

**HUMAN RESOURCE MANAGEMENT OFFICE****June****MONTH****Accomplishment Report****2022****YEAR****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
None				

B. HOSTED BY OTHER GOVERNMENT AGENCIES OR PRIVATE INSTITUTIONS

TITLE OF TRAINING/SEMINAR	NAME OF PARTICIPANTS	POSITION TITLE	DEPARTMENT	TRAINING DURATION
PHILGEPS Nat'l. Trng. For Phase 1.5	Marvin C. Vehemente Jr.	SAO	Admin. Office	June 15-16, 2022
PHILGEPS Nat'l. Trng. For Phase 1.6	Esther E. Madduma	Sr. Admin. Asst. IV	Admin. Office	June 15-16, 2022
PHILGEPS Nat'l. Trng. For Phase 1.7	Honeylet M. Dela Cruz	Tourism Optns. Off.	Admin. Office	June 15-16, 2022

IV. EMPLOYEE ORIENTATION

NAME OF PARTICIPANTS	POSITION	DEPARTMENT	CONDUCTED BY (NAME OF HR PERSONNEL)
Arleoland C. Madrid	Admin. Aide I	Prov'l. Budget Off.	Janette A. Castillejo
Jamaica Mae F. Cauilan	Admin. Aide I	Prov'l. Budget Off.	Janette A. Castillejo
Charmine D. Lozada	Admin. Aide IV	Prov'l. Budget Off.	Janette A. Castillejo
Mario T. Rodil III	Admin. Aide VI	OPE	Janette A. Castillejo
Margie M. Dela Cruz	Construction Maint. Capataz	OPE	Janette A. Castillejo
Jimmy B. Bautista	Admin. Aide I	MADH	Janette A. Castillejo

V. SUBMISSION OF POST TRAINING REPORT

NAME OF EMPLOYEE	POSITION	TITLE OF TRAINING/SEMINAR	DATE SUBMITTED
Marvin C. Vehemente Jr.	Supervising Admin. Officer	PHILGEPS Nat'l. Trng. For Phase 1.5	June 20, 2022
Esther E. Madduma	Sr. Admin. Asst. IV	PHILGEPS Nat'l. Trng. For Phase 1.5	June 20, 2022
Honeylet M. Dela Cruz	Tourism Operations Officer I	PHILGEPS Nat'l. Trng. For Phase 1.5	June 20, 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

<p>PREPARED BY:</p>  <p>QUENNIE A. COMA HRMO-1</p>	<p>APPROVED BY:</p>  <p>JANETTE A. CASTILLEJO Provincial Human Resource Management Officer</p>
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