



Office of the Chancellor  
**UNIVERSITY OF THE PHILIPPINES MANILA**  
The Health Sciences Center

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05 August 2024

**MEMORANDUM NO. CMLT-2024-210**

**TO** All UP Manila Faculty, REPS, and Administrative Personnel  
**THROUGH** The Deans, Directors, and Heads of Offices/Units  
**SUBJECT** Priming for PRIME: HRDO Orientation Series for UP Manila

In line with UP Manila's commitment to enhancing human resource competencies and in support of the Civil Service Commission's (CSC) vision towards becoming a Center of Excellence for Human Resource and Organization Development, the Human Resource Development Office (HRDO) will conduct a series of orientations on the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM).


The orientations are designed to provide updates on current HR processes and increase awareness and appreciation of the PRIME-HRM among the UPM employees.

The PRIME-HRM aims to assess and enhance UPM's HR management competencies, systems, and practices towards excellence. This initiative encourages active engagement not just from the human resource management officers (HRMOs) but also from the officials and employees of the University in order to foster a progressive approach in HRM.

Attached are the proposed [schedule of the orientation series and other activities](#) and [poster](#). The colleges/units with face-to-face/hybrid set up for their orientation are requested to coordinate with the HRDO for the venue.

For further details and proper coordination, please contact Mr. Jorel A. Manalo ([jamanalo1@up.edu.ph](mailto:jamanalo1@up.edu.ph)) or Ms. Jeah May O. Badeo ([jobadeo@up.edu.ph](mailto:jobadeo@up.edu.ph)) at 8814-1227 to 229.

For your information, guidance, and compliance.

  
**Dr. Michael L. Tee**  
Professor and Chancellor 