



Republic of the Philippines
PROVINCE OF ISABELA
City of Ilagan

PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

**ACCOMPLISHMENT REPORT
CY- 2022**

Adopting to the New Normal while Flattening the Curve of Covid 19 the Provincial Human Resource Management Office being one of the frontline office we take into consideration the well being and safety of our clients as our top priority, As we closely monitor the evolving impact we are implementing ongoing measures to ensure the health and safety of our staff, while also maintaining the highest level of service to our clients.

The PHRMO serves as a clearing house of information on personnel management application policies. It provides assistance in developing and implementing programs relative to recruitment, selection and placement and takes all personnel actions in accordance with the constitutional provision of the CSC, pertinent laws, rules and regulations including policies, guidelines and standards that the CSC may establish and/or provide.

Existing positions filled up in the plantilla of Personnel Schedule were One Thousand Four Hundred Sixty Eight (1,468), this includes the Seven (7) Hospitals of the province, One Hundred Eighteen (118) are Newly hired, Eighty Six (86) are Promotion and Forty Four (44) of them are Re-Appointment. Aside from regular employees, we have also employed One Thousand Nine Hundred Sixty Four (1,964) Contractual Workers in order to deliver the best service to our Isabelenos,

In consonance to the hiring and promotion, the PHRMO being the Action Officer of the Human Resource Merit Promotion and Selection Board (HRMPSB) and our office has successfully interviewed and hired qualified applicants who met the required qualification and promote employees who excel and showed exemplary in the performance of their duties and responsibilities.

HUMAN RESOURCE IN ACTION

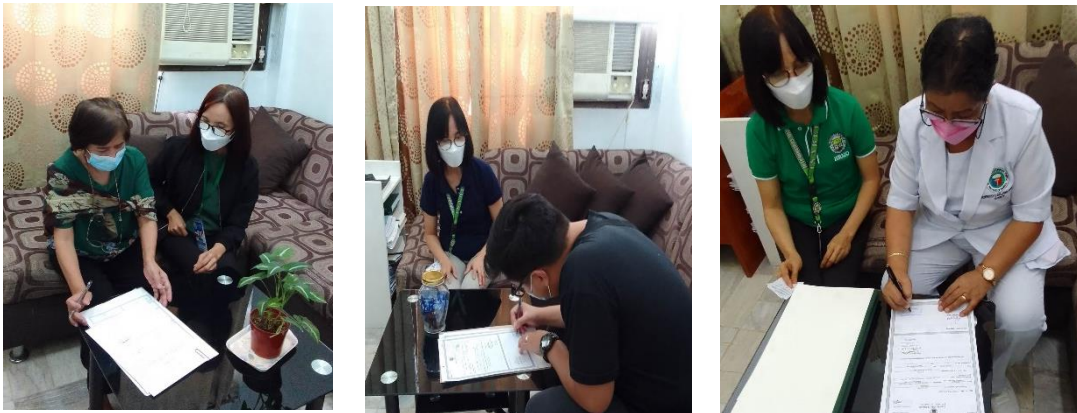
CONDUCTED INITIAL INTERVIEW FOR APPLICANTS



HRMPSB-SCREENING OF APPLICANTS AND EMPLOYEES FOR PROMOTION.



APPOINTMENT'S SIGNING



ORIENTATION for NEWLY APPOINTED EMPLOYEES



ISSUANCE OF ATTESTED APPOINTMENT/S



Daily routine of activities of the HR Office includes receiving and recording of application of vacation and sick leave of absences, preparation of service records, issuances of certificate of leave of absence without pay and certification of employment.

Rule XVI Sec. 22 of EO 292, monetization of leave credits to interested provincial government officials and employees has been implemented not only for 15 days as allowed and prescribed under the law but it does not limit provided however reasons as stated in their request is justified. Aware of the fact that some, if not most employees of the provincial government are requiring difficulties in so far as providing for their various personnel needs, a short term but a helpful solution. As per records on file the number of employees by office who availed the program is Two Hundred (200) and it's still continuing as of todate.

For regular retirees, necessary assistance has been provided to expedite processes of their claims re: retired, resigned, transferred, appointment expired, term expired and deceased.

Further, the PHRM Office was also responsible in officials and employees entitlement to a Loyalty Incentives and Length of Service Incentive (step increment), to wit;

Transactions Summary	# of Transactions completed
APPOINTMENTS (Regular)	248
CONTRACTS OF SERVICES (COs)	1,964
TERMINAL LEAVE (Retirees)	30
MONETIZATION (Regular)	200
EMPLOYEES WITH LOYALTY PAY	112
CERTIFICATIONS ISSUED	409
FILED LEAVE (VACATION/SICK LEAVE)	4,473
EMPLOYEES WITH STEP INCREMENT	298

In partnership with the Department of Labor and Employment, the Provincial Government of Isabela (PGI) through the Human Resource Management Office (HRMO) has assisted in the implementation of DOLE programs for 2022 Two Hundred (200) individuals were hired as a beneficiary of the Government Internship Program (GIP) for a maximum of one (1) year. This aims to provide opportunities and engage young workers to demonstrate their talents and skills in the field of public service. Thus, contributing to the goal of inclusive growth through massive employment generation and substantial poverty reduction.

In addition, the DOLE's youth employment-bridging program, the Special Program for the Employment of Students (SPES) which aims to provide temporary employment to Ninety one (91) poor but deserving students during summer vacation or any time of the year to augment the family's income to help ensure that beneficiaries are able to pursue their education.

Before the year ends the Provincial Government of Isabela was able to award Thirty Three (33) Outstanding employees from the different offices that pass through the HRMPSB screening and one (1) of them is the Most Outstanding employee from the office of the Provincial Engineer.

As an ISO-9001-2015 certified organization, the Provincial Government of Isabela specifically HR Office will continue to streamline its productivity, improve its quality management system, comply with regulatory standards, and consistently deliver services that meet the needs of its employees.

Submitted by:

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