



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
No. 0351, s. 2024

17 APR 2024

**DESIGNATION OF ALTERNATE FOCAL PERSONS AND SECRETARIAT  
OF PRIME-HRM SUB-SYSTEMS**

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. Pursuant to Civil Service Commission Memorandum Circular No. 3 s. 2012 and Memorandum Circular No. 03 s. 2006 Re: **Program to Institutionalize Meritocracy & Excellence in Human Resource Management (PRIME-HRM)**, the Schools Division of Negros Oriental commits itself to better serve its stakeholders by further strengthening & elevating itself to the next level in the implementation of the PRIME-HRM in the division.
2. This office hereby announces the **Composition of the Division Program to Institutionalize Meritocracy & Excellence in Human Resource Management (PRIME-HRM)** of the Schools Division of Negros Oriental to compose the following officials/personnel effective April 15, 2022, viz:

**DIVISION PROGRAM TO INSTITUTIONALIZE MERITOCRACY & EXCELLENCE IN HUMAN  
RESOURCE MANAGEMENT (PRIME-HRM)**

**OVER-ALL CHAIR: MR. ROMEL VICTOR A. VILLAHERMOSA, MBA**  
OIC- Assistant Schools Division Superintendent

**VICE-CHAIR: MR. ERNESTO A. ALAS-AS JR.**  
OIC- Assistant Schools Division Superintendent

**MEMBERS: DR. RACHEL B. PICARDAL**  
CES, Schools Governance & Operations Division  
**DR. CARMELITA A. ALCALA**  
OIC-CES, Curriculum Implementation Division



Kagawasan Avenue, Capitol Area, Daro, Dumaguete City, Negros Oriental  
(035) 225-2838 / 225-2376 / 422-7644  
negros.oriental@deped.gov.ph



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**Office of the Schools Division Superintendent**

**OVER-ALL Focal Person: LANI B. YURONG**  
Administrative Officer V

**OVER-ALL Secretariat: IRYLL MAE S. MACAHIG**  
Senior Education Program Specialist  
**REMYLIN V. GAO-GAO**  
IT Officer 1  
**SHEENA LEE B. TORRES**  
Administrative Officer II

**SUB-SYSTEM FOCAL PERSONS, ALTERNATES & SECRETARIAT:**

**A. Recruitment, Selection & Placement**

**Focal Person** **MS. JIAN A. DIAZ**  
Administrative Officer IV  
**Alternate Focal Person: DR. ALAN A. AGOR**  
Public Schools District Supervisor  
**Secretariat: MARY ANN L. BALAMBAO**  
Administrative Aide I

**B. REWARDS AND RECOGNITION (R&R)**

**Focal Person: MS. IRYLL MAE S. MACAHIG**  
Senior Education Program Specialist  
**Alternate Focal Person: DR. RENANTE A. JUANILLO**  
Education Program Supervisor  
**Secretariat: MARIELLE T. VILLANUEVA**  
Administrative Assistant III

**C. LEARNING AND DEVELOPMENT (L&D)**

**Focal Person** **MS. IRYLL MAE S. MACAHIG**  
Senior Education Program Specialist  
**Alternate Focal Person: DR. GERALDINE B. OLMILLO**  
Education Program Specialist II- HRDS  
**Secretariat: MARIE STEPHANIE A. ALCALA**  
Administrative Assistant I



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**D. PERFORMANCE MANAGEMENT SYTEM (PMS)**

**Focal Person** **DR. KARL. T. CREDO**  
Planning Officer III

**Alternate Focal Person:** **DR. BEDA JOVENCIANA A. DAVAD**  
Public Schools District Supervisor

**Secretariat:** **CHRISTINE F. CAMACHO**  
Administrative Assistant III

3. For the information and compliance of all concerned.

By Authority of the Schools Division Superintendent:

**ROMEL VICTOR A. VILLAHERMOSA, MBA**  
OIC, Office of the Asst. Schools Division Superintendent

**Office-In-Charge**

4/17/2024

NCO/EQA-RVAV/SGOD/RBP/imsn  
March 15, 2024



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