

**HUMAN RESOURCE MANAGEMENT OFFICE****May****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 | | | | | |
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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 |
|---------------------------|----------------------|----------------|------------|-------------------|
| None | | | | |
| | | | | |

IV. EMPLOYEE ORIENTATION

| NAME OF PARTICIPANTS | POSITION | DEPARTMENT | CONDUCTED BY (NAME OF HR PERSONNEL) |
|----------------------|----------------------------------|------------|-------------------------------------|
| Arkady s. Centeno | Admin. Aide I (Utility Worker I) | PGSO | Janette A. Castillejo |
| Roldan G. Suelen | Admin. Aide I (Utility Worker I) | PGSO | Janette A. Castillejo |
| Jerome Ballesteros | Admin. Aide I (Utility Worker I) | PGSO | Janette A. Castillejo |
| Mark Hill B. Balisi | Admin. Aide I (Utility Worker I) | PGSO | Janette A. Castillejo |
| Terence C. Calibuso | Admin. Aide I (Utility Worker I) | PGSO | Janette A. Castillejo |
| Charlie P. Cristobal | Admin. Aide I (Utility Worker I) | PGSO | Janette A. Castillejo |
| Kennedy D. Guntayon | Admin. Aide I (Utility Worker I) | PGSO | Janette A. Castillejo |
| Rowel R. Postrado | Admin. Aide I (Utility Worker I) | PGSO | Janette A. Castillejo |
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V. SUBMISSION OF POST TRAINING REPORT

| NAME OF EMPLOYEE | POSITION | TITLE OF TRAINING/SEMINAR | DATE SUBMITTED |
|------------------|----------|---------------------------|----------------|
| | | | |
| | | | |

VI. OFFICIAL BUSINESS MONITORING

| NAME OF EMPLOYEE | PLACE OF ASSIGNMENT | DATE OF INSPECTION | CONDUCTED BY (NAME OF HR PERSONNEL) |
|------------------|---------------------|--------------------|-------------------------------------|
| none | | | |
| | | | |
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VI. OTHER PROGRAM/PROJECT/ACTIVITY

| PROGRAM/PROJECT/ACTIVITY | PROJECT DESCRIPTION | STATUS/REMARKS/ ACCOMPLISHMENT |
|--------------------------|---------------------|--------------------------------|
| | | |

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|------|--|--|
| none | | |
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VII. OTHER FUNCTIONS

| ISSUED MEMO | SUBJECT | MEMO FOR | DATE ISSUED | REMARKS |
|-------------|--|---|-------------|---------|
| #006 | Updating of Covid 19 Vaccination Certificate | All Officials and Employees (Reg. & Cont'l) | May 5, 2022 | |
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| PREPARED BY:  <u>QUENNIE A. COMA</u> HRMO-I | APPROVED BY:  <u>JANETTE A. CASTILLEJO</u> Provincial Human Resource Management Officer |
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