



May 30, 2019

REGIONAL MEMORANDUM

No. 261 s. 2019

**ORIENTATION ON PRIME-HRM RELATED POLICIES AND OFFICE QUALITY MANAGEMENT SYSTEM
VALIDATION AND RECOGNITION**

**TO: SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF FUNCTIONAL DIVISIONS**
This Region

1. DepEd Caraga will conduct the Orientation on PRIME-HRM Related Policies and Office Quality Management System Validation and Recognition on June 11, 2019 at a venue to be announced later.
2. The Orientation on PRIME-HRM Related Policies which shall be participated in by Regional Office employees and officials will be conducted in two batches to ensure continuous service to our customers. The First Batch shall participate on June 11, 2019 at 8:00 am to 5:00 pm while the Second Batch is on June 13, 2019 at 8:00 am to 5:00 pm. at the same venue.
3. The Office Quality Management System Validation and Recognition shall commence at 5:01 pm until 9:00 pm on June 11, 2019 right after the Orientation on PRIME-HRM Related Policies.
4. Participants to the Office QMS Validation and Recognition are all Regional Office employees and officials together with the Schools Division Superintendents and Assistant Schools Division Superintendents of the twelve (12) schools division offices. Female participants shall wear evening gown, while coat and tie for male participants.
5. The Activity aims to :
 - orient the Regional Office employees and officials on the localized policies of the four core systems of PRIME-HRM in the workplace; and
 - validate and recognize formally the Regional Office Quality Management System.
6. Expenses that will be incurred for this Activity shall be charged against Regional MOOE funds while the travel expenses and per diems for the participants from the SDOs shall be charged against their local funds subject to the usual accounting and auditing rules and regulations.
7. For your information, guidance and compliance.

Francis Cesar B. Bringas
for **FRANCIS CESAR B. BRINGAS, CESO V**
OIC - Regional Director

Reference: none

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

Orientation Policies PRIME-HRM QMS Recognition Validation

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