Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

DIGITALLY RELEASED
DATE: November 18, 2026
TIME: 10:33 a.m.
BY: Kristine Keith Ambatang
SDO TABUK CITY — RECORDS UNIT —
Reference Number: RU-2026-156

Office of the Schools Division Superintendent

18/November/2026

OFFICE MEMORANDUM
No. 42 S. 2026

PARTICIPANTS IN THE ROLLOUT OF THE PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE-EMBEDDED SYSTEMS GOVERNANCE (PRIME-ESG) FOR AGENCIES IN KALINGA

TO : Catherine M. Badong, Administrative Officer IV
Lovelyn L. Mukay, Administrative Officer IV
Vincent B. Martinez, Education Program Specialist II

1. In connection with the rollout of the Program to Institutionalize Meritocracy and Excellence-Embedded Systems Governance (PRIME-ESG) for agencies in Kalinga, the identified participants are hereby advised to comply with the registration and other requirements prescribed by the Civil Service Commission (CSC) Field Office Kalinga.

2. All identified participants are requested to register through the following link or by scanning the QR code provided in the CSC communication:
Registration Link: https://bit.ly/S3TJyorA

3. Participants are reminded to settle the L&D fee in accordance with CSC instructions. Those who have paid the original fee of **₱2,200.00** may request a refund of the excess amount by submitting a refund request letter with a copy of the OR or other proof of payment. For bank deposits or fund transfers, proof of payment must be presented to the CSC Field Office Kalinga for OR issuance.

4. Further, as part of the learning session, an Action Planning Workshop will be conducted. Accordingly, the identified participants are required to bring at least **one (1) laptop** to facilitate the preparation of the agency's PRIME-ESG Action Plan.

5. This Memorandum shall likewise serve as the **Official Travel Authority** of the above-named participants for their attendance and participation in the said activity.

6. For inquiries or further clarification, participants may coordinate with the CSC Field Office Kalinga through the contact details provided in the official communication.

7. Immediate and strict compliance with this Memorandum is hereby enjoined.

CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
OIC-Schools Division Superintendent

Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: https://www.depedtabukcity.com DepEd Tayo Tabuk City

CSC
CIVIL SERVICE COMMISSION
Republic of the Philippines

CSC CORDILLERA ADMINISTRATIVE REGION

11 November 2026

DR. CHRISTOPHER C. BENIGNO, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent
DepED Schools Division of Tabuk City
Tabuk City, Kalinga

Dear Dr. Benigno:

Greetings from your CSC CAR Family!

We are pleased to inform you of the resumption of the rollout of the Program to Institutionalize Meritocracy and Excellence-Embedded Systems Governance (PRIME-ESG) for agencies in Kalinga. The activity was previously communicated to your agency last October.

The rollout is a learning session featuring Course 1: Lundayan, which covers the Transitional Human Resource (HR) Governance Model, the 13 Controls, and the responsibilities of agencies in transitioning to PRIME-ESG.

The final details of the rollout are as follows:

Date	**: 24 November 2026**
Time	**: 8:00 a.m. to 5:00 p.m.**
Venue	**: EKB Auditorium, Apayao State College, Luna Campus**
L&D Fee	**: ₱1,600.00 (reduced from ₱2,200.00) per participant, inclusive of morning and afternoon snacks, lunch, training kit and other related expenses**

The L&D fee may be paid at the **CSC Field Office Kalinga** before or on the day of the orientation.

Alternatively, payment may be made through **bank deposit, fund transfer, or LDDAP-ADA** using the following bank details:

Bank	Land Bank of the Philippines
Branch	Baguio City
Account Name	Civil Service Commission CAR
Account Number	0222-0036-36

participants:
1. Arlene Bading
2. Lovelyn Mickay
3. Vhon Matias

No. 116 Wagner Road, Military Cut-Off, Baguio City 2600
(074) 443 5982
rocar@csc.gov.ph
csc.gov.ph

For payments made through bank deposit or fund transfer, please present the proof of payment to the CSC Field Office Kalinga for the issuance of the corresponding Official Receipt (OR).

For participants, who have already paid the original L&D fee of ₱2,200.00, the excess amount shall be refunded upon submission of the following requirements:

1. A refund request letter addressed to the undersigned; and
2. A copy of the OR issued by the Field Office or other proof of payment, in case an OR has not yet been issued.

Please submit the refund request letter and supporting documents to **rocar@csc.gov.ph** for processing.

May we also request that your identified participants register through the link below or by scanning the QR code provided:

https://bit.ly/3TJvorA

PRIME-ESG Rollout – Kalinga

SCAN ME TO REGISTER

As part of the learning session, there will be an **Action Planning Workshop**. Thus, each agency is requested to bring **at least one laptop** to facilitate the preparation of your agency's PRIME-ESG Action Plan.

Should you have any questions or require further clarification, please feel free to contact Director II Ruthgail S. Balagso of the CSC Field Office Kalinga, the Policies and Systems Evaluation Division (PSED) through rocar.psed@csc.gov.ph, or Chief Human Resource Specialist Maira Geneva W. Nuarin at 0998 571 9293.

Thank you for your unwavering commitment to civil service excellence.

Sincerely,

ATTY. ROSALINDA A. TANALIGA-OLIVA
Director IV