



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

February 22, 2021

**DIVISION MEMORANDUM**

No. 77, s. 2021

**CREATION OF DIVISION HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT COMMITTEE**

To: Assistant Schools Division Superintendent  
SDO Unit Heads  
All Others Concerned

1. In line with the Civil Service Commission's (CSC) Program to Institutionalize Meritocracy and Excellence in the Human Resource Management (PRIME-HRM), this office through the Human Resource and Development (HRD) shall compose the **DIVISION HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT COMMITTEE** effective immediately with the following duties and responsibilities:

- a. conduct regular meetings and prepare necessary documents (attendance, minutes of meetings, etc.);
- b. formulate, adopt and amend internal rules, policies and procedures to ensure the conduct of its activities;
- c. implement various programs, projects and activities (PPAs);
- d. monitor and evaluate the implementation of PPAs; and
- e. prepare activity completion report of all implemented PPAs.

2. Enclosed is the list of the following division personnel who shall compose the Division Human Resource Management and Development Committee (Steering Committee, Recruitment, Selection, Placement and Induction, Performance Management, Learning and Development, Rewards and Recognition, Succession and Exit Plan, Employees Welfare Program and Program on awards and Incentives for Service Excellence) effective immediately.

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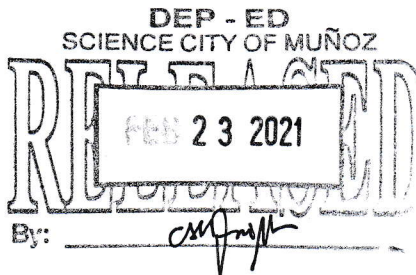
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3. Immediate dissemination of this Memorandum is highly desired.



*[Signature]*  
**DANTE G. PARUNGAO, CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent

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Enclosure to Division Memorandum No. 77, s. 2021

**PRIME-HUMAN RESOURCE MANAGEMENT PILLARS  
STEERING COMMITTEE**

**DANTE G. PARUNGAO, CESO VI**  
OIC-Schools Division Superintendent  
Chairman

**ZUREX T. BACAY, PhD**  
Asst. Schools Division Superintendent  
Co-Chairman

Members:

**FHRIESSY CRUZ S. BERMUDA, II**  
Administrative Officer V

**BERNARDO A. GARGABITE, EdD**  
Chief, Education Supervisor-SGOD

**LARRY B. ESPIRITU, PhD**  
Chief, Education Supervisor-CID

**STELLA MARIE C. DUMALE**  
Administrative Officer IV

**LEOVAL D. DELA CRUZ**  
Senior Education Program Supervisor

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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

RECRUITMENT SELECTION AND PLACEMENT	PERFORMANCE MANAGEMENT
<p style="text-align: center;"><b>ZUREX T. BACAY</b> Asst. Schools Division Superintendent Chairman Members:</p> <p style="text-align: center;"><b>FHRIESSY CRUZ S. BERMUDA, II</b> Administrative Officer V</p> <p style="text-align: center;"><b>STELLA MARIE C. DUMALE</b> Administrative Officer IV</p> <p style="text-align: center;"><b>GERALDINE E. PATACSIL</b> Administrative Assistant II Secretary</p>	<p style="text-align: center;"><b>ZUREX T. BACAY, PhD</b> Asst. Schools Division Superintendent Chairman Members:</p> <p style="text-align: center;"><b>ENGR. MARLON V. SIMINIG</b> Planning Officer III</p> <p style="text-align: center;"><b>JOMEL V. MANGAWANG</b> Accountant III</p> <p style="text-align: center;"><b>MERCEDITA D. SALDERO</b> Education program Supervisor</p> <p style="text-align: center;"><b>EMILY I. FERNANDEZ, PhD</b> Principal IV, PESPA</p> <p style="text-align: center;"><b>NORMA R. FRAMO</b> Principal IV, NASSPHIL Representative</p> <p style="text-align: center;"><b>JOHANN M. TABING</b> ITO</p> <p style="text-align: center;"><b>FHRIESSY CRUZ S. BERMUDA, II</b> Administrative Officer V</p> <p style="text-align: center;"><b>JHON D. GALERA, PhD</b> MEPSTA Representative</p> <p style="text-align: center;"><b>CHARLIE LORENZA</b> PTA President</p> <p style="text-align: center;"><b>STELLA MARIE C. DUMALE</b> Administrative Officer IV Secretariat</p>

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<b>LEARNING AND DEVELOPMENT</b>	<b>REWARDS AND RECOGNITION</b>
<p><b>ZUREX T. BACAY, Ph.D.</b> Asst. Schools Division Superintendent Chairman</p> <p><b>BERNARDO A. GARGABITE, EdD</b> Chief, Education Supervisor Co-Chairman</p> <p><b>LARRY B. ESPIRITU, PhD</b> Chief, Education Supervisor Co-Chairman</p> <p>Members:</p> <p><b>NELIE D. SACMAN, PhD</b> Education Program Supervisor</p> <p><b>LEOVAL DG. DELA CRUZ</b> Senior Education Program Specialist</p> <p><b>LAMBERTO P. CORPUZ</b> Senior Education Program Specialist</p> <p><b>JOEL G. DIZON</b> Education Program Specialist</p> <p><b>JONNADEL S. PATONONA</b> Project Development Officer I Secretary</p>	<p><b>ZUREX T. BACAY, PhD</b> Asst. Schools Division Superintendent Chairman</p> <p><b>BERNARDO A. GARGABITE, EdD</b> Chief, Education Supervisor Co-Chairman</p> <p><b>LARRY B. ESPIRITU, PhD</b> Chief, Education Supervisor Co-Chairman</p> <p>Members:</p> <p><b>MERCEDITA D. SALDERO</b> Education Program Supervisor</p> <p><b>JOMEL V. MANGAWANG</b> Accountant III</p> <p><b>FHRIESSY CRUZ S. BERMUDA, II</b> Administrative Officer V</p> <p><b>LEOVAL DG. DELA CRUZ</b> Senior Education Program Specialist</p> <p><b>PRINCESS MEA P. MADAYAG</b> Administrative Assistant II Secretary</p>

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<b>SUCCESSION AND EXIT PLAN COMMITTEE</b>	<b>EMPLOYEES WELFARE PROGRAM COMMITTEE</b>
<p><b>ZUREX T. BACAY, PhD</b> Asst. Schools Division Superintendent Chairman</p> <p><b>BERNARDO A. GARGABITE, EdD</b> Chief, Education Supervisor-SGOD Co-Chairman</p> <p><b>LARRY B. ESPIRITU, PhD</b> Chief, Education Supervisor-CID Co-Chairman</p> <p>Members:</p> <p><b>FHRIESSY CRUZ S. BERMUDA, II</b> Administrative Officer V</p> <p><b>STELLA MARIE C. DUMALE</b> Administrative Officer IV</p> <p><b>LEOVAL DG. DELA CRUZ</b> Senior Education Program Specialist</p>	<p><b>ZUREX T. BACAY, PhD</b> Asst. Schools Division Superintendent Chairman</p> <p><b>BERNARDO A. GARGABITE, EdD</b> Chief, Education Supervisor-SGOD Co-Chairman</p> <p><b>LARRY B. ESPIRITU, PhD</b> Chief, Education Supervisor-CID Co-Chairman</p> <p>Members:</p> <p><b>FHRIESSY CRUZ S. BERMUDA, II</b> Administrative Officer V</p> <p><b>STELLA MARIE C. DUMALE</b> Administrative Officer IV</p> <p><b>LEOVAL DG. DELA CRUZ</b> Senior Education Program Specialist</p>

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<b>PROGRAM ON AWARDS AND INCENTIVES FOR SERVICES EXCELLENCE (PRAISE)</b>	Roles and Responsibilities
<p><b>ZUREX T. BACAY, Ph.D.</b>            Asst. Schools Division Superintendent            Chairman</p> <p>Members:</p> <p><b>JOMEL V. MANGAWANG</b>            Accountant III</p> <p><b>ENGR. MARLON V. SIMINIG</b>            Planning Officer III</p> <p><b>STELLA MARIE C. DUMALE</b>            Administrative Officer IV</p> <p><b>JOHANN M. TABING</b>            Information Technology Officer I            (2<sup>nd</sup> Level)</p> <p><b>MARIA LUIZA O. ALIPIO</b>            Administrative Assistant III            (1<sup>st</sup> Level)</p>	<p>a. The head of agency shall be responsible in overseeing the System's operation and the HRM Unit shall serve as the System's Secretariat.</p> <p>b. The Chairperson has the responsibility to:</p> <ul style="list-style-type: none"> <li>• preside at all meetings of the PRAISE Committee;</li> <li>• prepare the agenda of the PRAISE meetings;</li> <li>• prepare and sign correspondence in the PRAISE's name</li> <li>• appoint all subcommittees and designate chairpersons</li> <li>• work closely with the HR/HRD staff member to remain informed about the work of the Rewards and Recognition System in the conduct of its business;</li> <li>• vote in case of ties;</li> <li>• perform such other duties as are normally associated with the office of Chairperson;</li> </ul> <p>c. The PRAISE members have the responsibility to:</p> <ul style="list-style-type: none"> <li>• Gather and/or prepare data/documents and other information as the Reward and Recognition System may deem necessary for the conduct of its business and completion of its mission.</li> <li>• Coordinate with other units/sections of the agency the arrangements for facilities/services needed by the Rewards and Recognition System for the conduct of its business</li> <li>• Assist in the development, implementation, monitoring and evaluation and preparation of necessary documents of the awards program.</li> </ul>

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