



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of Schools Division  
Superintendent

06 May 2024

DIVISION MEMORANDUM  
OSDS No. **077**, s. 2024

AWARDING OF PRIME-HRM BRONZE AWARD TO SDO SOUTH COTABATO cum  
CSC ORIENTATION ON NEW APPOINTMENT PROCESS FOR DEREGULATED  
AGENCIES

To: SDO Personnel  
Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Schools Division of South Cotabato in its goal towards service excellence in terms of its HRM systems underwent the PRIME HRM assessment conducted by the CSC RO XII on October 26-27, 2023. Based on the validation conducted, it was confirmed to have met the PRIME-HRM Level 2-Maturity Indicators of all the four (4) core HRM areas and was found to have observed civil service laws, rules, and regulations on the issuance of appointment and other HR programs, and as maintained its HR records management.
2. On the basis of the recommendation, CSC resolves to confer the PRIME-HRM Bronze Award to DepEd- SDO South Cotabato through Resolution No. 2400078 promulgated 29 January 2024.
3. In line with this, there shall be an Awarding Ceremony of the PRIME-HRM Bronze Award Certificate by the CSC Regional Office on May 9, 2024; 9:00 a.m. at SDO Conference Hall.
4. Succeeding the awarding is the CSC Orientation on New Appointment Process for Deregulated Agencies at 2:00 p.m. at SDO Conference Hall
5. Participants in the awarding are the Top Management, Program Committee Members, PRIME-HRM Technical Working Program, Personnel Section Personnel. While the CSC Orientation on New Appointment shall be attended by the Personnel Section Personnel in charge of the Appointment processing, HRMS programmer, and personnel in charge of salary adjustment due to promotion. Participants for the awarding shall be in their Smart Casual attire.
6. Attached is the official list of attendees for the awarding.



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
Telephone Number: (083)228-3801  
Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)



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7. For inquiries regarding this memorandum, you may contact the Administrative Services- Personnel Unit, through messenger, or through telephone number 228-3742.

8. Immediate dissemination of this memorandum is directed.

**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

Encl.: As stated

Referencce: N o n c

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

AWARDS

EMPLOYEES

ALA/DM- awarding of prime-hrm bronze award to sdo south cotabato cum csc  
orientation on new appointment process for deregulated agencies  
0000/ May 06, 2024



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**TITLE OF ACTIVITY: AWARDING OF PRIME-HRM BRONZE AWARD**

TRAINING/ACTIVITY ID: **N/A**

PROGRAM HOLDER: **ARLENE L. ALBUNA**

VENUE: **SDO CONFERENCE HALL**

CONTACT NO.: **09051991272**

DATE: **MAY 09, 2024**

TOTAL NO. OF PAX: **81**

**LIST OF PARTICIPANTS**

NO.	FULL NAME	POSITION / DESIGNATION	FUNCTIONAL DIVISION
<b>TOP MANAGEMENT</b>			
1	BALALA, LEONARDO M.	SCHOOLS DIVISION SUPERINTENDENT	OSDS
2	BUTHEN, LEVI B.	ASST. SCHOOLS DIVISION SUPERINTENDENT/ Chairman PMT	OSDS
3	FRUSA, CRISTOPHER T.	CHIEF EDUCATION SUPERVISOR	SGOD
4	JARRA, HERMIE MARAVILLA	OIC-CHIEF EDUCATION SUPERVISOR	CID
5	ALEJANDRO, RYANDEL M.	ATTORNEY III	OSDS
6	CELDA, VINCENT P.	INFORMATION TECHNOLOGY OFFICER I	OSDS
7	DIVEDOR, CARLO P.	ACCOUNTANT III	OSDS
8	SOMERA, RONALD JIM S.	ADMINISTRATIVE OFFICER V	OSDS
9	ALBUNA, ARLENE LECHUGAS	ADMINISTRATIVE OFFICER IV	OSDS
10	TRESBE, NERIE HILADO	ADMINISTRATIVE OFFICER IV	OSDS
11	LLOREN, RAY ORACION	ADMINISTRATIVE OFFICER IV	OSDS
12	ESTEMBER, MA. LUZ ELAMBAYO	ADMINISTRATIVE OFFICER IV	OSDS
13	CABALQUINTO, JOSIE GABAC	ADMISTRATIVE OFFICER IV	OSDS
14	LECHONSITO, LOURDES BELOCURA	ADMINISTRATIVE OFFICER II	OSDS
15	CAJO, ZYNAFE VILLARIAS	EDUCATION PROGRAM SUPERVISOR	CID
16	CASERES, MILROSE PINGOY	EDUCATION PROGRAM SUPERVISOR	CID
17	CASTILLO, NELIDA AJERA	EDUCATION PROGRAM	CID



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NO.	FULL NAME	POSITION / DESIGNATION	FUNCTIONAL DIVISION
		SUPERVISOR	
18	DARDO, ROSELYN GO	EDUCATION PROGRAM SUPERVISOR	CID
19	DE LEON, MILA ANTONINO	EDUCATION PROGRAM SUPERVISOR	CID
20	DELA CRUZ, MARICHU JEAN RIPARIP	EDUCATION PROGRAM SUPERVISOR	CID
21	DUHINO, CHARITO PINTO	MASTER TEACHER I	CID
22	FLORO, ALEX FIGARIDO	EDUCATION PROGRAM SUPERVISOR	CID
23	JABIDO, SALLY ALISON	EDUCATION PROGRAM SUPERVISOR	CID
24	JUMANTOC, JUBERTO ELEGANO	EDUCATION PROGRAM SUPERVISOR	CID
25	AGUSTIN, AMRAH MANILA	PUBLIC SCHOOLS DISTRICT SUPERVISOR	CID
26	BANGOC, RAMONA FRANCISCO	PUBLIC SCHOOLS DISTRICT SUPERVISOR	CID
27	CANTOR, MARIA FE ESPINOSA	PUBLIC SCHOOLS DISTRICT SUPERVISOR	CID
28	DARROCA, DAISY IGNACIO	PUBLIC SCHOOLS DISTRICT SUPERVISOR	CID
29	EULATIC, PABLO LAURAS	PUBLIC SCHOOLS DISTRICT SUPERVISOR	CID
30	GALVE, DENNIS LACSAO	PUBLIC SCHOOLS DISTRICT SUPERVISOR	CID
31	MARCELINO, REYNITA TIEDRA	PUBLIC SCHOOLS DISTRICT SUPERVISOR	CID
32	PADUA, LORNA TADIOS	PUBLIC SCHOOLS DISTRICT SUPERVISOR	CID
33	SABOD, MARIANNE MENDOZA	PUBLIC SCHOOLS DISTRICT SUPERVISOR	CID
34	SUSCANO, JOHN ARNEL BERMEJO	PUBLIC SCHOOLS DISTRICT SUPERVISOR	CID
35	BIEN, ARNEL BADAYOS	EDUCATION PROGRAM SPECIALIST II	SGOD
36	BLANCADA, MARIA SOLEDAD	EDUCATION PROGRAM SPECIALIST II	SGOD
37	CATUBAY, RODEL HIGADO	SENIOR EDUCATION PROGRAM SPECIALIST	SGOD



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NO.	FULL NAME	POSITION / DESIGNATION	FUNCTIONAL DIVISION
38	DE JUAN, ROGELIO PENAFLOIDA	PROJECT DEVELOPMENT OFFICER I	SGOD
39	HALLEGADO, MA. TERESA SUJEDE	SENIOR EDUCATION PROGRAM SPECIALIST	SGOD
40	JAVELLANA, JETT ABAD	EDUCATION PROGRAM SPECIALIST II	SGOD
41	LABUAYA, BERT DAMOCOM	SENIOR EDUCATION PROGRAM SPECIALIST	SGOD
42	LASACA, JANE MICHELLE ESTRADA	PROJECT DEVELOPMENT OFFICER II	SGOD
43	MOSCOSA, SIGREED FEROLYN ALMIRA	PROJECT DEVELOPMENT OFFICER I	SGOD
44	PANDOMA, AGUSTIN ACOY	SENIOR EDUCATION PROGRAM SPECIALIST	SGOD
45	PANIMBATAN, RONALD BISARES	ENGINEER III	SGOD
46	SOLDEVILLA, GLENN FELONGCO	EDUCATION PROGRAM SUPERVISOR	SGOD
47	SUDAYAN, MA CONCEPCION JOSOL	OIC MEDICAL OFFICER (DENTIST II)	SGOD
48	ANGOT, NOVA GERLEY GABRIEL	ADMINISTRATIVE ASSISTANT III	OSDS
49	DELFIN, JOHN ARIEL GULMATICO	ADMINISTRATIVE ASSISTANT III	OSDS
50	IBAÑEZ, JOY TINGSON	ADMINISTRATIVE ASSISTANT III	OSDS
51	MABAD, ARMIE SUBERE	ADMINISTRATIVE ASSISTANT III	OSDS
52	NAFARRETE, ROSELLE LACIBAL	ADMINISTRATIVE ASSISTANT III	OSDS
53	SAMILLANO, SHIANNE MAY C.	ADMINISTRATIVE ASSISTANT III	OSDS
54	SUCAYAN, ANNA LIZA L.	ADMINISTRATIVE OFFICER II	OSDS
55	DELA TORRE, MARK RYAN ORQUIA	ADMINISTRATIVE ASSISTANT III	OSDS
56	PROCELIN, RANDY P.	HEAD TEACHER/ HRMPSB MEMBER	UPPER SEPAKA IS
57	DIOLANTO, HIYASMINDA C.	PRINCIPAL III / HRMPSB MEMBER	POLOMOLO K CES



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NO.	FULL NAME	POSITION / DESIGNATION	FUNCTIONAL DIVISION
58	MOSQUERA, JEREMIAH M.	PRINCIPAL I/ HRMPSB MEMBER	LAMIAN NHS
<b>PRIME HRM TECHNICAL WORKING GROUP</b>			
59	BOLDIOS, RAIZA MAE E.	ADMINISTRATIVE OFFICER II	
60	CASPE, MA. JOSSIE TIFFANY P.	ADMINISTRATIVE OFFICER II	
61	GELLA, KEITH J.	ADMINISTRATIVE OFFICER II	
62	LOZADA, CHERRY B.	ADMINISTRATIVE OFFICER II	
63	PALMES, IRISH MAY C.	ADMINISTRATIVE OFFICER II	
64	FACURA, CHERUBIM	ADMINISTRATIVE OFFICER II	
65	ABU, KATE	ADAS III	
66	TIRADO, ROVILIE F.	ADMINISTRATIVE OFFICER II	
67	MACATIMBOL, NURAN NISSAH A.	ADMINISTRATIVE OFFICER II	
68	LORENO, SHEILA MARIE A.	ADMINISTRATIVE OFFICER II	
69	ARCIAGA, MIKE	ADMINISTRATIVE OFFICER II	
70	HUBERO, OMAR KEVIN	ADMINISTRATIVE OFFICER II	
<b>CIVIL SERVICE COMMISSION</b>			
71	CSC Regional Director		
72	CSC Asst. Regional Director		
73	CSC PSED		
74	CSC PSED		
75	CSC PSED		
76	CSC South Cotabato Field Office Director		
77	CSC South Cotabato Field Office Personnel		
<b>DEPED REGIONAL OFFICE</b>			
78	CARLITO D. ROCAFORT	REGIONAL DIRECTOR	RO
79	KATHRINE H. LOTILLA	OIC ASST. REGIONAL	RO



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NO.	FULL NAME	POSITION / DESIGNATION	FUNCTIONAL DIVISION
		DIRECTOR	
80	FARNAZO, JOSEPH RUSSEL M	OIC- CHIEF ADMINISTRATIVE OFFICER	RO

Prepared by:

**ARLENE L. ALBUNA**

Administrative Officer IV/ PRIME HRM Focal Person  
HRMO II