



Republic of the Philippines  
Department of Education  
REGION VII – CENTRAL VISAYAS  
Schools Division OF NEGROS ORIENTAL

22 FEB 2024

Office of the Schools Division  
Superintendent

DIVISION MEMORANDUM  
No. 0154 , s. 2024

**CONFERMENT OF THE PRIME HRM MATURITY LEVEL II (BRONZE AWARD) OF  
THE CIVIL SERVICE COMMISSION TO DEPED SDO NEGROS ORIENTAL**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors/ District In-Charge  
Elementary & Secondary School Heads  
All Others Concerned

1. We are pleased to inform the field that the Schools Division of Negros Oriental succeeded in our quest for **Maturity Level II or Bronze Awardee in the Program to Institutionalize Meritocracy and Excellence in the Human Resource Management (PRIME-HRM)**. This will be awarded by the Civil Service Commission through its Regional Office VII Acting Regional Director in a date and venue to be announced.
2. This award, through CSC Resolution NO. 2400082 promulgated on January 29, 2024 grants SDO Negros Oriental, several privileges and responsibilities, one of which is the authority to approve appointments, subject to post audit.
3. Anent this, there will be slight changes on the timeline of the processing of appointments. Furthermore, a modified timeline/flowchart will be disseminated through a separate memorandum.
4. For the information and compliance of all concerned.

  
**NERI C. OJASTRO EdD, CESO V**  
Schools Division Superintendent

NCO/EQA/AV/SGOD/RBP/imsm  
February 22, 2024



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos.: (035) 225-2838 / 225-2376 / 422-7644



DepEd TAYO SDO Negros Oriental



[negros.oriental@deped.gov.ph](mailto:negros.oriental@deped.gov.ph)



[www.depednegor.net](http://www.depednegor.net)



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RECORDS SECTION

**Civil Service Commission Regional Office VII**

13 February 2024

**NERI C. OJASTRO, EdD., CESO V**  
Schools Division Superintendent  
Department of Education  
Division of Negros Oriental  
Dumaguete City, Negros Oriental

Dear Superintendent Ojastre :

*Greetings from the Civil Service Commission!*

It is our pleasure to congratulate the **Department of Education-Schools Division Office of Negros Oriental** for your Office's PRIME-HRM Bronze Award pursuant to **CSC Resolution No. 2400082** promulgated dated **29 January 2024**.

We hope that this Award will continue to inspire your organization to embrace and sustain PRIME-HRM, and take the challenge of reinforcing HR functions towards improving HR systems. This Award is a testament to how you all worked together to adopt the tools in improving HR systems.

We particularly appreciate your whole-hearted support and commitment which enabled your Division to comply with all the requirements needed for a successful assessment.

In the meantime, we will soon inform you on the scheduled regional awarding rites, for further details, please get in touch with Mr. Bryan M. Arquillano or Ms. Cynthia V. Catañares, of the Civil Service Commission RO VII at telephone nos. (032) 414-7488; (032) 414-7676.

The best of wishes for your continued success.

Sincerely yours,

  
**ATTY. ARIEL B. BACATAN**  
Acting Director IV

*Copy furnished:*

**DIR. MERLINDA F. QUILLANO**  
Director II  
CSCFO-Negros Oriental

**Bawat Kawani, Lingkod Bayani**





**PRIME-HRM BRONZE AWARD**  
Maturity Level II  
Re: **Department of Education – Schools**  
**Division Office of Negros Oriental**

Number: 2400082

Promulgated: 29 January 2024

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**RESOLUTION**

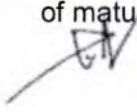
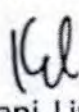
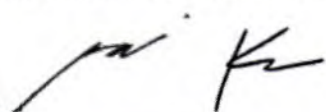
**WHEREAS**, pursuant to Section 3, Article IX-B of the 1987 Philippine Constitution, the Civil Service Commission (CSC), as the central personnel agency of the government, is mandated to establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service; and strengthen the merit and reward system, integrate all human resource development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability;

**WHEREAS**, the CSC is also mandated under Paragraph 15 of Section 12, Chapter 3, Book V of Executive Order No. 292, s. 1987, to “inspect and audit the personnel actions and programs of the departments, agencies, bureaus, offices, local government units, and other instrumentalities of the government including government-owned or -controlled corporations; conduct periodic review of the decisions and actions of offices or officials to whom authority has been delegated by the CSC as well as the conduct of the officials and the employees in these offices and apply appropriate sanctions whenever necessary”;

**WHEREAS**, in response to the abovementioned mandated functions, CSC launched the CSC Agency Accreditation Program (CSCAAP) in 1991, which was enhanced through the Personnel Management Assessment and Assistance Program (PMAAP) in 2004. In 2012, the CSC adopted the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) which integrated and enhanced the PMAAP and the CSCAAP;

**WHEREAS**, PRIME-HRM aims to successfully transform the agencies’ human resource management (HRM) systems, competencies, and practices to elevate public sector human resource (HR) to a level of excellence for good governance and for efficient and effective public service delivery;

**WHEREAS**, PRIME-HRM strategically aligns government agencies’ operations in achieving their mandates, vision, and mission; empowers the agencies in the performance of HRM functions; and provides a venue for the exchange and development of expertise in the area of HR among government offices. It is designed to encourage creativity, innovativeness, integrity, and productivity in the public service by recognizing, awarding, and providing incentives to agencies that meet certain level of maturity indicators;

**Bawat Kawani, Lingkod Bayani**



**WHEREAS**, following the enhancement of the PRIME-HRM maturity indicators in 2016 pursuant to CSC Resolution No. 1601209 dated 21 October 2016, the agencies which were previously assessed using the old PRIME-HRM indicators were re-assessed through self-assessment to determine their maturity level in the following four (4) core HRM areas: Recruitment, Selection, and Placement (RSP); Performance Management (PM); Learning and Development (L&D); and Rewards and Recognition (R&R). The CSC Regional/Field Offices provided technical assistance in addressing the HR gaps identified as a result of the self-assessment and recommended agencies for onsite assessment;

**WHEREAS**, pursuant to CSC Resolution No. 2000359 dated 17 February 2020 (PRIME-HRM: Revised Guidelines on the Conferment of HR Recognition and Awards), agencies, which are found to have met the maturity level 2 and higher-level indicators in all four (4) HRM areas, shall be awarded accordingly;

**WHEREAS**, the **Department of Education – Schools Division Office of (DepEd – SDO) Negros Oriental** is one of the agencies subjected to online assessment by the CSC Regional Office (RO) VII;

**WHEREAS**, the results of the online assessment by the CSC RO VII at the **DepEd – SDO Negros Oriental** on **11-15 September 2023** showed that the said agency has met the PRIME-HRM Level 2-Maturity Indicators in the Systems, Practices, and Competencies of the following four (4) core HRM areas: RSP, PM, L&D, and R&R. It was also found to be continuously compliant with civil service laws, rules, and regulations in terms of the implementation of other HR programs and the maintenance of HR records; and

**WHEREAS**, the CSC RO VII recommended the conferment of PRIME-HRM Bronze Award to the **DepEd – SDO Negros Oriental**. Based on the validation conducted by the Human Resource Policies and Standards Office, the said agency is confirmed to have met the PRIME-HRM Level 2-Maturity Indicators of all the four (4) core HRM areas and was found to have observed civil service laws, rules, and regulations on the issuance of appointments and other HR programs, and has maintained its HR records management;

**WHEREFORE**, the CSC **RESOLVES** to confer the PRIME-HRM Bronze Award to the **DepEd – SDO Negros Oriental** and grant the following privileges:

1. Authority to approve appointments, subject to post audit;
2. 50% of appointments issued, subject to review by the CSC Field Office (FO);
3. Exemption from Section 96 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended;
4. 20% discount for the HRM Officer or one (1) agency representative in trainings/conferences conducted by the Civil Service Institute;
5. 20% discount for the HRM Office head or one agency representative in CSC ROs' trainings/conferences;
6. Exclusive membership to community of learners who shall have access to digital learning resources and other developmental opportunities subject to the guidelines to be issued by the CSC;




7. Announcement of the agency's programs/projects bureaucracy-wide through the CSC website; and
8. Such other benefits that the CSC may approve in the future.

The CSC **FURTHER RESOLVES** that as a Bronze Awardee, the **DepEd – SDO Negros Oriental** shall be responsible for the following:

1. Maintain the PRIME-HRM status under Level 2 and continue to improve on its HRM systems to meet the maturity indicators of the next higher level;
2. Comply with civil service laws, rules, and regulations in the issuance of appointments and implementation of other HR actions; and
3. Partner with the CSC in providing assistance to other agencies in the development or improvement of HRM systems.

The CSC RO VII shall monitor and evaluate the extent of compliance of the **DepEd – SDO Negros Oriental** with the abovementioned responsibilities every three (3) years. A mid-term review, however, shall be conducted by the CSC FO to ensure continuous compliance with the duties and responsibilities and may recommend the reversion to Level 1 (Regulated Status) of the said agency if found to have reneged its responsibilities under items 1 and 2 as stated above, which may include the revocation of its accreditation to take final action on appointments. The CSC FO – **Negros Oriental** shall extend technical assistance to ensure continuous improvement of the HRM systems in the said agency.

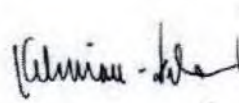
Quezon City.

  
**ATTY. KARLO A. B. NOGRALES**  
Chairperson

  
**ATTY. AILEEN LOUFDES A. LIZADA**  
Commissioner

  
**ATTY. RYAN ALVIN R. ACOSTA**  
Commissioner

Attested by:

  
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Director IV  
Commission Secretariat and Liaison Office





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**PRIME-HRM BRONZE AWARD**  
Maturity Level II  
Re: **Department of Education – Schools**  
**Division Office of Negros Oriental**

Number: 2400082

Promulgated: 29 January 2024

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Quezon City.

  
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Chairperson

  
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