



PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

ACCOMPLISHMENT REPORT

for the month of

February 2019

I. PGI Employees (Clients) Total

PERMANENT EMPLOYEES 1,128

CONTRACTUAL EMPLOYEES 1,381

II. Processed Monetization, Step Increment, Loyalty

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

TOTAL

34

5

1

other services

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

	Name	Position/Office	Date of Retirement /Separation
1	RONILO B. JUAN	EMS-II/ENRO	Feb. 1, 2019
2	ROMEO B. PASCARAN	AA-IV/GFNDY	Feb. 1, 2019
3	HONORIO I. CARAMANCION	MO-III/EDH	Feb. 16, 2019
4	LOVELY MEI DELA CRUZ	SAO/PIACO	Feb. 19,2019

IV. Processed Leave Application

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



29	PHO-FHS	25
30	EDH	2
31	CDH	31
32	SMCH	2
33	Palanan Station Hospital	4
	<b>TOTAL</b>	<b>289</b>

V. Reported Accession and Separation

1	Accession	5
2	Separation	4

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

1	Certifications	30
2	Service Records	14

VII. Issued Internal Memo	
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VIII. Received Application Letters

	Hospitals	14
	Offices	36


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