



PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

ACCOMPLISHMENT REPORT

for the month of

JANUARY 2019

I. PGI Employees (Clients)	Total
PERMANENT EMPLOYEES	1,127
CONTRACTUAL EMPLOYEES	1,792

II. Processed Monetization, Step Increment, Loyalty

#	OFFICES	Availed Monetization	with Step Increment	with Loyalty pay
1	Prov'l. Governor's Office			
3	Coastal Dev't. Office.			
4	PDRRMC Office			
6	INFO			
7	PGO-Library			
8	PGO-Museum			
9	PSO			
10	Prov'l. Jail			
11	Prov'l. Administrator			
12	PHRMO			
13	Vice Governor's Office			
14	Prov'l. Secretary's Off.		3	
15	Prov'l. Planning & Dev't. Off.			
16	Prov'l. Budget			
17	Prov'l. Accountant			
18	Prov'l. Treasurer			
19	Prov'l. Assessor			
20	Prov'l. Legal			
21	Prov'l. Social Welfare			
22	Prov'l. Agriculturist			
23	Prov'l. Veterinarian			
24	ENRO			
25	Prov'l. Engineer	11		
26	Prov'l. Cooperatives			
27	Prov'l. Compound & Maint. Office			
28	Isabela Prov'l. Tourism Office			
29	Prov'l. General Services		2	1
30	PIACO			
31	GFNDY Sr. Memorial Hosp.			
32	PHO-Field			
33	Echague Dist. Hosp.			
34	Cauayan District Hosp.			
35	Milagros District Hosp.			1
36	Manuel A. Roxas Dist. Hosp.			
37	Palanan Stn. Hosp.			
38	San Mariano Ext.			
TOTAL		11	5	2

other services

III. Assisted & Prepared Vouchers with attachment of the ff. Retirees for the month

	Name	Position/Office	Date of Retirement /Separation
1	Guadalupe C. Carlos	AA-I/GFNDYMH	31-Jan-19
2			
3			
4			
5			
6			

IV. Processed Leave Application

	Offices	# of Filed Leave
1	GSO	3
2	OPA	10
3	ACCOUNTING	10
4	ENRO	9
5	PTO	11
6	POSO	4
8	TOURISM (IML)	1
9	OPE	19
10	PVET	3
11	ASSESSOR	4
12	JAIL	2
13	PSWD	7
14	PBO	4
16	Prov'l. Secretary's Office	4
17	SP	2
18	ADMIN.	1
19	PLO	1
20	CMO	5
21	PPDO	3
22	COOP.	2
23	PHRMO	3
24	PGO	7
25	PIACO	2
26	MILAGROS ALBANO DIST. HOSP.	8
27	MARDH	1
28	GFNDYMH	22
29	PHO-FHS	4
30	EDH	7

31	CDH	12
32	SMCH	
33	Palanan Station Hospital	
	TOTAL	171

V. Reported Accession and Separation

1	Accession	5
2	Separation	1

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

1	Certifications	29
2	Service Records	13

VII. Issued Internal Memo	7
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VIII. Received Application Letters

	Hospitals	16
	Offices	19

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