



PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

ACCOMPLISHMENT REPORT

for the month of
September 2019

I. PGI Employees (Clients)	Total
PERMANENT EMPLOYEES	1,196
CONTRACTUAL EMPLOYEES	1,578

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	PDRPMC Office			
6	INFO			
7	PGO-Library			
8	PGO-Museum			
9	PSO		1	
10	Prov'l. Jail		3	
11	Prov'l. Administrator	1	1	
12	PHRMO			
13	Vice Governor's Office			
14	Prov'l. Secretary's Off.	3		
15	Prov'l. Planning & Dev't. Off.			1
16	Prov'l. Budget			
17	Prov'l. Accountant		1	
18	Prov'l. Treasurer			
19	Prov'l. Assessor			
20	Prov'l. Legal			
21	Prov'l. Social Welfare	3		
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		1	
30	PIACO	2		
31	GFNDY Sr. Memorial Hosp.		1	
32	PHO-Field			
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.		1	
TOTAL		11	10	1

other services

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

	Name	Position/Office	Date of Retirement /Separation
1	CORONEL, EUFEMIA F.	Nurse I/MARDH	Sept. 17, 2019
2	MADAMBA, HEIDI B.	MO-III/GFNDY	Sept. 1, 2019
3	CHAN, CHRYSTAL JADE O.	Pharmacist I/CDH	Sept. 1, 2019
4	DELA CRUZ, EDGAR L.	HEPO II/PHO-Field	Sept. 1, 2019

IV. Processed Leave Application

	Offices	# of Filed Leave
1	GSO	16
2	OPA	7
3	ACCOUNTING	14
4	ENRO	4
5	PTO	18
6	POSO	4
8	TOURISM (IML)	2
9	OPE	39
10	PVET	4
11	ASSESSOR	12
12	JAIL	14
13	PSWD	13
14	PBO	8
16	Prov'l. Secretary's Office	5
17	Vice Gov.	2
18	ADMIN.	4
19	PLO	3
20	CMO	7
21	PPDO	10
22	COOP.	
23	PHRMO	8
24	PGO	11
25	PIACO	2
26	PIO	

27	PDRRMO	3
28	MADH	14
29	MARDH	10
30	GFNDYMH	43
31	PHO-FHS	22
32	EDH	12
33	CDH	47
34	SMCH	5
35	Palanan Station Hospital	2
	TOTAL	365

V. Reported Accession and Separation

1	Accession (New & Prom.)	15
2	Separation	4

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

1	Certifications	15
2	Service Records	5

VII. Issued Internal Memo	
---------------------------	--

VIII. Received Application Letters

	Hospitals	24
	Offices	39

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