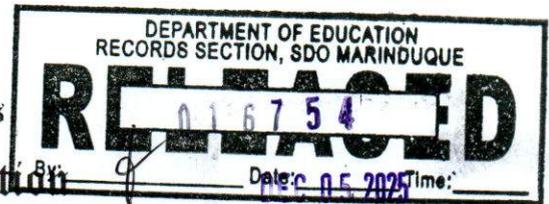




Republic of the Philippines

Department of Education

SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

December 5, 2025

**DIVISION MEMORANDUM**

No. 134, s. 2025

**MANDATORY ACCOUNT CREATION AND SYSTEM UTILIZATION  
UNDER THE DIVISION PRIME HRM ONLINE MANAGEMENT SYSTEM**

TO: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Administrative Officer V  
Public Elementary, Secondary, and Integrated School Heads  
All Others Concerned

1. In line with the Division's pursuit towards the PRIME HRM Level III Maturity, this Office launches the **Division PRIME HRM Online Management System**, for exclusive use of all teaching, teaching-related, and non-teaching personnel in the Schools Division of Marinduque.
2. The Division PRIME HRM Online Management System aims to digitize, streamline, and strengthen the implementation of the four HR systems in accordance with the Civil Service Commission's PRIME HRM standards. It provides a unified, secure, and accessible platform that allows all personnel to create their professional development profiles, upload and track HR-related documents, and enable the Division to consolidate accurate HR data in real time, thereby promoting meritocracy, transparency, and efficiency across all HR mechanisms.
3. In accordance with the abovementioned provisions, all teaching, teaching related, and non-teaching personnel in the Schools Division of Marinduque shall create their individual accounts and fully utilize the Division PRIME HRM Online Management System for all official human resource management and development transactions. The Division PRIME HRM Online Management System is accessible through <https://prime-hrm.depedmarinduque.com/>.
4. To ensure proper utilization of the system, an online orientation on the creation of user accounts and the utilization of the Division PRIME HRM Online Management System shall be conducted on December 9, 2025, from 1:30 PM to 3:00 PM via Microsoft Teams. The meeting link will be disseminated through the official Messenger group chats of school heads and SDO-based personnel at least 30 minutes before the scheduled session.

5. All school heads and SDO-based personnel are expected to attend the orientation and subsequently facilitate a roll-out for their respective teaching and non-teaching personnel during their regular staff meetings. A copy of the guide for account creation in the Division PRIME HRM Online Management System is accessible through [bit.ly/LDRepositoryMdq](http://bit.ly/LDRepositoryMdq).

6. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through [kyledavid.atienza@deped.gov.ph](mailto:kyledavid.atienza@deped.gov.ph).

7. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

  
**LYNN G. MENDOZA, EdD**  
OIC-Schools Division Superintendent

Encls: As stated

Reference: Civil Service Commission Memorandum Circular No. 23, s. 2016

To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYEES

RECORDS

*SGOD-HRDS/KDA*

*Mandatory Account Creation and System Utilization under the Division PRIME HRM Online Management System/December 5, 2025*



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