



Republic of the Philippines  
**CEBU TECHNOLOGICAL UNIVERSITY**

**MAIN CAMPUS**

M. J. Cuenco Avenue Cor. R. Palma Street, Cebu  
 City, Philippines Website: <http://www.ctu.edu.ph> E-  
 mail: [thepresident@ctu.edu.ph](mailto:thepresident@ctu.edu.ph) Phone: +6332 402  
 4060 loc. 1137



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**OFFICE OF THE UNIVERSITY PRESIDENT**

October 26, 2020

**MEMORANDUM**

No. PJ26 - 261, s. 2020

**TO :** JD JERLITO A. LETRONDO  
 ATTY. MARVEY ARNOCO J. OCAMPO  
 DR. JANA GLORIA F. ALMERINO  
 ALL CAMPUS ADMINISTRATIVE OFFICERS  
 ALL CAMPUS HUMAN RESOURCE MANAGEMENT OFFICERS/STAFF  
 DESIGNATES

**SUBJECT :** COORDINATION MEETING & PRIME-HRM MATURITY LEVEL 2  
 ASSESSMENT (NOVEMBER 3-6, 2020)

1. You are all enjoined to convene for the abovementioned subjects on Wednesday, October 28, 2020 at 1:30 in the afternoon via video conferencing using Zoom Platform with the following details:

**Meeting ID:** 412 419 4317  
**Password:** ctuhrmo20

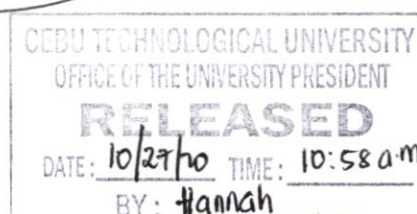
2. Your full support in this undertaking is highly anticipated.
3. For your compliance.

For and in behalf of the University President

**ROSEIN A. ANCHETA JR., ASEAN P.E., D.M., Ph.D.**

**EDGAR U. TIBAY, PME, Ph.D.**  
 OIC - University President

cf: Records  
 HRMO  
 File





Civil Service Commission Regional Office VII

October 16, 2020

**ROSEIN A. ANCHETA, JR., ASEAN PE,DM,Phd.**

University President  
Cebu Technological University  
M.J. Cuenco Avenue Cor. R. Palma Street,  
Cebu City

Dear **President Ancheta**:

Pursuant to the results of the PRIME-HRM Automated System Self-Assessment dated January 28, 2020 and after providing assistance to your agency, the Civil Service Commission will conduct a Virtual Assessment on November 3-6, 2020 to validate whether the gaps previously identified have already been addressed.

The Policies and Systems Evaluation Division (PSED) personnel of this Office will conduct the said virtual assessment, to wit:

- |   |               |
|---|---------------|
| 1. Cleofe Cecilia S. Gabales, Chief HR Specialist | - Team Leader |
| 2. Cynthia V. Castañares, Sr. HR Specialist       | - Team Member |
| 3. Genivive S. Cristuta, Sr. HR Specialist        | - Team Member |

Thus, we are providing you the PRIME-HRM Virtual Assessment Plan for that University's guidance. Ms. Genivive S. Cristuta will be coordinating with your office on the matter.

We look forward to a successful PRIME-HRM virtual assessment.

Thank you and keep safe.

Very truly yours,

  
**CARLOS A. EVANGELISTA**  
Director IV

Bawat Kawani, Lingkod Bayani

<b>PRIME-HRM ASSESSMENT PLAN</b> Cebu Technological University	
Scope :	4 HR Systems <ul style="list-style-type: none"> <li>• Recruitment Selection and Placement (RSP)</li> <li>• Learning and Development (L &amp; D)</li> <li>• Performance Management (PM)</li> <li>• Rewards and Recognition (R&amp;R)</li> </ul>
Assessment Criteria	1. Maturity Level 2 Compliance of the under the 4 HR System <ul style="list-style-type: none"> <li>• Systems</li> <li>• Practices</li> <li>• Competencies</li> </ul> 2. Human Resource Records and Management <ol style="list-style-type: none"> <li>a. 201 Files</li> <li>b. Plantilla of Personnel</li> <li>c. Service Records</li> <li>d. Leave Records</li> <li>e. Attendance Records</li> </ol> 3. Organization Profile 4. Policies, Rules and Regulations 5. Employee Welfare 6. Employee Discipline
Type of Assessment	Validation of ML2 compliance through: <ul style="list-style-type: none"> <li>• Digitally Converted ERs (Systems and competency Lenses)</li> <li>• Online Assessment (Practice Lens)</li> </ul>
Assessment Objectives	To evaluate agency's ML2 compliance of the 4 HR Systems under the 3 Lenses (Systems, Practices and Competencies)
Assessors	Cleofe Cecilia S. Gabales (CSG) - Team Leader Cynthia V. Castañares (CVC) - Team Member Genivive S. Cristuta (GSC) - Team Member
Assessment Date	November 3-6, 2020



## PRIME-HRM Assessment Plan

Agency to be Assessed	Cebu Technological University	Date of Assessment	November 3-6, 2020	
Address/Contact Information	MJ Cuenco Avenue, Cor. Palma Street Cebu City	Assessment Team	CLEOFE CECILIA S. GABALES - Team Leader	
Contact Person/Position	DR. Jana Gloria Almerino Asst. University HRMO AO IV (HRMO II)		CYNTHIA V. CASTAÑARES - Team member GENIVIVE S. CRISTUTA - Team member	
Contact Information: Mobile No: Office No: Email Address:	09569079134 402-6020 <a href="mailto:ctuhmorecruitment@gmail.com">ctuhmorecruitment@gmail.com</a>			
Activity	Date	Person-in-Charge	Resources/Documents Needed	Remarks
Validates submitted ERs per HR System and other HR Records	October 19-23, 2020		Digitally converted ERs of	
RSP		CVC	• RSP	
L&D		CSG	• L&D	
PM		CVC	• PM	
R&R		GSC	• RR	
HR Records Management	October 26-30, 2020		<ul style="list-style-type: none"> <li>Human Resource Records and Management</li> <li>201 Files</li> <li>Plantilla of Personnel</li> <li>Service Records</li> <li>Leave Records</li> <li>Attendance Records</li> <li>Reports on Appointments Issued</li> </ul>	
			<ul style="list-style-type: none"> <li>Organization Profile</li> <li>Policies, Rules and Regulations</li> <li>Employee Welfare</li> <li>Employee Discipline</li> </ul>	
<b>Online (virtual) Assessment</b>	Briefing Meeting  Assessment <ul style="list-style-type: none"> <li>Scope</li> <li>Objective</li> <li>Plan</li> </ul>	November 3, 2020  9:00am-9:30	PSED Team	<ul style="list-style-type: none"> <li>Top Management</li> <li>Supervisors</li> <li>HRMO</li> <li>HRMPSB</li> <li>PMT</li> <li>HRDC</li> <li>PRAISE Committee</li> </ul>