



Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF TUGUEGARAO CITY

February 2, 2021

DIVISION MEMORANDUM

No. 025 s, 2021

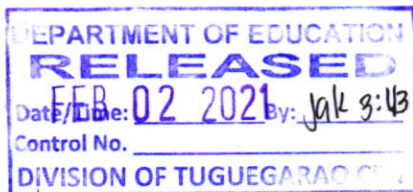
SUBMISSION OF WEEKLY AND MONTHLY ACCOMPLISHMENT PLANS AND REPORTS FOR PRIME-HRM

TO: Assistant Schools Division Superintendent
 CID and SGOD Chiefs
 Unit Heads
 All others concerned

1. The Schools Division of Tuguegarao City is currently intensifying the value system of its employees through the “Program to Institutionalize Meritocracy and Excellence in Human Resource Management” (PRIME-HRM).
2. One requirement to hasten the PRIME-HRM Performance Management System of this Division is to track performance and accomplishments of all its employees.
3. In this connection, all members are required to submit weekly plans and accomplishment reports. Also, monthly consolidated accomplishment reports should be submitted not later than 5th day of the ensuing month.
4. Each Division/Unit Head shall print and consolidate the weekly and monthly accomplishment plans and reports and submit to the following SDO personnel:

OSDS- Mariel A. Cammayo
 CID- Noli Abrigo/Marlo Melad
 SGOD-Joan Cacacho/Elisa Esteban

5. For information, guidance and compliance.



[Signature]
REYNANTE Z. CALIGUIRAN
 Assistant Schools Division Superintendent
 Officer -In- Charge
 Office of the Schools Division Superintendent

Encl:
 Reference:

OSDS/mac/anj



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