

**HUMAN RESOURCE MANAGEMENT OFFICE****November****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

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
Trng. On Phil. Integrated Disease Surveillance and Response; Vaccine Preventive Disease Surveillance and Specimen Collection	Greg Aleksie B. Mangabat	Nurse I	EDH	Nov. 15-19, 2021

Basic Life Support	Michael A. Calzada Marlon C. Ramos Melanio V. Tariga Jr. Myrna s. Enipto	NA-I Cont'l. Cont'l. Cont'l.	PDRRMO	Nov. 12, 2021

IV. EMPLOYEE ORIENTATION

NAME OF PARTICIPANTS	POSITION	DEPARTMENT	CONDUCTED BY (NAME OF HR PERSONNEL)
JEANETTE I. BARACAO	Veterinarian I	PVET	Janette A. Castillejo-OIC PHRMO
LUCKY P. AGUYEN	Veterinarian I	PVET	Janette A. Castillejo-OIC PHRMO
MYLA T. TULIAO	Farm Worker I	PVET	Janette A. Castillejo-OIC PHRMO
DARIO R. MOLINA	Agri. Tech	PVET	Janette A. Castillejo-OIC PHRMO
JAY EDUARD J. VIESCA	Admin. Aide IV	PLO	Janette A. Castillejo-OIC PHRMO
CHRISTOPHER A. BURAGA	Admin. Aide III	PLO	Janette A. Castillejo-OIC PHRMO
ISIDRO G. BAÑEZ	Admin. Aide III	PLO	Janette A. Castillejo-OIC PHRMO
JONA A. ALLAM	Admin. Aide I	PLO	Janette A. Castillejo-OIC PHRMO
IRENE D. JAO	Assessment Clerk II	ASSESSOR	Janette A. Castillejo-OIC PHRMO
MARK GEN S. SIQUIAN	Assessment Clerk I	ASSESSOR	Janette A. Castillejo-OIC PHRMO
KRISTIAN A. BALMACEDA	Assessment Clerk I	ASSESSOR	Janette A. Castillejo-OIC PHRMO
MELVIN D. SIMON	Assessment Clerk I	ASSESSOR	Janette A. Castillejo-OIC PHRMO
MARLON S. SOLITO	Assessment Clerk I	ASSESSOR	Janette A. Castillejo-OIC PHRMO
KURT DANIEL B. TOMAS	Assessment Clerk I	ASSESSOR	Janette A. Castillejo-OIC PHRMO
STEVENSON ROSS J. CUREG	Assessment Clerk I	ASSESSOR	Janette A. Castillejo-OIC PHRMO
NILDA D. LIMBAUAN	Bookbinder II	ASSESSOR	Janette A. Castillejo-OIC PHRMO

V. SUBMISSION OF POST TRAINING REPORT

NAME OF EMPLOYEE	POSITION	TITLE OF TRAINING/SEMINAR	DATE SUBMITTED
Greg Aleksie B. Mangabat	Nurse I	Trng. On Phil. Integrated Disease Surveillance and Response; Vaccine Preventive Disease Surveillance and Specimen Collection	Nov. 12, 2021
Michael A. Calzada Marlon C. Ramos Melanio V. Tariga Jr. Myrna s. Enipto	NA-I Cont'l. Cont'l. Cont'l.	Basic Life Support	Nov. 15-19, 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

PREPARED BY:  <u>QUENNIE A. COMA</u> HRMO-I	APPROVED BY:  <u>JANETTE A. CASTILLEJO</u> OIC-Provincial Human Resource Management Officer
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