



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

Division Memorandum

No. 75 s. 2026

**RECONSTITUTION OF THE DIVISION TECHNICAL WORKING GROUP (TWG)
 OF THE PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND
 EXCELLENCE IN HUMAN RESOURCE (PRIME-HRM)**

To: Assistant Schools Division Superintendent
 All SDO Personnel thru Chief of the Divisions and Section Heads

1. The Civil Service Commission (CSC), through CSC Resolution No. 250109, promulgated on October 8, 2025, issued guidelines on the conduct of the Midterm Review and Full-Term Review of Prime HRM Awardees.
2. SDO Vigan City was conferred the award in 2023, which is included in the period covered for review by the CSC Assessors/Validators.
3. In preparation for the actual conduct of the reviews, and as part of the assistive role of the CSC Field Office, this office requires the committees in the four (4) areas to submit the following essential documents on or before March 6, 2026:
 - Recruitment, Selection and Placement (RSP)
 - Agency Capability Evaluation Card (ACEC)- CY 2025
 - 2025 Updated Merit Selection Plan (MSP)
 - Updated EOP Guidelines (if any)
 - Recruitment Turn Around Time (CY 2025)
 - Updated Staffing Plan (CY 2025)
 - Recruitment Plan (CY 2025)
 - Onboarding Monitoring Checklist (CY 2025)
 - Documentation of Orientation Conducted (CY 2025)
 - Minutes of the Meeting of HRMPSB (CY 2025)
 - Learning and Development (L & D)
 - Training Needs Assessment Result (recently concluded for 2024-2025)
 - Learning and Development Plan (CY 2025)
 - Report on Percentage of Employees provided with L & D (CY 2024 and 2025)
 - Minutes of the Meeting of HRDC (CY 2025)



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- Performance Management (PM)
 - Summary of Performance Calibrated Ratings (CY 2024-2025)
 - SPMS Calendar (CY 2025)
 - Minutes of the Meetings on Calibration of Targets and Accomplishment (CY 2025)
- Rewards and Recognition (R & R)
 - R & R plan and Budget (CY 2025)
 - R & R Utilization Report (CY 2025)
 - Minutes of the Meetings of PRAISE (CY 2025)
- 4. Attached to this Memorandum is Annex A – Reconstituted Committees on the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM).
- 5. A refresher session will be conducted in collaboration with the CSC Field Office on the second week of February 2026 at the SDO Conference Hall to prepare for the submission of the required documents.
- 6. Wide and immediate dissemination of this memorandum is desired.

VILMA D. EDA CESO V
 Schools Division Superintendent



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Annex A

RECRUITMENT, SELECTION AND PLACEMENT (RSP)

Role	Name	Position
Team Leader	Annie D. Pagdilao	Assistant Schools Division Superintendent
Assistant Team Leader	Rodrigo Q. Reyes Jr.	Chief Education Supervisor-SGOD
Members	Marie Christine Natividad	Chief Education Supervisor-CID
	Atty. Kim R. Tagorda	Administrative Officer V
	Mary Joy Suero	Administrative Officer V
	Anita Presto	School Principal IV
	Crispulo Arquero	Master Teacher I
	Greatest Yeng C. Molina	Administrative Officer IV
	Vince Jude Rosales	Administrative Assistant III
	Ferdinand Flores	Administrative Officer II
Secretariat/s	Carlo Jigg Portugal	Administrative Aide VI
	Jayson Domingo	Administrative Aide VI
	Vanessa Sinogo	Administrative Assistant III

LEARNING AND DEVELOPMENT (L & D)

Role	Name	Position
Team Leader	Susiemar Rapisura	Education Program Supervisor
Assistant Team Leader	Aphrodite Hope Martinez	Senior Education Program Specialist
Members	Rommel Rabo	Education Program Supervisor
	Nelson Robinol	Education Program Supervisor
	Felipa Regaspi	Education Program Supervisor
	Cherry Garma	Senior Education Program Specialist
	Eric Tapat	Information Technology Officer
	Gloria Cabotaje	Planning Officer III
	Christopher Michael Gasmen	Accountant III
	Aurelyn Fieldad	Education Program Specialist II
Secretariat/s	Sherwin Fabre	Project Development Officer I
	Daisy Ancheta	Administrative Officer IV
	Laurence Agtutubo	Education Program Specialist II



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PERFORMANCE MANAGEMENT (PMT)

Role	Name	Position
Team Leader	Annie D. Pagdilao	Assistant Schools Division Superintendent
Assistant Team Leader	Marie Christine Natividad	Chief Education Supervisor-CID
Members	Rodrigo Q. Reyes Jr.	Chief Education Supervisor-SGOD
	Gloria Pajo	Planning Officer III
	Susiemar Rapisura	Education Program Supervisor
	Elsie Amorin	Education Program Supervisor
	Christopher Michael Gasmen	Accountant III
	Editha Bagcal	School Principal IV
	Crispulo Arquero	Master Teacher I
	Atty. Kim R. Tagorda	Administrative Officer V
	Clarito Siababa	Education Program Supervisor
	Arlyn Batulan	Medical Officer III
Secretariat/s	Sherelyn Riodil	Administrative Officer IV
	Clarence Pe Benito	Administrative Assistant III
	Allan Barrientos	Librarian III
	Reymalin Llanes	Administrative Assistant II

REWARDS AND RECOGNITION (R & R)

Role	Name	Position
Team Leader	Annie D. Pagdilao	Assistant Schools Division Superintendent
Assistant Team Leader	Atty. Kim R. Tagorda	Administrative Officer V
Members	Rodrigo Q. Reyes Jr.	Chief Education Supervisor - SGOD
	Edgar Pescador	Education Program Supervisor
	Solito Cortel	Education Program Supervisor
	Mary Joy Suero	Administrative Officer V
	Peter John Frial	Education Program Supervisor
	Crispulo Arquero	Master Teacher I
	Aphrodite Hope Martinez	Senior Education Program Specialist
	Greatest Yeng C. Molina	Administrative Officer IV
Secretariat/s	Aurelyn Fieldad	Education Program Specialist II
	Alimar Ablog	Education Program Specialist II
	Aldrich Quioco	Project Development Officer II
	Adelmar Paeta	Administrative Assistant III



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2601-1574 & 137

CSC ILOCOS SUR FIELD OFFICE
Zone 5, Bantay, Ilocos Sur

January 22, 2026

SUPT. VILMA D. EDA, CESO V
Schools Division Superintendent
DepEd Vigan City Division
Vigan City, Ilocos Sur

Attention: **Ms. Greatest Yeng C. Molina**
Administrative Officer IV/HRMO Designate

Dear Supt. Eda:

The Civil Service Commission, through CSC Resolution No. 250109 promulgated on October 8, 2025, has issued the guidelines on the conduct of the Midterm Review (for agencies 1 ½ years from conferment) and Full-Term Review (after 3 years from conferment) of PRIME-HRM Awardees.

In line with these guidelines, and considering that your agency was conferred the award in **2023**, the SDO Vigan City is included in the period covered for review.

In preparation for the actual conduct of these reviews, and as part of the assistive role of the CSC Field Office, we request your agency, through the HRMO and HR Committees in the four HR areas, to submit the following essential documents. These submissions will serve as bases for assessing sustained compliance and readiness for onsite validation by CSC Assessors.

RECRUITMENT, SELECTION, AND PLACEMENT (RSP)

1. Agency Capability Evaluation Card (ACEC) – CY 2025
2. 2025 Updated Merit Selection Plan (MSP)
3. Updated EOP Guidelines (if any)
4. Recruitment Turn-Around Time (CY 2025)
5. Updated Staffing Plan (CY 2025)
6. Recruitment Plan (CY 2025)
7. Onboarding Monitoring Checklist (CY 2025)
8. Documentation of Orientation conducted (CY 2025)
9. Minutes of Meetings of HRMPSB (CY 2025)

LEARNING AND DEVELOPMENT (L&D)

1. Training Needs Assessment Results (recently conducted for 2024–2025)
2. Learning and Development Plan (CY 2025)
3. Report on Percentage of Employees Provided with L&D (CY 2024 and 2025)
4. Minutes of Meetings of HRDC (CY 2025)

PERFORMANCE MANAGEMENT (PM)

1. Summary of Performance Calibrated Ratings (CY 2024 and 2025)
2. SPMS Calendar (CY 2025)
3. Minutes of Meetings on Calibration of Targets and Accomplishments (CY 2025)

REWARDS AND RECOGNITION (R&R)

1. R&R Plan and Budget (CY 2025)
2. R&R Utilization Report (CY 2025)
3. Documentation and List of Awardees (CY 2025)
4. Minutes of Meetings of PRAISE (CY 2025)

To facilitate the review process, kindly submit the above requirements on or before **March 16, 2026**. This submission is being undertaken by the CSC Field Office prior to the actual conduct of the Midterm and Full-Term Reviews, during which CSC Assessors will conduct onsite validation within your office.

We further remind that these documents are expected to be prepared and updated annually as part of sustaining the Evidence Requirements initially submitted when your agency began its PRIME-HRM journey. This continuing compliance ensures that your agency remains aligned with the standards of Maturity Level 2 and strengthens the sustainability of your accreditation.

The CSC Field Office remains available to provide refresher sessions or assistance should your agency need support in preparing for this endeavor. We look forward to your compliance and cooperation, as this will ultimately contribute to the retention and sustainability of your PRIME-HRM accreditation status.

Thank you.

Very truly yours,


MARINA N. GARCIA
Director II



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

January 3, 2022

DIVISION MEMORANDUM

No. 001, s. 2022

**COMPOSITION OF THE DIVISION TECHNICAL WORKING GROUP (TWG) OF THE PROGRAM TO
INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE IN HUMAN RESOURCE
MANAGEMENT (PRIME-HRM)**

To: OIC-Assistant Schools Division Superintendent
All SDO Personnel thru the Chiefs of Divisions and Section Heads
School Heads of Public Elementary and Secondary Schools

1. In adherence to the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HR) of the Civil Service Commission, this office created the Technical Working Committees of PRIME-HRM to look into the processes towards elevating human resource management.
2. The Technical Working Committee of the PRIME-HRM is composed of the following:

Chairman: Gemma Q. Tacuycuy – Schools Division Superintendent

Vice-Chairman: Jo Eulie Mei T. Domingo – OIC-Office of the ASDS

Division Coordinator: Anna Liza C. Aurellado – Administrative Officer V

Focal Person: Maria Bernadette R. Sarmiento - HRMO

Technical Working Group
RECRUITMENT, SELECTION & PLACEMENT

Name	Position
Team Leader: Anna Liza C. Aurellado	Administrative Officer V (Administrative Services)
Assistant Team Leader: Marie Christine L. Natividad	Chief Education Supervisor-CID
Members	
Rodrigo Q. Reyes, Jr.	Education Program Supervisor
Pelagio F. Cardenas	Education Program Supervisor
Glenda S. Asistin	Education Program Supervisor
Maria Korynne P. Taborda	Nurse II
Mary Joy P. Suero	Administrative Officer V (Budget Officer)
Maria Bernadette R. Sarmiento	Administrative Officer IV-HRMO
Gemalyn P. Lampote	Administrative Assistant III



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Secretariat	
Sherelyn B. Riodil	Administrative Officer II
Leny Andrea B. Mangaliman	Administrative Assistant III
Ray Osmon S. Riñopa	Administrative Aide VI
Loraine D. Plete	Administrative Aide VI

Technical Working Group
LEARNING AND DEVELOPMENT

Name	Position
Team Leader: Susiemar M. Rapisura	SEPS-HRD and Planning and Research
Assistant Team Leader: Giovanni V. Velasco	Chief Education Supervisor-SGOD
Members	
Monabelle S. Ablog	Education Program Supervisor
Nelson A. Robiñol	Education Program Supervisor
Felipa T. Regaspi	Education Program Supervisor
Pablo B. Banaga, Jr.	Education Program Specialist II
Eric L. Tapat	Information Technology Officer
Gloria P. Cabotaje	Planning Officer III
Daisy A. Ancheta	Administrative Officer IV
Christopher Michael T. Gasmen	Accountant III
Reymalin T. Llanes	Administrative Assistant I
Secretariat	
Roel P. Pagalanan	Education Program Specialist II
Greatest Yeng C. Molina	Project Development Officer I
Elizabeth S. Avisa	Project Development Officer II
Meynard Jerel T. Luczon	Project Development Officer II
Laurence A. Agtutubo	Education Program Specialist II



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Technical Working Group
PERFORMANCE MANAGEMENT

Name	Position
Team Leader: Marie Christine L. Natividad	Chief Education Supervisor -CID
Assistant Team Leader: Rodrigo Q. Reyes Jr.	Education Program Supervisor
Members	
Elsie C. Amarin	Education Program Supervisor
Clarito A. Siababa	Education Program Supervisor
Gloria P. Cabotaje	Planning Officer III
Christopher Michael T. Gasmen	Accountant III
Anna Liza C. Aurellado	Administrative Officer V (Administrative Services)
Mary Joy P. Suero	Administrative Officer V (Budget Officer)
Susiemar M. Rapisura	Senior Education Program Specialist
Arlyn D. Batulan, MD	Medical Officer III
Secretariat	
Maria Bernadette R. Sarmiento	Administrative Officer IV (Records/Personnel)
Sherwin D. Fabre	Administrative Assistant III
Ray Osmon S. Riñopa	Administrative Aide VI
Naira Abigail T. Segui	Administrative Aide VI

Technical Working Group
REWARDS AND RECOGNITION

Name	Position
Team Leader: Jo Eulie Mei T. Domingo	OIC-Office of the ASDS
Assistant Team Leader: Anna Liza C. Aurellado	Administrative Officer V
Members	
Edgar L. Pescador	Education Program Supervisor
Solito S. Cortel	Education Program Supervisor
Mary Joy P. Suero	Administrative Officer V (Budget Officer)
Maria Bernadette R. Sarmiento	Administrative Officer IV (Records/Personnel)
Susiemar M. Rapisura	Senior Education Program Specialist
Roel P. Pagalanan	Education Program Specialist II
Secretariat	
Meynard Jerel T. Luczon	Project Development Officer II
Ray Osmon S. Riñopa	Administrative Aide VI
Reymalin T. Llanes	Administrative Assistant I
Princess G. Torricer	Administrative Assistant III



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3. The aforementioned committee is requested to prepare the needed documents for PRIME-HRM on-site assessment and coordinate with other sections/units for the preparation of the HR assessment.
4. The two-day supervised online assessment with the Civil Service Commission validators will be on January 6 – 7, 2022.
5. For information and compliance.

GEMMA Q. TACUYCUI, CESO V
Schools Division Superintendent

Reference: Memorandum Circular No. 3, s. 2012

To be included in the Perpetual Index
under the following subjects:

PRIME HR L & D TWG

SCHOOLS DIVISION OFFICE
DepED VIGAN CITY

RELEASE
DATE JAN 03 2022
BY: _____



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