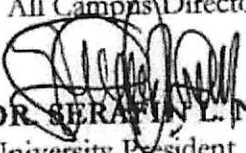




Republic of the Philippines  
**IFUGAO STATE UNIVERSITY**  
Nayon, Lamut, Ifugao

MEMORANDUM NO. 48, S. 2015

To : Dr. Nancy Ann P. Gonzales, *VP for Academic Affairs*  
*Chairperson, Faculty PSB*  
*Member, FSDC/PRAISE/PMT*  
Dr. Napoleon K. Taguiling, *VP for RDET*  
*Member, PRAISE/PMT*  
Dr. Diosdado M. Aquino, *Campus Director (Lamut)*  
*Vice Chairperson, Faculty & Non-teaching staff PSB/FSDC*  
*Member, PRAISE/PMT*  
Engr. Loinas D. Dulawan, *Chief Administrative Officer*  
*Chairperson, Non-teaching staff PSB/FSDC/PRAISE/PMT*  
*Vice Chairperson, Faculty PSB*  
Dr. Mary P. Caclini, *Dean - College of Advance Education*  
*Member, Faculty PSB*  
Dr. Freddie B. Caday, *Dean - College of Applied Sciences and Criminology*  
*Member, Faculty PSB*  
Dr. Alice Y. Brawner, *Dean - College of Education and Arts*  
*Member, Faculty PSB*  
Dr. Marissa P. Bulong - *Dean - College of Agriculture, Tourism and Industry*  
*Member, Faculty PSB*  
Dr. Vicky C. Madangeng, *Faculty Association President (Lamut)*  
*Member, Faculty PSB/FSDC*  
Mr. Julio P. Pugong, Jr., *IFSUEU President*  
*Member, Non-teaching staff PSB/FSDC*  
Ms. Jill B. Saquing, *2nd Level Rank and File Representative*  
*Member, Non-teaching staff PSB*  
Mr. Alfred Lesley Charles B. Dait, Jr., *1st Level Rank and File Representative*  
*Member, Non-teaching PSB*  
Dr. Juliet C. Daniels, *Finance Director*  
*Member, PMT*  
Ms. Joyce Bodah, *Planning Director*  
*Member & Secretariat, PMT*  
Dr. Romel Sumeg-ang, *GAD Focal Person*  
*Member, PMT*  
Ms. Dominga G. Lunag, *HRMO III*  
*Member, Faculty & Non-teaching staff PSB/PRAISE/PMT*  
*Secretariat, FSDC*  
All other HRD personnel  
All Campus Directors of other Campuses

From :   
DR. SERAFIN L. NGOHAYON  
University President

Subject : Attendance to the conduct of Technical Assistance on the  
implementation of the enhanced PRIME-HRM

Date : July 22, 2015

1. In line with the implementation of the enhanced Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) and the adoption of HR Maturity Level Indicators for the HRM Systems in the public sector, the CSC-CAR will conduct Technical Assistance to IFSU on August 13, 2015 from 8:30 to 12:00 in the morning at the AVR library.

2. The activity is aimed at identifying developmental opportunities on the four (4) core HRM areas: 1) Recruitment, Selection and Placement; 2) Learning and Development; 3) Performance Management; and 4) Rewards and Recognition.
3. Anent to this since you are important partners in the implementation of the enhanced PRIME-HRM and as per recommendation of CSC in their letter hereto attached, you are hereby instructed to attend and participate in the said activity.
4. As requested by the CSC, the participants shall be grouped into three (3) according to the following topics: 1) Recruitment, Selection and Placement; 2) Performance Management and Rewards and Recognition; and 3) Learning and Development. Thus, attached is the suggested grouping of participants during the activity.
5. Each group will be furnished with a copy of the HR Maturity Level Indicators and the PRIME-HRM Self-Assessment Tool as their guide during the discussion in the activity.
6. For your compliance and commitment.

July 18, 2015

**DR. SERAFIN L. NGOHAYON**

University President  
Ifugao State University  
Nayon, Lamut, Ifugao

**Dear President Ngohayon:**

In line with the implementation of the enhanced **Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRME-HRM)** and the Adoption of HR Maturity Level Indicators for the Human Resource Management Systems in the Public Sector (CSC MC No. 30, s. 2014), the Civil Service Commission – Cordillera Administrative Region (CSC-CAR) through the Ifugao Field Office and Policies and Systems Evaluation Division will conduct Technical Assistance on **August 13, 2015 from 8:30 to 12:00 pm.**

Using the HR Maturity Level Indicators, the activity is aimed at identifying developmental opportunities on the four (4) Core HRM Areas: **1) Recruitment, Selection and Placement (RSP); 2) Learning and Development (L & D); 3) Performance Management (PM); and 4) Rewards and Recognition (RR)**

Particularly, the following are invited to attend the discussion:

- ✓ HRM Office or personnel involved in the implementation of HRM systems
- ✓ Personnel Selection Board (PSB)
- ✓ Personnel Development Committee (PDC)
- ✓ Performance Management Team (PMT)
- ✓ Program on Awards and Incentives for Service Excellence (PRAISE)

Kindly group the participants into three (3) groups according to the following topics: 1) Recruitment, Selection and Placement; 2) Performance Management & Rewards and Recognition; and 3) Learning and Development.

We look forward to a successful activity with your personnel.

Thank you.

Very truly yours,

  
**ATTY. MARILYN E. TALDO**  
Director IV



Republic of the Philippines  
IFUGAO STATE UNIVERSITY  
Nayon, Larnut, Ifugao

SUGGESTED GROUPING OF PARTICIPANTS DURING THE CONDUCT OF TECHNICAL ASSISTANCE  
IN THE IMPLEMENTATION OF THE ENHANCED PRIME-HRM  
ON AUGUST 13, 2015 AS PER CSC INSTRUCTION

GROUP 1 Recruitment, Selection & Placement	GROUP 2 Performance Mgmt. & Rewards (PMT & PRAISE)	GROUP 3 Learning & Development (TSD)
1. Dr. Nancy Ana P. Gonzales	1. Ms. Joyce A. Bodañ	1. Dr. Diosdado M. Aquino
2. Dr. Mary P. Cachin	2. Dr. Napoleon K. Taguling	2. Dr. Vickly C. Madangeng
3. Dr. Freddie B. Caday	3. Engr. Louias D. Dulawan	3. Mr. Julio P. Puyong, Jr.
4. Dr. Alice Y. Brauner	4. Dr. Juliet C. Daniels	4. Ms. Jemelyn P. Abluyan
5. Dr. Marissa P. Bulong	5. Dr. Rommel B. Sumeg-ang	5. Ms. Leilyn Bayayo
6. Ms. Domaga G. Lunag	6. Ms. Fedelyn I. Puyong	6. Ms. Devora B. Punghian
7. Ms. Jill B. Saquing	7. Ms. Edna Dioso	
8. Mr. Alfred Lesley Charles M. Dait, Jr.		
9. Dr. Carmo A. Pimentel		
10. Dr. Ricardo L. Idefonso		
11. Dr. Jose G. Jose		
12. Mr. Vicente L. Kalaw		
13. Mr. Joseph L. Ngohayon		

Prepared By:

DOMINICA G. LUNAG  
HRMO III