



PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

ACCOMPLISHMENT REPORT

for the month of

October

I. PGI Employees (Clients)

Total

PERMANENT EMPLOYEES	1036
CONTRACTUAL EMPLOYEES	1773

II. Processed Monetization, Step Increment, Loyalty

#	OFFICES	Availed Monetization	with Step Increment	with Loyalty pay
1	Prov'l. Governor's Office	2	4	
3	Coastal Dev't. Office.			
4	PDRRMC Office			
6	INFO			1
7	PGO-Library		2	
8	PGO-Museum		4	
9	PSO			
10	Prov'l. Jail			
11	Prov'l. Administrator			
12	PHRMO			
13	Vice Governor's Office			
14	Prov'l. Secretary's Off.		4	
15	Prov'l. Planning & Dev't. Off.		1	1
16	Prov'l. Budget			
17	Prov'l. Accountant		3	
18	Prov'l. Treasurer		4	
19	Prov'l. Assessor			
20	Prov'l. Legal			
21	Prov'l. Social Welfare	3		
22	Prov'l. Agriculturist	1		
23	Prov'l. Veterinarian			
24	ENRO			
25	Prov'l. Engineer			
26	Prov'l. Cooperatives			
27	Prov'l. Compound & Maint. Office			1
28	Isabela Prov'l. Tourism Office			
29	Prov'l. General Services		3	
30	PIACO	1		
31	GFNDY Sr. Memorial Hosp.			
32	PHO-Field	1		
33	Echague Dist. Hosp.			
34	Cauayan District Hosp.	1		
35	Milagros District Hosp.			
36	Manuel A. Roxas Dist. Hosp.			
37	Palanan Stn. Hosp.			
38	San Mariano Ext.			
TOTAL		9	25	3

other services

III. Assisted & Prepares Vouchers with attachment of the ff. Retirees for the mon

	Name	Position/Office	Date of Retirement /Separation
1	KIMBERLY SAWIT-DY	AO/EDH	October 1, 2018
2	BACTAT, PONCIANO	LLSO I/ SP	October 1, 2018
3	PAGUIGAN, IGNACIO	HEPO II/PHO FHS	October 16, 2018

IV. Processed Leave Application

	Offices	# of Filed Leave
1	GSO	32
2	OPA	22
3	ACCOUNTING	22
4	ENRO	6
5	PTO	17
6	POSO	2
8	TOURISM (IML)	11
9	OPE	60
10	PVET	14
11	ASSESSOR	11
12	JAIL	6
13	PSWD	11
14	PBO	4
16	Prov'l. Secretary's Office	4
17	SP	23
18	ADMIN.	3
19	PLO	2
20	CMO	1
21	PPDO	14
22	COOP.	4
23	PHRMO	6
24	PGO	14
25	MILAGROS ALBANO DIST. HOSP.	28
26	MARDH	20
28	GFNDYMH	85
29	PHO-FHS	46
30	EDH	9
31	CDH	34

32	Palanan Station Hospital	5
	TOTAL	516

V. Report on Accession and Separation

1	Accession	9
2	Separation	3

VI. Issued Certifications & Service Records (Walk-In clients)

1	Certifications	15
2	Service Records	5

VII. Issued Internal Memo	-
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VIII. Received Application Letters

	Hospitals	28
	Offices	50

IX. Printed, Check & Verified DTR's for Contractuals 15th & 30th Salary

X Publication of Vacant Position

XI Check & Verified DTR's SQL, for Perm. Hospital personnel

XII Consolidated Flag Raising Attendance Perm. & Cont'l.

Submitted by:

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Provincial Human Resource and Management Officer