	HUMAN RESOURCE MANAGEMENT OFFICE	December
		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)

II. HIRING (Processed Appointments)

NAME OF APPOINTEE	POSITION	EMPLOYMENT STATUS (Permanent, Co-terminous)	DEPARTMENT	EFFECTIVITY OF EMPLOYMENT	SALARY RATE
ANTONIETA M. BULAN	PGDH	Permanent	Accounting Office	December 16, 2022	P113,891.00
YULMA MARIE C. BALABBO	PGADH (Asst. Prov'l. Assessor)	Permanent	Assessor's Office	December 19, 2022	88,410.00
ALLAN HARRIS G. DE JOYA	LAOO I	Permanent	Assessor's Office	December 19, 2022	25,439.00
GUILLERMO MARIA B. DY, JR.	LAOO III	Permanent	Assessor's Office	December 19, 2022	45,203.00
JOHN PAUL S. GENOVE	Assessment Clerk I	Permanent	Assessor's Office	December 19, 2022	14,993.00
FERDINAND P. RAMOS	Tax Mapper II	Permanent	Assessor's Office	December 19, 2022	35,097.00
MARK GEN S. SIQUIAN	Assessment Clerk II	Permanent	Assessor's Office	December 19, 2022	16,877.00
ROBERT S. PLATA JR.	SAO	Temporary	PGO-Masa Masid	December 1, 2022	69,963.00
AGNES A. BALMACEDA	AO-II	Permanent	PGO	December 1, 2022	25,439.00
KATHRINA ISABELLA DAYRIT UY	Admin. Asst. II (HRM Asst.)	Permanent	PHRMO	December 1, 2022	18,998.00

III. TRAINING

A. IN-HOUSE

TITLE OF TRAINING/SEMINAR	NAME OF PARTICIPANTS	POSITION TITLE	DEPARTMENT	TRAINING DURATION
Unboxing: Protocol Pointers, online conduct to learn and SocMed phrases to unlearn	PA's Personnel PIACO Personnel PYDO Personnel Masa Masid Office Personnel GIP Interns PGI Protocol Officers	Protocol Officers	PA's December PIACO PYDO Masa Masid Office GIP	Dec. 27, 2022

Devolution, Communication Development plan and Capacity Building	PA's Personnel PIACO Personnel PYDO Personnel Masa Masid Office Personnel GIP Interns PGI Personnel (PGO,PIO, PPDC, PTO, ENRO, PSWD, OPA, PVET, PCLEDO, IPHO, IPEMPC)		PA's PIACO PYDO Masa Masid Office GIP PGI other Offices (PGO,PIO, PPDC, PTO, ENRO, PSWD, OPA, PVET, PCLEDO, IPHO, IPEMPC)	December 21-22, 2022
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B. HOSTED BY OTHER GOVERNMENT AGENCIES OR PRIVATE INSTITUTIONS

TITLE OF TRAINING/SEMINAR	NAME OF PARTICIPANTS	POSITION TITLE	DEPARTMENT	TRAINING DURATION
BLGF Regional Conference Workshop	Guillermo Maria B. Dy, Jr.	Tax Mapper I	Assessor	December 5-7, 2022
Training Workshop on the Program Implementation Review (PIR) for CMGP	1. Felipe O. Guray, Jr. 2. Alexis P. Guzman 3. Mark Oliver A. Alimuc 4. Melanio V. Tariga, Jr. 5. Resie M. Vilorio 6. Maricel M. Taguba 7. Manuel Cesar G. Binag IV	1. Tax Mapper IV 2. Admin. Aide VI 3. LDRRMO-II 4. Admin. Aide 5. Accountant IV 6. Internal Auditor I 7. PSO-III	1. Assessor 2. PGSO 3. PDRRMO 4. PDRRMO 5. Accounting 6. Piaco 7. PSO	December 5-7, 2022
Records Management Principles and Functions: Their Importance to Government Offices Operations	1. Jessa C. Rivero 2. Ivy M. Gatan	1. CDAst. II AO-I	2. ENRO	December 6-10, 2022
Training/Seminar on Electronic Document Management Tracking System to Enhance Data Processing" (PAROA)	Mario T. Rodil Jomel M. Valera	Admin. Aide VI Civil Engineer	OPE	December 6-10, 2022
Training Workshop on the Profiling and Forms Review for result Based Monitoring and Evaluation (RbME) of Local Infrastructure Projects (RLIP)	1. Maria Elena J. Sumisim 2. Mylin S. Pedregosa	1. SAO 2. AO-V	1. PPDO 2. PPDO	December 1-2, 2022

IV. EMPLOYEE ORIENTATION

NAME OF PARTICIPANT/EMPLOYEE	POSITION	DEPARTMENT	CONDUCTED BY (NAME OF HR PERSONNEL)
JOHN PAUL S. GENOVE	Assessment Clerk I	Assessor	Janette A. Castillejo

V. SUBMISSION OF POST TRAINING REPORT

NAME OF EMPLOYEE	POSITION	TITLE OF TRAINING/SEMINAR	DATE SUBMITTED
PA's Personnel PIACO Personnel PYDO Personnel Masa Masid Office Personnel GIP Interns PGI Protocol Officers	Protocol Officers	Unboxing: Protocol Pointers,online conduct to learn and SocMed phrases to unlearn	December 29, 2022
PA's Personnel PIACO Personnel PYDO Personnel Masa Masid Office Personnel GIP Interns PGI Personnel (PGO,PIO, PPDC, PTO, ENRO, PSWD, OPA, PVET, PCLEDO, IPHO, IPEMPC)		Devolution, Communication Development plan and Capacity Building	December 29, 2022
1. Mario T. Rodil 2. Jomel M. valera	Admin. Aide VI Civil Engineer	Training/Seminar on Electronic Document Management Tracking System to Enhance Data Processing" (PAROA)	December 28, 2022
1. Jessa C. Rivero 2. Ivy M. Gatan	1. CDAsst. II 2. AO-I	Records Management Principles and Functions: Their Importance to Government Offices Operations	December 19, 2022
1. Guillermo Maria B. Dy, Jr.	Tax Mapper I	BLGF Regional Conference Workshop	December 13, 2022
1. Felipe O. Guray, Jr. 2. Alexis P. Guzman 3. Mark Oliver A. Alimuc 4. Melanio V. Tariga, Jr. 5. Resie M. Viloría 6. Maricel M. Taguba 7. Manuel Cesar G. Binag IV	1. Tax Mapper IV 2. Admin. Aide VI 3. LDRRMO-II 4. Admin. Aide 5. Accountant IV 6. Internal Auditor I 7. PSO-III	Training Workshop on the Program Implementation Review (PIR) for CMGP	December 12, 2022
1. Maria Elena J. Sumisim 2. Mylin S. Pedregosa	1. SAO 2. AO-V	Training Workshop on the Profiling and Forms Review for result Based Monitoring and Evaluation (RbME) of Local Infrastructure Projects (RLIP)	December 12, 2022

VI. OFFICIAL BUSINESS MONITORING



NAME OF EMPLOYEE	PLACE OF ASSIGNMENT	DATE OF INSPECTION	CONDUCTED BY (NAME OF HR PERSONNEL)
none			

VII. OTHER PROGRAM/PROJECT/ACTIVITY

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

VIII. OTHER FUNCTIONS

ISSUED MEMO/LETTER	SUBJECT	MEMO / LETTER FOR	DATE ISSUED	REMARKS
# 010	Scheduling of (5) days FL/Mandatory Leave	Department Heads and Employees	December 6, 2022	
#011	Nomination for 2022 Most Outstanding Employees	Department Head	December 20, 2022	

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