



Republic of the Philippines  
Department of Education  
National Capital Region  
Schools Division Office of Makati City

Department of Education  
SDO Makati – Records Unit

**RELEASED**

By : CONNIE  
Date : 11-5-2021 Time: 09:40 A.M.

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Office of the Schools  
Division Superintendent

November 04, 2021

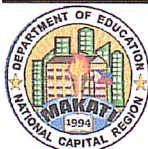
**DIVISION MEMORANDUM**

No. 553, s. 2021

**ROLL-OUT OF THE PRIME HRM SYSTEMS IN SCHOOLS**

To : OIC-Assistant Schools Division Superintendent  
Chief Education Supervisor, SGOD  
Chief Education Supervisor, CID  
Public Elementary and Secondary School Principals/OICs  
School ICT Coordinators  
School QATAME Associates  
All Others Concerned

1. The Civil Service Commission (CSC) implemented the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), a mechanism that empowers government agencies by developing their human resource management competencies, systems, and practices toward HR excellence.
2. In line with the SDO's effort to continuously offer excellent and efficient services to its clients, this Office shall pursue its thrust to attain a higher maturity level (Process-Defined) of all HR systems through the CSC assessment and vie for special rewards and citations for HR excellence.
3. In view of this, all public elementary and secondary schools, through the leadership of their respective School Heads are required to do a roll-out on all four core Human Resource Systems:
  - Recruitment, Selection, and Placement (RSP)
  - Learning and Development (L & D)
  - Performance Management (PM)
  - Rewards and Recognition (R & R)
4. School Focal Persons on each sub-system are designated to assist their respective School Heads during their school roll-out and to facilitate the online self-check tests after. The videos and online tests are available on the Google Drive for references and can be accessed through the link:  
**<https://tinyurl.com/PRIMEHRMtoSchools>**




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5. Further, the School QATAME Associates are tasked to facilitate the evaluation of the trainings conducted and to submit a comprehensive reports using the attached templates as part of the annexes:  
Annex 1: Accomplishment Report  
Annex 2: QATAME Report  
Annex 3: Results of the PRIME HRM tests
6. The School Reports on the PRIME HRM Systems shall be submitted to the SDO-Makati City Records Section and the soft copy (Word Form) shall be uploaded using this link: **<https://tinyurl.com/QATAMESchReport>**
7. The School ICT Coordinators shall assist the QATAME Associate in generating the results of the evaluation.
8. There shall be a **Coordination Meeting** tomorrow, November 05, 2021 at 1:30 PM onwards to be attended by all School ICT Coordinators, and School QATAME Associates to further discuss the details. Link of the meeting shall be forwarded to the School ICT Coordinators.
9. Immediate and wide dissemination of this Memorandum is desired.

  
**CARLEEN S. SEDILLA, CESE**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

  
RAT/mtmr

  
11/5/2021



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**RESULTS OF THE PRIME HRM TESTS**

*Brief description of the training*

Date of Training :

Learning Facilitators :

**Profile of Respondents**

- Sex
- Grade Levels
- Subject Taught

**Results of the tests:**

	RSP	L&D	PM	R & R
Number of Respondents				
Mean				
Median				
MPS				
Highets Possible Score				
Highest Score Obtained				
Lowest Score Obtained				
Standard Deviation				
No. of Personnel who got 12 and above				
Mastery				



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### *Simple Analysis*

#### **Distribution of Scores:**

PRE TEST

*Graph*

POSTTEST

*Graph*

#### **Frequently Missed Questions in the Pre test**

#### **Percentage of Correct Responses**

Item Number	Correct	%
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

*Graph*

### Scores Obtained by the Participants

[illegible]

Prepared by:

QATAME Associate

School ICT Coordinator

Reviewed by:

### Focal Person for RSP

Focal Person for L&amp;D

### Focal Person for PM

Focal Person for R&amp;R

Approved and submitted by:

School Head

**\*Please transfer this file on your school official templates.**