



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**

DEC 15 2020 ✓

Office of the Schools Division Superintendent

December 14, 2020

DIVISION MEMORANDUM

No. 307 s.2020

**ORIENTATION and RE-ORIENTATION on PRIME-HRM (Program to Institutionalize Meritocracy and Excellence in Human Resource Management), MERIT and PROMOTION PLAN and RETIREMENT PLAN/OPTIONS**

To: All Concerned Personnel

1. This is to announce the conduct of the Orientation and Re-orientation on PRIME-HRM, Merit and Promotion Plan and Retirement Plan/Options on December 16, 2020 (8:00 am-12:00 pm) and December 18, 2020 (8:00 am - 5:00 pm) at the 3<sup>rd</sup> Floor, SDO Conference Hall, Bangued, Abra.

2. The objectives of the activity are:

- a. Orient the SDO personnel on the four Human Resource Management and Development systems;
- b. Agree on the plan of actions for the PRIME HRM re-accreditation and accreditation of the four HRMD systems;
- c. Orient the participants on personnel merit and promotion/career succession and career pathing;
- d. Present to the participants retirement plans and options.

3. The participants to the activity are the following:

ASDS (1)  
Chief Education Supervisors (2)  
Education Program Supervisors (11)  
Public Schools District Supervisors (9)  
Senior Education Program Specialists (4)  
Education Program Specialists II (3)  
Legal Officer (1)  
Information Technology Officer (1)  
Planning Officer (1)  
Accountant (1)  
Administrative Officer, V (2)  
Administrative Officer IV (4)  
Administrative Officer II (2)  
Medical Officer (1)  
Dentist Representative (1)  
Nurse Representative (4)  
PDO II (2)  
PDO I (3)  
Librarian (1)  
Guidance Counselor II (1)

ADAS representatives:  
1. Pacita Molina  
2. Maybel Aiza Pacleba  
Milagros Acelador (in-charge of retirement)

The following personnel who applied for retirement in 2021: (for Dec.18)  
1. Magdalena C. Bardolin – Suyo Pilot ES  
2. Cristina Padayao – San Ramon ES  
3. Prescilla Labanen – Lagangilang CS  
4. Alejandro C. Martinez Jr. – Tagodtod NHS  
5. Neru Baculi – Luzong NHS



Address: Actividad-Economia St., Zone 2, Bangued, Abra  
Telephone No.: (074)614-6918  
Website: <http://www.depedabra.com>  
e-mail: [abra@deped.gov.ph](mailto:abra@deped.gov.ph)



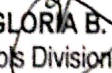
ISO 9001:2015 Certified  
Quality Management System  
CRN 50500994 QM15



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**

---

4. The participants shall bring their own writing materials.
5. Meals and snacks shall be provided to the participants, charged to HRTD fund. However, the participants shall bring their own tumbler or any re-usable drinking ware. This is in support to the "Makakalikasan" core values of the Department, "green procurement" and in conformity to DepEd Order No. 13, series 2017- Policy and Guidelines on Healthy Food and Beverage Choices in Schools and in DepEd Offices. Serving of very oily, salty and sweet food and carbonated drinks is highly discouraged.
6. Travel and other expenses of the school-based personnel relative to the conduct of this activity shall be charged to local fund subject to the usual accounting and auditing rules and regulations
7. The participants shall attend the activity with their facial mask and strictly observe other health protocols on the prevention of COVID 19.
8. For immediate dissemination and compliance.

  
GLORIA B. BUYA-AO  
Schools Division Superintendent



Address: Actividad-Economia St., Zone 2, Bangued, Abra  
Telephone No.: (074)614-6918  
Website: <http://www.depedabra.com>  
e-mail: [abra@deped.gov.ph](mailto:abra@deped.gov.ph)



ISO 9001:2015 Certified  
Quality Management System  
CRN 50500994 QM15