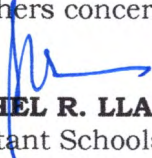




Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF NUEVA VIZCAYA

UNNUMBERED MEMORANDUM

TO: OIC - ASDS
 Chiefs, SGOD and CID
 OSDS (Budget, Accounting, Attorney, ITO, Admin, HRMO)
 All others concerned

FROM: **RACHEL R. LLANA PhD, CESO VI** 
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent

DATE: May 17, 2021

SUBJECT: **CONSULTATIVE MEETING ON THE IMPLEMENTATION OF HUMAN RESOURCE MANAGEMENT SYSTEM IN THE DIVISION OFFICE**

1. Gearing towards customer satisfaction and continual improvement, the SDO Nueva Vizcaya considers the adaptation of Human Resource Management System aligned to the requirements of the PRIME-HRM, proposed by external partner, AJ Enterprises.
2. Prior on availing the proposed project, there shall be a consultative meeting to be conducted tomorrow, May 18, 2021, 1:30PM through google meet link: **meet.google.com/stf-csvj-doj**
3. Participants on the said meeting are the following:

Schools/ District

- a. All Secondary School Heads - 47
- b. All PSDS/DICs and one (1) Central School - 46

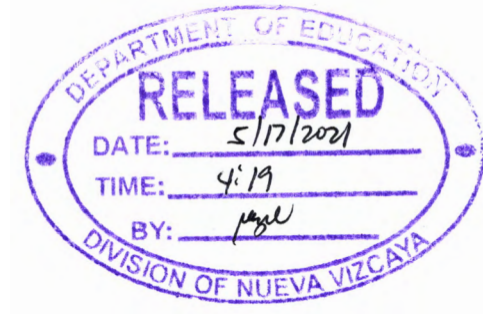
SDO Participants

- c. SDS and ASDS - 2
- d. Admin Officer V - 1
- e. Attorney III - 1
- f. Accountant - 1
- g. Budget Officer - 1
- h. IT Officer - 1
- i. HRMS - 1



4. The following agenda shall be discussed:
 - a. Scope of implementation;
 - b. Technical requirements of the system;
 - c. Financial requirements and legal matters; and,
 - d. Other issues and concern.

5. For information, guidance, and compliance.



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: www.deped-nv.com.ph

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