



Republic of the Philippines  
**Department of Education**

**REGION VIII**  
**SCHOOLS DIVISION OF NORTHERN SAMAR**

January 17, 2022

**OFFICE MEMORANDUM**

No. 006, s. 2022

**UPDATES ON 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. Per Division Memorandum No. 264 regarding the conduct of the virtual assessment of the Civil Service Commission's Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), the Online Assessment for PRIME-HRM Level II is set on January 26-27, 2022.

2. All identified personnel, local 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. (Day 1) Online Assessment for PRIME-HRM Level II	January 26, 2022/8:30 a.m./Library Hub	All identified personnel (see attachment)
2. (Day 2) Online Assessment for PRIME-HRM Level II	January 27, 2022/8:00 a.m./Library Hub	Top Management, Dept. Heads, HRD Head and Staff, HR Committees

3. Since the assessment is done virtually, the ICT Unit personnel are directed to ensure stable and uninterrupted internet connectivity with their assistance to be made available in the entire duration of the assessment, and standby power shall be provided by the General Services personnel when needed.

4. 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.

5. Immediate dissemination of and strict compliance with this Memorandum are desired.

**RAUL D. AGBAN, EdD**  
OIC-Schools Division Superintendent



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## List of Identified Personnel (Skeleton Workforce) for the CSC PRIME-HR Level II Online Assessment

No.	Name of Employees	Position/Unit/Section
1	Crista Joy A. Torbila	ASDS
2	Noe M. Hermosilla	SGOD Chief
3	Alex B. Rejuso	CID Chief
4	Manuel I. Lipata	EPS
5	Marites T. Guillermo	EPS
6	Sylvia D. Villanueva	EPS
7	Lucila R. Balondo	EPS
8	Emily M. Adarayan	EPS
9	Julito E. Lagrimas	EPS
10	Nelida M. Lobos	EPS
11	Isagani E. Licas	EPS
12	Elna D. Enano	EPS
13	Felix J. Ladeño	EPS
14	Warren L. Otadoy	Medical Officer III
15	Roberto T. Orias Jr	SEPS
16	Rudel Lutao	SEPS
17	Merlita B. Fajardo	SEPS
18	Jocelyn I. Acebuche	Planning Officer III
19	Deah A. Gamao	Accountant III
20	Rolando Lucenecio	ITO
21	Peter R. Bobiles	EPSp II
22	Carmencita L. Martires	HRMO IV
23	John L. Delorino	PIV
24	Omar T. Ty	PIV
25	Elvira R. Ribo	Librarian
26	Marvin Socorro	School Health Section
27	Myra Santos	School Health Section
28	Maria Elena D. Taldo	School Health Section
29	Cheryl Catucod	School Health Section
30	Eunice V. Taringting	Payroll Unit
31	Marrifect O. Bote	Payroll Unit
32	Farah Arcebuche	Cashier's Unit
33	Myleen Cuanico	Cashier's Unit
34	Maria Joy Singzon	Accounting Unit
35	Milky Marino	Accounting Unit
36	Mary Grace A. Rocha	Accounting Unit
37	Karla May T. Aseo	Accounting Unit
38	Jose Marie J. Damayo	Accounting Unit
39	Anita Cuyos	Records Unit
40	Femmy Alcera	Records Unit
41	Ma. Gloria F. Logarta	Supply Unit
42	Romeo D. Mijares	Supply Unit
43	Evelyn D. Delorino	Staff, SDS Office
44	Fidel Figueroa III	Staff, ASDS Office
45	Carlito España	ICT Unit
46	Elsa F. Domingo	HR Unit
47	Jessica B. Martires	HR Unit
48	Cassandra A. Palermo	HR Unit
49	Marbe Ann S. Cagro	HR Unit