

**HUMAN RESOURCE MANAGEMENT OFFICE****December****MONTH****Accomplishment Report****2021****YEAR****I. SCREENING & SELECTION**

TARGET DEPARTMENT	NAME OF CANDIDATES	PURPOSE OF SCREENING (New appointment/promotion)	PRESENT POSITION	TARGET POSITION	EMPLOYMENT STATUS (Permanent or temporary)

II. HIRING (Processed Appointments)

NAME OF APPOINTEE	POSITION	EMPLOYMENT STATUS (Permanent, Co-terminous)	DEPARTMENT	EFFECTIVITY OF EMPLOYMENT	SALARY RATE
ROSELINDO L. C'AMMAYO	AA-V (Steno. Reporter III)	Perm.	Admin.	December 20, 2021	23,877.00/mo.
JHON RAFAEL A. TUBBAN	AO-II	Perm.	Admin.	December 20, 2021	33,575.00/mo.
SIRCHIO ST. GALAMGAM	PGADH	Perm.-Re-Appntmt	OPA	December 16, 2021	86,742.00/mo.
ATTY. PAUL ANGELO R. UY	PGADH	Perm.-Re-Appntmt	PLO	December 16, 2021	86,742.00/mo.
DR. RHODA JACQUELINE P. GAFFUD	COH-II	Perm.-Re-Appntmt	EDH	December 16, 2021	98,886.00/mo.
DR. EDENCITA R. PAGUIRIGAN	COH-II	Perm.-Re-Appntmt	MARDH	December 16, 2021	98,886.00/mo.
GRACE G. BAUI	AO-I	Perm.	MADH	December 22, 2021	21,205.00/mo.
MARIA R. SIMBUJAN	Midwife I	Perm.	MADH	December 22, 2021	19,593.00/mo.

III. TRAINING**A. IN-HOUSE**

TITLE OF TRAINING/SEMINAR	NAME OF PARTICIPANTS	POSITION TITLE	DEPARTMENT	TRAINING DURATION
none				

B. HOSTED BY OTHER GOVERNMENT AGENCIES OR PRIVATE INSTITUTIONS

TITLE OF TRAINING/SEMINAR	NAME OF PARTICIPANTS	POSITION TITLE	DEPARTMENT	TRAINING DURATION

IV. EMPLOYEE ORIENTATION

NAME OF PARTICIPANTS	POSITION	DEPARTMENT	CONDUCTED BY (NAME OF HR PERSONNEL)

V. SUBMISSION OF POST TRAINING REPORT

NAME OF EMPLOYEE	POSITION	TITLE OF TRAINING/SEMINAR	DATE SUBMITTED
Renellie C. Albano Marvin C. Vehemente Jr.	SAO Internal Auditor IV	Supervisory Development Course (SDC) Track II & III (Webinar)	Dec. 15, 2021
Renellie C. Albano Marvin C. Vehemente Jr.	SAO Internal Auditor IV	Supervisory Development Course (SDC) Track I (Webinar)	Dec. 15, 2021
Mark Oliver A. Alimue Jonathan V. Ramones Dexter P. Campano Michael A. Calzada Gilbert B. Bulauan Mark Anthony A. Guillermo Allen Anthony B. Lemu	LDRRMO-II Security Guard I Admin. Aide III Nursing Attendant I Nurse I Admin. Aide III Contractual	Rope Rescue Technician Training	Dec. 4-7, 2021
Natalie B. Almazan John Kelvin C. Tangan Julio John M. Paggau	Sr. Tourism Operations Officer I Admin. Aide I Contractual	Digital Content, Creation, Marketing and Promotions and Consultative New Normal Operations Training Workshop	Nov. 24 to December 1, 2021

VI. OFFICIAL BUSINESS MONITORING



NAME OF EMPLOYEE	PLACE OF ASSIGNMENT	DATE OF INSPECTION	CONDUCTED BY (NAME OF HR PERSONNEL)
none			

VI. OTHER PROGRAM/PROJECT/ACTIVITY

PROGRAM/PROJECT/ ACTIVITY	PROJECT DESCRIPTION	STATUS/REMARKS/ ACCOMPLISHMENT
none		

VII. OTHER FUNCTIONS

ISSUED MEMO	SUBJECT	MEMO FOR	DATE ISSUED	REMARKS
none				

PREPARED BY:  QUENNIE A. COMA HIRMO-I	APPROVED BY:  JANETTE A. CASTILLEJO OIC-Provincial Human Resource Management Officer
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