREIRA, YZYL JOHN	AOII
70	MAPULA, RIZA	AOII
71	CAMPOS, GLADYS MAE	AOII
72	PAROHINOG, REENAH	AOII
73	RAFANAN, VENUS MONTES	AOII
74	ABAD, GINA E.	AOII
75	WAYA, NISREEN AMERAH	AOII

nothing follows

WPP/OSDS/DM- Orientation on the PRIME HRM LEVEL II: New Appointment Processing and Forms Utilization/ October 08, 2024



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Training Matrix

Time	Activity	Person/s Involved
8:00-9:00	Signing in	Secretariat
9:00-9:30	Preliminaries	AVP
9:30-10:00	Opening Remarks	MEILROSE B. PERALTA, EdD Assistant Schools Division Superintendent
	Inspirational Message	CRISPIN A. SOLIVEN JR., CESE Schools Division Superintendent
10:00-12:00	Orientation on the PRIME HRM Level II: New Appointment Processing and Forms Utilization	MA. JOSEFINA GEPTE-BUENBRAZO Director II CSC-SKFO
LUNCH BREAK		
1:00-4:00	Orientation on the PRIME HRM Level II: New Appointment Processing and Forms Utilization	MA. JOSEFINA GEPTE-BUENBRAZO Director II CSC-SKFO
4:00-4:30	Open Forum	YZYL JOHN SOBREIRA
4:30-4:45	Closing Remarks	MOHALIDIN M. SUAEB SGOD Chief
4:45-5:00	Closing Program	YZYL JOHN SOBREIRA

Master of Ceremony

YZYL JOHN SOBREIRA