

	<b>HUMAN RESOURCE MANAGEMENT OFFICE</b>	<b>April</b>
		<b>MONTH</b>
	<b>Accomplishment Report</b>	<b>2022</b>
		<b>YEAR</b>

### I. SCREENING & SELECTION

TARGET DEPARTMENT	NAME OF CANDIDATES	PURPOSE OF SCREENING (New appointment/ promotion)	PRESENT POSITION	TARGET POSITION	EMPLOYMENT STATUS (Permanent or temporary)
None					

### II. HIRING (Processed Appointments)

NAME OF APPOINTEE	POSITION	EMPLOYMENT STATUS (Permanent, Co-terminous)	DEPARTMENT	EFFECTIVITY OF EMPLOYMENT	SALARY RATE
None/Election Ban					

### III. TRAINING

#### A. IN-HOUSE

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

#### B. HOSTED BY OTHER GOVERNMENT AGENCIES OR PRIVATE INSTITUTIONS

TITLE OF TRAINING/SEMINAR	NAME OF PARTICIPANTS	POSITION TITLE	DEPARTMENT	TRAINING DURATION
Basic Customer Service Skills	Kathrina Isabelle D. Uy Ana Charisma M. Benitez M. Bubias	Romalyn Admin. Aide I Admin. Aide I	PHRMO	April 4-5, 2022
Supervisory Development Course Track I	Quennie A. Coma	HRMO-I	PHRMO	April 6-8, 2023

**IV. EMPLOYEE ORIENTATION**

NAME OF PARTICIPANTS	POSITION	DEPARTMENT	CONDUCTED BY (NAME OF HR PERSONNEL)
JORGE PAOLO D. QUION	RCC-I	PTO	Janette A. Castillejo
MARY JANE S. CAUILAN	AA-II	PTO	Janette A. Castillejo
CHRISTIAN IVAN L. MEREDOR	AA-IV	PTO	Janette A. Castillejo
JULIE ANN J VIESCA	Cash Clerk I	PTO	Janette A. Castillejo
GLORJA P. BIDANIA	AA-II	PTO	Janette A. Castillejo
CARMINA S. TAGAO	AA-II	PTO	Janette A. Castillejo
CHERRYLIN S. PURACAN	AA-I	PTO	Janette A. Castillejo

**V. SUBMISSION OF POST TRAINING REPORT**

NAME OF EMPLOYEE	POSITION	TITLE OF TRAINING/SEMINAR	DATE SUBMITTED
Kathrina Isabelle D. Uy Ana Charisma M. Benitez Romalyn M. Bubias	Admin. Asst. II Admin. Aide I Admin. Aide I	Basic Customer Service Skills	April 13, 2022
Quennie A. Coma	HRMO-I	Supervisory Development Course Track-I	April 18, 2022

**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
#005	Updating of PDS	All Officials and Employees (Reg. & Cont'l)	April 20, 2022	

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