



PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

ACCOMPLISHMENT REPORT

for the month of

August 2019

I. PGI Employees (Clients) Total

PERMANENT EMPLOYEES 1,189

CONTRACTUAL EMPLOYEES 1,541

II. Processed Monetization, Step Increment, Loyalty

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



other services

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

	Name	Position/Office	Date of Retirement /Separation
1	HAMOR, VILINDA J.	SP Member/SP Office	July 1, 2019
2	ALEJANDRO, MANUEL A.	SP Member/SP Office	July 1, 2019
3	ABUAN, KAREN G.	SP Member/SP Office	July 1, 2019

IV. Processed Leave Application

	Offices	# of Filed Leave
1	GSO	20
2	OPA	19
3	ACCOUNTING	26
4	ENRO	4
5	PTO	11
6	POSO	2
8	TOURISM (IML)	7
9	OPE	26
10	PVET	13
11	ASSESSOR	12
12	JAIL	11
13	PSWD	17
14	PBO	15
16	Prov'l. Secretary's Office	3
17	Vice Gov.	5
18	ADMIN.	2
19	PLO	2
20	CMO	9
21	PPDO	11
22	COOP.	1
23	PHRMO	1
24	PGO	12
25	PIACO	1
26	PIO	-

27	PDRRMO	1
28	MADH	23
29	MARDH	9
30	GFNDYMH	40
31	PHO-FHS	29
32	EDH	8
33	CDH	38
34	SMCH	1
35	Palanan Station Hospital	4
	<b>TOTAL</b>	<b>383</b>

V. Reported Accession and Separation

1	Accession	
2	Separation	

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

1	Certifications	28
2	Service Records	5

VII. Issued Internal Memo	
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VIII. Received Application Letters

	Hospitals	75
	Offices	52

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:

  
HORTENCIA R. GALAPON  
Provincial Human Resource and Management Officer