



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

August 19, 2021

DIVISION MEMORANDUM

No. 264, s. 2021

**CONDUCT OF CIVIL SERVICE COMMISSION'S ONLINE ASSESSMENT
FOR PRIME-HRM LEVEL II**

To: Assistant Schools Division Superintendent
Chief Supervisors
Education Program Supervisors
Unit/Section Heads
All Others Concerned

1. In adherence to the Civil Service Commission's Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) which aims to elevate public sector human resource management to a level of excellence, this Office shall undertake the conduct of the Online Assessment for PRIME-HRM Level II on August 26-27, 2021.
2. All identified personnel, focal persons, and committee members are directed to be around and follow the matrix of activities presented below (Please see attached list of participants as per CSC requirements):

Activities	Date/Time/Venue	Persons Involved
1. Meeting with all personnel involved	August 24, 2021/9:00 a.m./Catarmán I CS Gym	All identified personnel (see attachment)
2. (Day 1) Online Assessment for PRIME-HRM Level II	August 26, 2021/8:30 a.m./Library Hub	All identified personnel (see attachment)
3. (Day 2) Online Assessment for PRIME-HRM Level II	August 27, 2021/8:00 a.m./Library Hub	Top Management, Dept. Heads, HRD Head and Staff, HR Committees


3. Services rendered on Saturday and Sunday relative to the preparation, collection, and uploading of evidence requirements via google drive provided by CSC are entitled to Compensatory Time Off (CTO)/Overtime Pay/Service Credits per CSC and DBM Joint Circular No. 2, s. 2004.
4. All expenses, such as meals and snacks, materials, and travel expenses of participants, shall be charged to Division MOOE/local funds subject to the usual accounting and auditing rules and regulations.



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5. Strict compliance with the minimum health standards following social distancing, wearing of facemasks, and other health protocols mandated by IATF shall be observed all throughout the conduct of this activity.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.


GORGONIO G. DIAZ JR., PhD, CESO V
Schools Division Superintendent