



Republic of the Philippines
Department of Education
 Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

04 OCTOBER 2021

Office Memorandum


No. 167, s. 2021

PRIME-HRM Committee Meeting

1. In line with the preparations of the PRIME-HRM application for Maturity Level II accreditation, series of meetings shall be conducted with the different committees and teams.
2. The following shall be the schedule of the meetings together with the members required to attend:

Date	Time	Participants/ Committees	MS Teams Link
October 5, 2021	8:30am – 10:00am	Recruitment, Selection and Placement	https://bit.ly/3A55SgA
	10:30am – 12:00nn	Learning and Development	https://bit.ly/3A7AXQz
	1:30pm – 3:00pm	Performance Management Committee	https://bit.ly/3FhOJnt
	3:30pm – 5:00pm	Rewards and Recognition	https://bit.ly/3ozdA0b
October 6, 2021	8:30am – 10:00am	Human Resource Merit, Promotion and Selection Board (HRMPSB)	https://bit.ly/2YqTiey
	10:30am – 12:00nn	Personnel Development Committee (PDC)	https://bit.ly/2WApvPI
	1:30pm – 3:00pm	Performance Management Team (PMT)	https://bit.ly/2YoMRc7
	3:30pm – 5:00pm	Program on Awards and Incentives for Service Excellence (PRAISE)	https://bit.ly/3D91zTj

3. All members of the above-mentioned committees are enjoined to be present in the scheduled time.
4. PRIME-HRM Secretariat should take the minutes of each meeting.
5. Widest dissemination of this memorandum is highly desired.


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 Schools Division Superintendent



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