



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

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27 March 2023

DIVISION MEMORANDUM

No. 101, s. 2023

**STATUS OF PRIME HRM MATURITY LEVEL 2 APPLICATION AND REVISITING
OFFICE PROCESSES IN SUSTAINING THE EASE OF DOING BUSINESS
(RA 11032)**

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division Office will hold an activity to review the status of the application for accreditation for Prime HRM Level 2 on March 30, 2023, 8:00 am onwards at Club Balai Isabel, Talisay, Batangas.
2. The goal is to discuss the four aspects of HR management:
 - 2.1 Recruitment, Selection, and Placement
 - 2.2 Learning and Development
 - 2.3 Performance Management
 - 2.4 Rewards and Recognition
3. Furthermore, there will be a discussion on the Republic Act No. 11032, "An Act Encouraging Ease of Doing Business and Efficient Delivery of Government Services", revising for the purposes of Republic Act No. 9485, generally known as the Anti-Red Tape Act of 2007, and for other purposes.
4. The Schools Division Office (SDO) Personnel and the Public Schools District Supervisors (PSDS) are the participants of this activity (Please see Attachment 1).
5. Expenses relative to the conduct of this activity shall be charge against Division MOOE funds subject to the usual accounting and auditing rules and regulations.
6. This memorandum serves as Travel Order for the participants.
7. Wide dissemination and strict compliance to this memorandum are enjoined.


MERTHEL M. EVARDOME, CESO V
Schools Division Superintendent

DEPEDBATS-ODS-F-009/R1/11-22/2021



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
☎(043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
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**STATUS OF PRIME HRM MATURITY LEVEL 2 APPLICATION AND REVISITING OFFICE
PROCESSES IN SUSTAINING THE EASE OF DOING BUSINESS (RA 11032)**

Participants – **SDS, ASDS, Div. Chiefs, OSDS, CID, & SGOD Personnel**
Inclusive Date: **March 30, 2023**
Venue/ Platform: **Club Balai Isabel, Talisay Batangas**

LIST OF PARTICIPANTS

March 30, 2023				
NO.	NAME	SEX	OFFICE/ DIVISION/ SECTION	POSITION
1	ALON, EDUARDA U.	F	ACCOUNTING	ACCOUNTANT III
2	ABRENICA, DOLORES A.	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
3	ACLAN, FRAULIN	M	ACCOUNTING	ADMINISTRATIVE ASSISTANT II
4	ALILIO, MA. VIANCA MARRIZ A.	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
5	ARDID, RACHELL	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
6	ATIENZA, DALIA A.	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
7	ATIENZA, DESERIE A.	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
8	ATIENZA, MARISSA B.	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
9	AXALAN, HELEN GREECE	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
10	BATHAN CZARLENE JOY CARANDANG	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
11	BOOL, EUREKA SHANE ALPHA P.	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
12	CARAOS, BABY DOROTHEA B.	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
13	CASTILLO, MA. THERESA A.	F	ACCOUNTING	SR BOOKKEEPER
14	CATAPAT, ANGELU A.	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
15	CONCEPCION, MARISOL	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
16	CORTEZ, JENNIFER S.	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
17	CUENCA ESMERALDA C.	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
18	DE GUZMAN AEZEL LACSAMANA	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
19	DE TORRES, HEZLE D.	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
20	DIMAANO, DONALYN M.	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
21	DINGLASAN, HAZEL R.	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
22	DUAY, ELLEN	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
23	ESQUEROS ALAIZA FRAGO	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
24	FAINA REALYN DE CASTRO	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT II
25	HARINA, ANDREALYN H.	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
26	HERNANDEZ, ISRAEL	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
27	HERNANDEZ, JOAN MARGARET	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
28	HERNANDEZ, MARIA CECILIA L.	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
29	ILAGAN MARY JOY	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
30	ISLA, MARIA AVEGAIL M.	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
31	JOSE, MYGRENE R.	F	ACCOUNTING	SR BOOKKEEPER
32	LONTOC, MARY GRACE S	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
33	MABANGLO, JOAN G.	F	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
34	MENDOZA, JOEY B.	M	ACCOUNTING	SR BOOKKEEPER

DEPEDBATS-HRD-F-025/R3/11-22-2021



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NO.	NAME	SEX	OFFICE/ DIVISION/ SECTION	POSITION
35	OLAVE, HOMER A.	M	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
36	PASCUA, JAY IRVING J.	M	ACCOUNTING	SR BOOKKEEPER
37	PUTALAN, EUNICE A.	F	ACCOUNTING	ADMINISTRATIVE AIDE VI
38	RAMIREZ, CHUBASCO R.	M	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
39	SERRA SANDRA DEL MUNDO	M	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
40	SILANG, ARIEL A.	M	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
41	TUY, CLARIZZA T.	M	ACCOUNTING	ADMINISTRATIVE ASSISTANT III
42	PANALIGAN, LOU CARBONEL	M	ADMIN OFFICE / GEN SERVICES	ADMINISTRATIVE OFFICER V
43	ALCONERA, IVAN RALP	M	ADMIN OFFICE / GEN SERVICES	ADMINISTRATIVE ASSISTANT III
44	DELGADO, PINKY R. (JOB ORDER)	F	ADMIN OFFICE / GEN SERVICES	UTILITY WORKER
45	GAMBOA, AMIEL	M	ADMIN OFFICE / GEN SERVICES	ADMINISTRATIVE ASSISTANT III
46	MANALO, ALEJANDRO JR. RAMOS	M	ADMIN OFFICE / GEN SERVICES	ADMINISTRATIVE ASSISTANT III
47	MARASIGAN, MARINELLA	F	ADMIN OFFICE / GEN SERVICES	ADMINISTRATIVE AIDE I
48	MUÑOZ, MARVIN	M	ADMIN OFFICE / GEN SERVICES	ADMINISTRATIVE ASSISTANT III
49	MERCADO, ARTURO D. JR.	M	ADMIN OFFICE / GEN SERVICES	ADMINISTRATIVE AIDE VI
50	ALVAREZ, RODELIO	M	HEALTH	NURSE II
51	FAJARITO, FELIX	M	HEALTH	NURSE II
52	BURGOS, NICOLAS M.	M	ASDS OFFICE	ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
53	CELINDRO, NADINE CARURUCAN	F	ASDS OFFICE	OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
54	DIPASUPIL, ZHERMAINE	F	ASDS OFFICE	ADMINISTRATIVE OFFICER II
55	PEREZ, RODOLFO N.	M	ASDS OFFICE	ADMINISTRATIVE AIDE I
56	RAZON, KARLA MARIE ROSALES	M	ASDS OFFICE	ADMINISTRATIVE OFFICER II
57	VICENCIO, ROBERT (JOB ORDER)	F	ASDS OFFICE	DRIVER
58	ORTEGA, LAYNE DE JESUS	F	BUDGET	ADMINISTRATIVE OFFICER V
59	BISCOCHO, CINDERELA SANDOVAL	F	BUDGET	ADMINISTRATIVE ASSISTANT III
60	PEREZ, ABEGAIL IVY	F	BUDGET	ADMINISTRATIVE AIDE VI
61	MARASIGAN, EVA	F	BUDGET	ADMINISTRATIVE ASSISTANT III
62	MERCADO, RASENNA GLICERIA ILUSTRE	F	CASH	ADMINISTRATIVE OFFICER IV
63	BALMES, VICENTE	M	CASH	ADMINISTRATIVE ASSISTANT II
64	NATANAWAN, REMELYN	F	CASH	ADMINISTRATIVE ASSISTANT III
65	PAYGANE, MAVEL SALAZAR	F	CASH	ADMINISTRATIVE ASSISTANT II
66	RESURRECCION, PAUL ANGELO A.	M	CASH	ADMINISTRATIVE ASSISTANT II

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67	ROMERO, EMER KRISTEL	M	CASH	ADMINISTRATIVE ASSISTANT II
68	MALIBIRAN, MARY JANE A.	M	CASH	ADMINISTRATIVE AIDE VI
69	NUAY, DAVID MAGTIBAY	M	CID	CHIEF EDUC SUPERVISOR
70	ALCANTARA, MANILYN	F	CID	ADMINISTRATIVE ASSISTANT II
71	BALBA, MARITES Q.	F	CID	EDUC PROGRAM SUPERVISOR
72	BASILAN, MA. LETICIA JOSE C.	F	CID	EDUC PROGRAM SUPERVISOR
73	CARANDANG, MACARIA CARINA CAROLINO	F	CID	EDUC PROGRAM SUPERVISOR
74	CASANOVA, ROLANDO SINAG	M	CID	EDUC PROGRAM SUPERVISOR
75	EBERO, ANSELMA MANUMBAL	F	CID	LIBRARIAN II
76	ILAGAN, KAYCEE AGUILA	F	CID	ADMINISTRATIVE ASSISTANT II
77	ILAO, LORETA VILLALOBOS	F	CID	EDUC PROGRAM SUPERVISOR
78	MENDOZA, ROSALINDA ANDAYA	F	CID	EDUC PROGRAM SUPERVISOR
79	MORILLO, JIMMY DE JESUS	M	CID	EDUC PROGRAM SUPERVISOR
80	PIOL, ELIZALDE L.	M	CID	PROJECT DEV OFFICER II
81	TOLENTINO, ELIZABETH	F	CID	EDUC PROGRAM SUPERVISOR
82	ULARTE, MIGUEL	M	CID	EDUC PROGRAM SUPERVISOR
83	DALANGIN, EMERSON B.	M	CID	DIVISION'S SCIENCE COORDINATOR
84	CADANO, KHAREEN	F	HEALTH	MEDICAL OFFICER III
85	CATAPAT, ERNANI	M	ITO	ADMINISTRATIVE OFFICER IV
86	GABO, JOHN LESTER L	M	ITO	ADMINISTRATIVE ASSISTANT III
87	HAGUISAN, ALDRIN	M	ITO	ADMINISTRATIVE ASSISTANT III
88	SALIMO, KAREN MISSION	F	LEGAL	ATTORNEY III
89	PEREZ, JOEMAR	M	PERSONNEL	ADMINISTRATIVE OFFICER II
90	BARIL, CHERYL M.	F	PERSONNEL	ADMINISTRATIVE OFFICER II
91	CASTILLO, CARINA	F	PERSONNEL	ADMINISTRATIVE ASSISTANT II
92	DE LOS REYES, ERICSON	M	PERSONNEL	ADMINISTRATIVE ASSISTANT III
93	DE SAGUN, LANELL CRESTA	F	PERSONNEL	ADMINISTRATIVE OFFICER II
94	DE VILLA, CARLA	F	PERSONNEL	ADMINISTRATIVE ASSISTANT III
95	ELEDA, RHODA	F	PERSONNEL	ADMINISTRATIVE OFFICER II
96	FLORES, MA. BELLA BONCOLMO	F	PERSONNEL	ADMINISTRATIVE OFFICER II
97	ILAO, JOSEPH ANGELO	M	PERSONNEL	ADMINISTRATIVE ASSISTANT II
98	LALONGISIP, YVETTE	F	PERSONNEL	ADMINISTRATIVE OFFICER II
99	LATONA, LENNIE I.	F	PERSONNEL	ADMINISTRATIVE ASSISTANT III
100	LUCERO, KRIZZARA S.	F	PERSONNEL	ADMINISTRATIVE AIDE VI
101	MANAD, PHILLY A.	F	PERSONNEL	ADMINISTRATIVE OFFICER II
102	MAGSINO, RONALIZA	F	PERSONNEL	ADMINISTRATIVE OFFICER II
103	MAGSOMBOL, NIÑO BRADLEY	M	PERSONNEL	ADMINISTRATIVE OFFICER II
104	MARTINEZ, MARIA THERESA R.	F	PERSONNEL	ADMINISTRATIVE OFFICER II
105	PEREZ, WILLENE MAE	F	PERSONNEL	ADMINISTRATIVE OFFICER II
106	RAMOS, APRIL	F	PERSONNEL	ADMINISTRATIVE OFFICER II
107	RILLERA, RANDY D.	F	PERSONNEL	ADMINISTRATIVE OFFICER II
108	SANTOS, DARRELL C.	F	PERSONNEL	ADMINISTRATIVE ASSISTANT III
109	ARELLANO, JAYSON	M	PERSONNEL	CLERK

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NO.	NAME	SEX	OFFICE/ DIVISION/ SECTION	POSITION
110	MITRA, LLOYD ALLAN	M	PROPERTY	ADMINISTRATIVE OFFICER IV
111	GENEROSO, CRIS RYAN	M	PROPERTY	ADMINISTRATIVE OFFICER II
112	MELVIN HERNANDEZ	M	PROPERTY	ADMINISTRATIVE AIDE VI
113	DE OCAMPO, ERIC (JOB ORDER)	M	PROPERTY	CLERK
114	DE TORRES, NEIL MICO	M	PROPERTY	ADMINISTRATIVE OFFICER II
115	MANAD, ADONIS ABRIL M.	M	PROPERTY	ADMINISTRATIVE ASSISTANT II
116	ROCAFORT, RENZ BALOTCOPO	M	PROPERTY	ADMINISTRATIVE ASSISTANT II
117	GONZALES, IRENE GRACE QUINIO	F	RECORDS	ADMINISTRATIVE OFFICER IV
118	AGUADO, ROCHELLE V.	F	RECORDS	ADMINISTRATIVE ASSISTANT II
119	ANNA KATRINA B. MENDOZA	M	RECORDS	ADMINISTRATIVE AIDE VI
120	ROSE MARIE A. ENCARNACION	F	CID	EDUCATION PROGRAM SPECIALIST - ALS
121	GREGORIO, BRENDA C.	F	CID	EDUCATION PROGRAM SPECIALIST - ALS
122	PALO, ARMELINDA B.	F	CID	EDUCATION PROGRAM SPECIALIST - ALS
123	PEREZ, JESUS D.	F	CID	EDUCATION PROGRAM SPECIALIST - ALS
124	DE CASTROM ALEXANDER R.	M	CID	EDUCATION PROGRAM SPECIALIST - ALS
125	EVARDOME, MERTHEL M.	F	SDS OFFICE	SCHOOLS DIVISION SUPERINTENDENT
126	CANTOS, REGINA MENDOZA	F	SDS OFFICE	UTILITY WORKER I
127	CASTILLO, RUFINO AFABLE	M	SDS OFFICE	ADMINISTRATIVE AIDE IV
128	SEGUNIAL, LEAH DIANNE ARRIOLA	F	SDS OFFICE	ADMINISTRATIVE OFFICER II
129	SHARMAINE D. BALMES	F	SDS OFFICE	ADMINISTRATIVE OFFICER II
130	MARAMOT, MARIO BUENVIAJE	M	SGOD	EDUC PROGRAM SUPERVISOR
131	ALBAY, MARA THERESE C.	F	SGOD	ADMINISTRATIVE ASSISTANT II
132	AÑO, JAMES ANGELO T.	M	SGOD	PROJECT DEV OFFICER II
133	ARIAS, MARIAN LONTOC K.	F	SGOD	EDUC PROGRAM SUPERVISOR
134	CASTILLO, RODRIGO SILANG	M	SGOD	SENIOR EDUCATION PROGRAM SPECIALIST
135	DE SAGUN, EVELYN COMPUSETO	F	SGOD	SENIOR EDUCATION PROGRAM SPECIALIST
136	DIMAANO, ARIS UMANDAP	M	SGOD	PLANNING OFFICER III
137	EMANO, SUNSHINE	F	SGOD	ADMINISTRATIVE AIDE VI
138	GINETE, RAMIL GENTUGAO	M	SGOD	SENIOR EDUCATION PROGRAM SPECIALIST
139	MACARAIG, JESRIEL ANNE A.	F	SGOD	TECHNICAL ASSISTANT II (CENTRAL OFFICE)
140	MAGALONA, ANABEL ELANO	F	SGOD	EDUCATION PROGRAM SPECIALIST II
141	MAGNAYE, SARAH JANE B.	F	SGOD	ADMINISTRATIVE ASSISTANT III
142	MAGTIBAY, REJOICE (JOB ORDER)	F	SGOD	CLERK
143	MARAMOT, LEONCIA BASILAN	F	SGOD	EDUCATION PROGRAM SPECIALIST II
144	MASANGCAY, JONAS	M	SGOD	ADMINISTRATIVE ASSISTANT III
145	MERCADO, NECY	F	SGOD	ADMINISTRATIVE ASSISTANT III
146	SAMSON, CORA VILLANUEVA	F	SGOD	SENIOR EDUCATION PROGRAM SPECIALIST
147	REDUBLA, ROXANNE VILLAPANDO	F	SGOD	ADMINISTRATIVE ASSISTANT III

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148	TIQUIS, JOHN ALBERT LUBUGUIN	M	SGOD	ENGINEER III
149	TUMAMBING, ELIZABETH	F	SGOD	ADMINISTRATIVE ASSISTANT II
150	VILLANUEVA, MERCY	F	SGOD	EDUCATION PROGRAM SPECIALIST II
151	GARCIA, LOLITA	F	CID	PSDS
152	SEVILLA, RONALDO	M	CID	PSDS
153	MARASIGAN, ANABELLE	F	CID	PSDS
154	MIRA, VIOLETA	F	CID	PSDS
155	MORTEL, AVELINO	M	CID	PSDS
156	DELA VEGA, PLACIDA	F	CID	PSDS
157	GAA, AVELINA	F	CID	PSDS
158	MENESES, GREGORIO	M	CID	PSDS
159	HERNANDEZ, CONIE	F	CID	PSDS
160	ASEREMO, GINA	F	CID	PSDS
161	AGUILA, AURELIA	F	CID	PSDS
162	HERNANDEZ, ANDREA	F	CID	PSDS
163	ILAGAN, JULITA	F	CID	PSDS
164	CANTOS, LUISITO	M	CID	PSDS
165	ARIOLA. MA. MELISSA	F	CID	PSDS
166	REYES, BERNARDA	F	CID	PSDS
167	NAPENAS, BRAULIO	M	CID	PSDS
168	MACARAIG, GINALYN	F	CID	PSDS
169	HERNANDEZ, ANIANO	M	CID	PSDS
170	LUBIS, NANCY	F	CID	PSDS
171	ADAME, NENITA	F	CID	PSDS
172	DIRAIN, AGRIFINA	F	CID	PSDS
173	LAKSAMANA, GINA	F	CID	PSDS
174	LANDICHO, LEOPOLDO	M	CID	PSDS
175	DEVIO, JULIETA	F	CID	PSDS
176	ILAGAN, ANTONIO	M	CID	PSDS
177	NAVARRO, BENILDA	F	CID	PSDS
178	ILAGAN, AMELIA	F	CID	PSDS
179	ROXAS, EMILIANA	F	CID	PSDS
180	SARMIENTO, DIONISIA	F	CID	PSDS
181	DEL MUNDO, ORLIE	M	CID	PSDS
182	LUBIS, JOEL	M	CID	PSDS
183	SAGUIN, SARAH	F	CID	PSDS
184	PENA, ELLIENOR	F	CID	PSDS
185	VILLAMOR, EMITARIA	F	CID	PSDS

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