



Republic of the Philippines
Department of Education
 MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
 Division of Marinduque
RECORDS SECTION
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 11003333
 Name: _____
 Signature: _____
 Date: **JAN 26 2024**

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Chief Education Supervisors, CID & SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Administrative Officer V
 Concerned Public Elementary and Secondary Schools
 All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
 OIC, Schools Division Superintendent

SUBJECT: ORIENTATION ON THE POLICIES FOR RECRUITMENT, SELECTION AND PLACEMENT (RSP), LEARNING AND DEVELOPMENT (L&D), PERFORMANCE MANAGEMENT (PM), AND REWARDS AND RECOGNITION (R&R)

DATE: January 25, 2024

1. In view of the upcoming Program to Institutionalize Meritocracy and Excellence on Human Resource Management (PRIME-HRM) Assessment to be conducted by the Civil Service Commission in the Schools Division of Marinduque on February 21, 2024, this Office will hold an Orientation on RSP, L&D, PM and R&R to select schools in the Division starting January 30, 2024.
2. The objectives of the Orientation are the following:
 - a. discuss the policies and guidelines on four HR systems being implemented;
 - b. prepare the field personnel for the CSC PRIME-HRM assessment; and
 - c. address all clarifications from the field relative to HR systems.
3. Initially, the hereunder identified schools are scheduled for the Orientation. The other schools will have their turn once the calendar for the activity is finalized.

Schools	Date and Time	Remarks
Marinduque National High School	January 30, 2024 8:00 AM - 12:00 NN	To be inserted in the School INSET
Don Luis Hidalgo Memorial School	January 30, 2024 1:00 PM - 5:00 PM	

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4. The expected participants are the teaching and non-teaching personnel of the select schools.
5. The Division focal persons for the four HR systems shall serve as the facilitators and resource speakers for the Orientation. They shall also be in-charge of coordinating with the concerned school heads and in planning for the flow of the Orientation.
6. Immediate dissemination of this Memorandum is desired.

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