



Republic of the Philippines
Department of Education
Region 02 (Cagayan Valley)

SCHOOLS DIVISION OFFICE OF ISABELA

Alibagu, City of Ilagan, Isabela 3300



MEMORANDUM

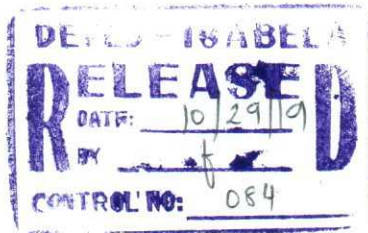
To : Secondary School Heads

From: *Mr. Madelyn L. Macalling*
MADELYN L. MACALLING, PhD, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

Date: October 29, 2019

Subject: **ENCODING OF PRIME HRM TOOLS/ MATERIALS**

1. Pursuant to the implementation of CSC PRIME-HRM in our Division, Administrative Assistants of the Secondary Schools are required to report in this Office on October **30**, 2019 for the encoding of Prime-HR tools at the DepEd Conference Hall, Alibagu, City of Ilagan, Isabela to start at 8:00AM.
2. Strictly one participant from every Secondary School to represent both Junior and Senior High School.
3. Each Administrative Assistant are required to bring the following
 - a) Laptop and extension wire
 - b) Excel copy of Service Record (CD)
4. Immediate dissemination and compliance to this Memorandum is directed.



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Sdo Isabela



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