



Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

January 22, 2024

OFFICE MEMORANDUM
OSDS No. 004 s. 2024

**ORIENTATION ON APPOINTMENT PROCESSING AND OTHER PERSONNEL
ACTIONS RELEVANT TO THE CONFERMENT OF PRIME-HRM BRONZE
AWARD BY THE CIVIL SERVICE COMMISSION
TO THE SDO TACURONG CITY**

To: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Members of Division HRMPSB
ICTO
Administrative Officer V
HRM Staff
This Office

1. The Schools Division Office of Tacurong City was conferred the PRIME-HRM Bronze Award for having successfully met the PRIME-HRM Maturity Level II in the four core Human Resource Systems of Recruitment, Selection and Placement (RSP), Learning and Development (L & D), Performance Management (PM), and Rewards and Recognition (R & R) through CSC Resolution No. 2301130 dated December 7, 2023.

2. As such, the SDO Tacurong City is entitled to the privileges enumerated below:

1. Authority to approve appointments, subject to post audit;
2. 50% of appointments issued, subject to review by the CSC Field Office (FO);
3. Exemption from Section 96 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended;
4. 20% discount for the HRM Officer or one (1) agency representative in trainings/conferences conducted by the Civil Service Institute;
5. 20% discount for the HRM Office head or one agency representative in CSC ROs' trainings/conferences;
6. Exclusive membership to community of learners who shall have access to digital learning resources and other developmental opportunities subject to the guidelines to be issued by the CSC;
7. Announcement of the agency's programs/projects bureaucracy-wide through the CSC website; and
8. Such other benefits that the CSC may approve in the future.



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3. Coupled with the privileges, the SDO Tacurong City shall have the following responsibilities:

1. Maintain the PRIME-HRM status under Level 2 and continue to improve on its HRM systems to meet the maturity indicators of the next higher level;
2. Comply with civil service laws, rules, and regulations in the issuance of appointments and implementation of other HR actions; and
3. Partner with the CSC in providing assistance to other agencies in the development or improvement of HRM systems.

4. Anent this, a half-day Orientation by the Civil Service Commission, Sultan Kudarat Field Office as to how the processes, the privileges and responsibilities mentioned above shall be undertaken by the officials and personnel of the SDO Tacurong City, to be held on January 26, 2024 at the Division Conference Hall to start at 9:00 AM to 12:00 noon.

5. The participants to this Orientation are the following:

1. Schools Division Superintendent
2. Assistant Schools Division Superintendent
3. Chiefs of Functional Divisions
4. Members of Division HRMPSB
5. ICTO
6. Administrative Officer V
7. Unit/Section Heads
8. HRM Staff

6. Meals and snacks and other incidental expenses relative to the conduct of the said Orientation shall be charged from Division MOOE subject to accounting and auditing rules and regulations.

7. All concerned officials and personnel are enjoined to attend.

8. Wide dissemination of this Memorandum is desired.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent 

Enclosures: None
Reference: As stated.
Allotment: None

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

AWARDS PERSONNEL ACTIONS ORIENTATION

znb/OSDS-Admin./OM/ ORIENTATION ON APPOINTMENT PROCESSING AND OTHER PERSONNEL ACTIONS FOR PRIME-HRM BRONZE AWARDEE/January 23, 2024



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