



HUMAN RESOURCE MANAGEMENT OFFICE

September

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)	
CMO	EDNA C. MALABAD	Promotion	AO-III (SO-II)	AO-V (AO-III)	Permanent	
	ESTEFANIA V. ABREGADO	Promotion	Utility Worker I	Utility Worker II	Permanent	
	NARDO E. AGCAOILI	New Appointment	Contractual	Admin. Aide I (UW-I)	Permanent	
	DUTCH ANNE E. CABRERA	New Appointment	Contractual	Admin. Aide I (UW-I)	Permanent	
	ROLANDO F. PASCUA	New Appointment	Contractual	Electrician	Permanent	
JAIL	RHEA S. MONDOÑEDO	New Appointment	Contractual	Prison Guard I	Permanent	
	MILLER B. GUNTAYON	New Appointment	Contractual	Prison Guard I	Permanent	
	JONATHAN A. TOLENTINO	New Appointment	Contractual	Prison Guard I	Permanent	
	REYNALDO E. MARQUEZ	New Appointment	Contractual	Admin. Aide I	Permanent	
	GALILEO A. VINARAO	New Appointment	Contractual	Admin. Aide I	Permanent	
	MARY ANN C. MADRID	New Appointment	Contractual	Admin. Aide I	Permanent	
	PDRRMO	ROMARICO D. DAGUIO	Promotion	LDRRMO-II	PGADH (LDRRMO)	Permanent
		MARK OLIVER A. ALIMUC	Promotion	LDRRMO-II	PGADH (LDRRMO)	Permanent
		IRENE P. AQUIAS	Promotion	LDRRMO-I	LDRRMO-II	Permanent
		MARK ANTHONY B. GALARDO	Promotion	LDRRMO-I	LDRRMO-II	Permanent
AGUSTIN G. GUMABAY		New Appointment	Contractual	LDRRMO-II	Permanent	
MARK FRANCIS B. PARALLAG		Promotion	Admin. Aide III	LDRRMO-I	Permanent	
DELFIN A. ALAMO JR.		Promotion	Admin. Asst. II	LDRRMO-I	Permanent	
MARK HENRY A. GANGAN		New Appointment	Contractual	LDRRMO-I	Permanent	
KARLA MAE B. OCAMPO		Promotion	Admin. Aide III	Admin. Aide V	Permanent	
DEXTER P. CAMPANO		Promotion	Admin. Aide II	Admin. Aide V	Permanent	
TEDDIE G. GANGAN		New Appointment	Contractual	Admin. Aide V	Permanent	
JAYNE CLAIRE G. ALEJANDRO		New Appointment	Contractual	Admin. Aide V	Permanent	
JECRIS NINO L. ORIEL		New Appointment	Contractual	Admin. Aide V	Permanent	

	MICHAEL C. HERANDEZ	New Appointment	Contractual	Admin. Aide V	Permanent
	MELANIO V. TARIGA, JR.	New Appointment	Contractual	Admin. Aide V	Permanent
	CHRISTOPHER MELANIO C. SINGSON	New Appointment	Contractual	Admin. Aide III (Driver)	Permanent
	JAYSON A. AGGARAO	New Appointment	Contractual	Admin. Aide III (Driver)	Permanent
PIO	YENTLE CARMELETTE M. BUSLIG	New Appointment	Contractual	Admin. Aide V (Photographer)	Permanent
	MA. FATIMA ANGELIQUE P. MIRANDA	New Appointment	Contractual	Admin. Aide V (Photographer)	Permanent
	JONITO G. BUCAD, JR.	New Appointment	Contractual	Admin. Aide III (Driver)	Permanent
	RYAN C. BINGCANG	New Appointment	Contractual	Admin. Aide II (Messenger)	Permanent
	MARY GRACE C. VALLESTER	New Appointment	Contractual	Admin. Aide III (Utility Worker II)	Permanent
	JOY G. BINAG	New Appointment	Contractual	Admin. Aide III (Utility Worker II)	Permanent
PGO	MA. FATIMA ANGELIQUE P. MIRANDA	New Appointment	Contractual	Admin. Asst. II (Clerk IV)	Permanent
	JINKY D. MATUSALEM	Promotion	Admin. Aide I	Admin. Asst. I (Computer Operator I)	Permanent
	CHRISTIAN B. DELA PENA	New Appointment	Applicant	Admin. Asst. I (Computer Operator I)	Permanent
	DELLY M. CAGIAT	New Appointment	Applicant	Admin. Asst. I (Computer Operator I)	Permanent
	LAURENCE BRYAN R. MALANA	New Appointment	Applicant	Admin. Asst. I (Computer Operator I)	Permanent
	FRANCIS H. TELAN	Promotion	Messenger I	Admin. Aide VI (Comm. Equipmnt. Tech. II)	Permanent
	VIRGILIO M. SABADO, JR.	Promotion	Comm. Equipt. Optr. I	Admin. Aide VI (Comm. Equipmnt. Tech. II)	Permanent
	LORETA A. GULAN	Promotion	Comm. Equipt. Optr. I	Electronics & Comm. Equipt. Tech. II	Permanent
	JOVYLYN R. GAYAP	New Appointment	Contractual	Admin. Aide I (UW-I)	Permanent
	THELMA O. BALA	New Appointment	Contractual	Admin. Aide I (UW-I)	Permanent
	ROMMEL R. GUIZZAGAN	New Appointment	Contractual	Admin. Aide I (UW-I)	Permanent

	MARIA CRESENCIA PERPETUA P. RÓDRIGO	Promotion	Admin. Aide I	Admin. Asst. II (Community Affairs Asst. II)	Permanent

II. HIRING (Processed Appointments)

NAME OF APPOINTEE	POSITION	EMPLOYMENT STATUS (Permanent, Co-terminous)	DEPARTMENT	EFFECTIVITY OF EMPLOYMENT	SALARY RATE
ESTEFANIA V. ABREGADO	Utility Worker II	Permanent	CMO	September 16, 2022	12,728.00
NARDO E. AGCAOILI	Utility Worker I	Permanent	CMO	September 16, 2022	12,517.00
DUTCH ANNE E. CABRERA	Utility Worker I	Permanent	CMO	September 16, 2022	12,517.00
ROLANDO F. PASCUA	Utility Worker I	Permanent	CMO	September 16, 2022	12,517.00
DR. MA. LOURDES SAJONAS	MO-III	Permanent	GFNDYMH	September 12, 2022	62,449.00
LOVELY D. CASTILLO	Storekeeper I	Permanent	SMCH	September 19, 2022	14,993.00

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
1st Joint Capacity Bldg. and Continuing Trng. Program	REYMEL C. RESPOSO	Supervising Administrative	PGO-PYDO	Sept. 23-25, 2022
1st Joint Capacity Bldg. and Continuing Trng. Program for SK Officials in the 6th	SHERWIN N. PEREZ	Administrative Aide VI	PGO-PYDO	Sept. 23-25, 2022

Guiding Principles on the Mgmt. of Government Funds and Properties	ROXANNE JAN O. VERZOSA	Internal Auditor I	PIACO	Sept.14-16, 2022
Guiding Principles on the	ALFA C. CARIAGA	Administrative Aide	PIACO	Sept.14-16, 2022
Standard First Aide Training-DOH Mandated	ERNESTO A. DACQUIL, JR.	Sr. Admin. Asst. I	PDRRMO	Sept. 7-10, 2022
Basic Life Support Training	MARIA VICTORIA C. OCAMPO	Health Education and Promotion Officer III	PHO-FHS	Sept. 8-9, 2022
Health Emergency	MITZI CONCEPCION Q. CARAMAT	Nurse II	PHO-FHS	Sept. 13-15, 2022

IV. EMPLOYEE ORIENTATION

NAME OF PARTICIPANTS	POSITION	DEPARTMENT	CONDUCTED BY (NAME OF HR PERSONNEL)

V. SUBMISSION OF POST TRAINING REPORT

NAME OF EMPLOYEE	POSITION	TITLE OF TRAINING/SEMINAR	DATE SUBMITTED
REYMEL C. RESOSO	Supervising Administrative Officer	1st Joint Capacity Bldg. and Continuing Trng. Program for SK Officials in the 6th Dist. Of Isabela	Sept. 27, 2022
SHERWIN N. PEREZ	Administrative Aide VI	1st Joint Capacity Bldg. and Continuing Trng. Program for SK Officials in the 6th Dist. Of Isabela	Sept. 27, 2022
ROXANNE JAN O. VERZOSA	Internal Auditor I	Guiding Principles on the Mgmt. of Government Funds and Properties	Sept. 28, 2022
ALFA C. CARIAGA	Administrative Aide IV	Guiding Principles on the Mgmt. of Government Funds and Properties	Sept. 28, 2022
ERNESTO A. DACQUIL, JR.	Sr. Admin. Asst. I	Standard First Aide Training-DOH Mandated	Sept. 21, 2022
MARIA VICTORIA C. OCAMPO	Health Education and Promotion Officer III	Basic Life Support Training	Sept. 15, 2022
MITZI CONCEPCION Q. CARAMAT	Nurse II	Health Emergency Response Operations Training	Sept. 20, 2022

VI. OFFICIAL BUSINESS MONITORING

NAME OF EMPLOYEE	PLACE OF ASSIGNMENT	DATE OF INSPECTION	CONDUCTED BY (NAME OF HR PERSONNEL)

VI. OTHER PROGRAM/PROJECT/ACTIVITY

PROGRAM/PROJECT/ ACTIVITY	PROJECT DESCRIPTION	STATUS/REMARKS/ ACCOMPLISHMENT
none		

VII. OTHER FUNCTIONS

ISSUED MEMO/LETTER	SUBJECT	MEMO / LETTER FOR	DATE ISSUED	REMARKS
Letter of Invitation	Scheduled Screening and Evaluation of Applicants	HRMPSB Members	Sept. 8,15 &22, 2022	

<p>PREPARED BY:</p> <div style="text-align: center;">  <u>QUENNIE A. COMA</u> HRMO-1 </div>	<p>APPROVED BY:</p> <div style="text-align: center;">  <u>JANETTE A. CASTILLEJO</u> Provincial Human Resource Management Officer </div>
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