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|  | HUMAN RESOURCE MANAGEMENT OFFICE | MARCH |
|   |                                  | MONTH |
|   | Accomplishment Report            | 2020  |
|   |                                  | YEAR  |

### I. SCREENING & SELECTION

| TARGET DEPARTMENT | NAME OF CANDIDATES | PURPOSE OF SCREENING<br>(New appointment/<br>promotion) | PRESENT POSITION | TARGET POSITION | EMPLOYMENT STATUS<br>(Permanent or temporary) |
|-------------------|--------------------|---|------------------|-----------------|---|
| ECQ               |                    |   |                  |                 |   |
|                   |                    |   |                  |                 |   |
|                   |                    |   |                  |                 |   |
|                   |                    |   |                  |                 |   |
|                   |                    |   |                  |                 |   |

### II. HIRING (Processed Appointments)

| NAME OF APPOINTEE          | POSITION        | EMPLOYMENT STATUS<br>(Permanent, Co-terminous) | DEPARTMENT | EFFECTIVITY OF EMPLOYMENT | SALARY RATE |
|----------------------------|-----------------|--|------------|---------------------------|-------------|
| MARIA NOEMI O. MEJIA       | AO-II           | Permanent                                      | PGO        | March 16, 2020            | 22,316.00   |
| MYRNA P. DOMINGO           | Comm Equip. O   | Permanent                                      | PGO        | March 11, 2020            | 13,807.00   |
| RAINIER L. OROSCO          | LDRMO I         | Temporary                                      | PDRRMO     | March 18, 2020            | 22,316.00   |
| RENANTE L. MABANAG         | HE Operator     | Permanent                                      | OPE        | March 1, 2020             | 13,807.00   |
| FLORENCE PAUL C. JARAMILLO | HE Operator     | Permanent                                      | OPE        | March 1, 2020             | 13,807.00   |
| EDWARD A. BATUY            | HE Operator     | Permanent                                      | OPE        | March 1, 2020             | 13,807.00   |
| LORD LEAL BERSAMIN         | HE Operator     | Permanent                                      | OPE        | March 1, 2020             | 13,807.00   |
| SHERWIN M. AGONJOY         | Mech. Shop Fore | Permanent                                      | OPE        | March 1, 2020             | 22,316.00   |
| MICHAEL C. CABACCAN        | Carpenter I     | Permanent                                      | OPE        | March 1, 2020             | 13,019.00   |
| NOEL M. CAPUCHINO          | Painter I       | Permanent                                      | OPE        | March 1, 2020             | 13,019.00   |
| CHACK CHAN B. AWOY         | Welder I        | Permanent                                      | OPE        | March 1, 2020             | 13,807.00   |
| ANGELO M. BALISI           | Welder I        | Permanent                                      | OPE        | March 1, 2020             | 13,807.00   |
| RICHARD M. ZIPAGAN         | Electrician     | Permanent                                      | OPE        | March 1, 2020             | 13,807.00   |
| FLORENDO I. DOMINGO JR.    | Welder II       | Permanent                                      | OPE        | March 1, 2020             | 15,524.00   |
| CLARO B. TOLENTINO JR.     | Carpenter I     | Permanent                                      | OPE        | March 1, 2020             | 13,019.00   |
| JOSE P. LLAGUNO            | Carpenter I     | Permanent                                      | OPE        | March 1, 2020             | 13,019.00   |
| NORWIN L. VALDEZ           | Mechanic I      | Permanent                                      | OPE        | March 27, 2020            | 13,807.00   |

### III. TRAINING

#### A. IN-HOUSE

| TITLE OF TRAINING/SEMINAR | NAME OF PARTICIPANTS | POSITION TITLE | DEPARTMENT | TRAINING DURATION |
|---------------------------|----------------------|----------------|------------|-------------------|
| ECQ                       |                      |                |            |                   |

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**B. HOSTED BY OTHER GOVERNMENT AGENCIES OR PRIVATE INSTITUTIONS**

| TITLE OF TRAINING/SEMINAR | NAME OF PARTICIPANTS | POSITION TITLE | DEPARTMENT | TRAINING DURATION |
|---------------------------|----------------------|----------------|------------|-------------------|
| none/ECQ                  |                      |                |            |                   |
|                           |                      |                |            |                   |
|                           |                      |                |            |                   |
|                           |                      |                |            |                   |
|                           |                      |                |            |                   |

**IV. EMPLOYEE ORIENTATION**

| NAME OF PARTICIPANTS | POSITION | DEPARTMENT | CONDUCTED BY (NAME OF HR PERSONNEL) |
|----------------------|----------|------------|-------------------------------------|
| ECQ                  |          |            |                                     |
|                      |          |            |                                     |
|                      |          |            |                                     |
|                      |          |            |                                     |
|                      |          |            |                                     |
|                      |          |            |                                     |

**V. SUBMISSION OF POST TRAINING REPORT**

| NAME OF EMPLOYEE | POSITION | TITLE OF TRAINING/SEMINAR | DATE SUBMITTED |
|------------------|----------|---------------------------|----------------|
| none             |          |                           |                |
|                  |          |                           |                |
|                  |          |                           |                |
|                  |          |                           |                |
|                  |          |                           |                |


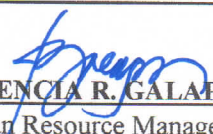
**VI. OFFICIAL BUSINESS MONITORING**

| NAME OF EMPLOYEE | PLACE OF ASSIGNMENT | DATE OF INSPECTION | CONDUCTED BY (NAME OF HR PERSONNEL) |
|------------------|---------------------|--------------------|-------------------------------------|
| none/ECQ         |                     |                    |                                     |
|                  |                     |                    |                                     |

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**VI. OTHER PROGRAM/PROJECT/ACTIVITY**

| PROGRAM/PROJECT/<br>ACTIVITY | PROJECT DESCRIPTION | STATUS/REMARKS/ ACCOMPLISHMENT |
|------------------------------|---------------------|--------------------------------|
| none/ECQ                     |                     |                                |
|                              |                     |                                |
|                              |                     |                                |

|   |   |
|---|---|
| PREPARED BY:<br><br><u>QUENNIE A. COMA</u><br>HRMO-I | APPROVED BY:<br><br><u>HORTENCIA R. GALAPON</u><br>Provincial Human Resource Management Officer |
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