



HUMAN RESOURCE MANAGEMENT OFFICE

November

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)
PTO	Maria Isabel S. Sinon	Promotion	Admin. Officer V	LTOO-IV	Permanent
	Jojit G. Ochoa	Promotion	LRCO-III	LTOO-IV	Permanent
	Myrna D. Jucar	Promotion	LTOO-III	LTOO-IV	Permanent
	Maria Lourdes C. Siquian	New Appointment	Acctg. Prof. SFC	LTOO-IV	Permanent
	Leonette R. Luga	Promotion	AO-IV	AO-V (Supply Officer III)	Permanent
	Gabriel C. Jao	Promotion	LTOO-II	AO-V (Supply Officer III)	Permanent
	Joel C. Somera	New Appointment	Trans. Optns Services	AO-V (Supply Officer III)	Permanent

II. HIRING (Processed Appointments)

NAME OF APPOINTEE	POSITION	EMPLOYMENT STATUS (Permanent, Co-terminous)	DEPARTMENT	EFFECTIVITY OF EMPLOYMENT	SALARY RATE
AQUIAS, IRENE P.	LDRRMO-II	Permanent	PDRRMO	November 16, 2022	35,097.00/mo.
GALARDO, MARK ANTHONY B.	LDRRMO-II	Permanent	PDRRMO	November 16, 2022	35,097.00/mo.
MIRANDA, MA. FATIMA ANGELIQUE P.	Admin. Asst. II (Clerk IV)	Permanent	PDRRMO	November 16, 2022	18,998.00/mo.
PARALLAG, MARK FRANCIS B.	LDRRMO-I	Permanent	PDRRMO	November 16, 2022	25,439.00/mo.
SIA, BERNARD JR. G.	Private Secretary I	Permanent	PGO	November 16, 2022	25,439.00/mo.
BINGCANG, RYAN C.	Admin. Aide II (Messenger)	Permanent	PIO	November 16, 2022	13,305.00/mo.
BUCAD, JONITO JR. G.	Admin. Aide III (Driver)	Permanent	PIO	November 16, 2022	14,125.00/mo.
BUSLIG, YENTLE CARMELETTE D.	Admin. Aide V (Photographer I)	Permanent	PIO	November 16, 2022	18,998.00/mo.

VALLESTER, MARY GRACE C.	Admin. Aide III (Driver)	Permanent	PIO	November 16, 2022	14,125.00/mo.
GAYAP, JOYLYN R.	Admin. Aide I (Utility Worker I)	Permanent	PGO	November 16, 2022	12,517.00/mo.
GULAN, LORETA A.	Admin. Asst. II (ECET II)	Permanent	PGO	November 16, 2022	18,998.00/mo.
MATUSALEM, JINKY D.	Admin. Asst. I (Comp. Operator I)	Permanent	PGO	November 16, 2022	17,899.00/mo.
RAPADAS, CHRISTOPHER H.	Admin. Aide II (Messenger)	Permanent	PGO	November 16, 2022	13,305.00/mo.
RODRIGO, MARIA CRECENCIA PERPETUA P.	Admin. Asst. II (Community Affairs Asst. II)	Permanent	PGO	November 16, 2022	18,998.00/mo.
TELAN, FRANCISCO H.	Admin. Aide VI (CEO-II)	Permanent	PGO	November 16, 2022	18,998.00/mo.
VALDEZ, JADE V.	Admin. Aide I (Utility Worker I)	Permanent	PGO	November 16, 2022	12,517.00/mo.

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 Training Course for Brgy. Nutrition Scholars (BNS)	1. Henedina S. Cabrera 2. Reynia C. Andres 3. Antonette U. Sanchez	Nutrition Officer IV Nutritionist Dietitan I Nutrition Officer I	PHO-FHS	November 14-18 & 23-25, 2022
Basic Life Support, Standard First Aid Trng, Typhoon Monitoring, Ambu. Opts. Mgmt. Trng.	Jimmy Mar Gaffud Francis B. Parallag Henry F. Abad	Mark John Nurse II LDRRMO-I Contractual	PDRRMO	November 14-18, 2022

Basic Life Support, Standard First Aid Trng, Typhoon Monitoring, Ambu. Opts. Mgmt. Trng.	Romanico D. Daguio Maureen Joy B. Talosig Jayne Claire G. Alejandro Ernesto A. Dacquil Jr. Rudyard Ronan Claravall	PDADH Nursing Attendant I Admin. Aide V Sr. Admin. Asst. Contractual	PDRRMO	November 21-29, 2022
Hospital Safe from Disaster Training	Jay Ar P. Benitez	Nurse II	PHO-FHS	November 22-25, 2022
Gender Responsive Population Strategies (GRPops) Training	Rhodora D. Santos, Eleanor B. Purisima Krystel Castillejo Edisa Asuncion Mitzi Caramat Mc. Colonel Domingo Maryglo Bangug Jose Seblante	Population Program Officer IV Population Program Officer III Nurse II Nurse II AO-II	PHO-FHS	November 7 & 21- 25, 2022
Safe Spaces Act, Anti Sexual Harassment Act of 1995, and violence against women and their children	Atty. Jenny Flor T. Manatan Atty, Jean Ben G. Singson Atty., Analou A. Villeza Carl Francis A. Alindayu Julibelle L. Maguddayao Roman Amadeo Y.	Attorney IV Attorney IV Attorney IV Admin. Aide I	PLO	November 11, 2022
Data Story Telling and Visualization in-Depth Training Workshop	1. Claire P. Paguirigan 2. Mario Jose V. Nuesa Jr. 3. Jhon Rafael A. Tubban	1. SAO 2. SAO 3. AO-IV	Admin. Office	Nov. 6,13,20, 2022
Basic Training course on Artificial Insemination and Pregnancy Diagnosis in Large Ruminants	1. Angelo E. Bedania	Admin. Aide I	OPA	November 7-11, 2022
Standard First Aid Training of Trainers (TOT) DOH Mandated	1. Maureen Joy B. Talosig 2. Jayne Claire G. Alejandro	Nursing Attendant I Admin. Aide I	PDRRMO	November 7-11, 2022
Standard First Aid Training of Trainers (TOT) DOH Mandated	1. Jimmy Mar Gaffud 2. Michael Calzado 3. Ernesto Dacquil Jr. 4. John Henry Abad	Nurse II NA_II SAA-I Contl.	PDRRMO	November 7-11, 2022
Standard First Aid Training of Trainers	Mitzi Concepcion Q. Caramat	Nurse II	PHO-FHS	November 7-11, 2022
Basic Expanded Program on Immunization and Cold Chain Management Training	Chamille Jayne F. Claravall Harijhon S. Alabon, Jr.	Nurse II HEPO II	PHO-FHS	November 7-11, 2022
Training on Population and Development Localization and Program Management	1. Rhodora D. Santos 2. Jose Seblante, Jr.	Population Program Officer IV Admin. Aide III	PHO-FHS	November 8-10, 2022

IV. EMPLOYEE ORIENTATION

NAME OF PARTICIPANT/ EMPLOYEE	POSITION	DEPARTMENT	CONDUCTED BY (NAME OF HR PERSONNEL)
KARL DAVE M. SORIANO	Security Guard	PGSO	Janette A. Castillejo

JONITO G. BUCAD, JR.	AA-III (Driver)	PIO	Janette A. Castillejo
MARY GRACE C. VALLESTER	Admin. Aide III	PIO	Janette A. Castillejo
YENTLE CARMELETTE M. BUSLIG	Admin. Aide V	PIO	Janette A. Castillejo
LANIE T. CALABAZARON	Nurse	PSWD/WCPC Lingap	Janette A. Castillejo
MILLER B. GUNTAYON	Prison Guard	Jail	Janette A. Castillejo
GALILEO A. VINARAO	Admin. Aide I	Jail	Janette A. Castillejo
MARY ANN C. MADRID	Admin. Aide I	Jail	Janette A. Castillejo
REYNALDO E. MARQUEZ, JR.	Admin. Aide I	Jail	Janette A. Castillejo
JONATHAN A. TOLENTINO	Prison Guard	Jail	Janette A. Castillejo
BEA A. BRIONES	Medical Officer	GFNDYSMH	Janette A. Castillejo
JAYSON A. AGGARAO	Admin. Aide III	PDRRMO	Janette A. Castillejo
CHRISTOPHER MELANIO C. SINGSON	Admin. Aide III	PDRRMO	Janette A. Castillejo
TEDDIE G. GANGAN	Admin. Aide V	PDRRMO	Janette A. Castillejo
DEXTER P. CAMPANO	Admin. Aide V	PDRRMO	Janette A. Castillejo
KARLA MAE B. OCAMPO	Admin. Aide V	PDRRMO	Janette A. Castillejo

V. SUBMISSION OF POST TRAINING REPORT

NAME OF EMPLOYEE	POSITION	TITLE OF TRAINING/SEMINAR	DATE SUBMITTED
1. Henedina S. Cabrera Reynia C. Andres Antonette U. Sanchez	2. Nutrition Officer IV 3. Nutritionist Dietitian I Nutrition Officer I	Basic Training Course for Brgy. Nutrition Scholars (BNS)	November 29, 2022
Romanico D. Daguio Maureen Joy B. Talosig Jayne Claire G. Alejandro Ernesto A. Dacquil Jr. Rudyard Ronan Claravall	PDADH Nursing Attendant I Admin. Aide V Sr. Admin. Asst. Contractual	Basic Life Support, Standard First Aid Trng, Typhoon Monitoring, Ambu. Opts. Mgmt. Trng.	November 21-29, 2022
Jay Ar P. Benitez	Nurse II	Hospital Safe from Disaster Training	November 22-25, 2022
Rhodora D. Santos, Eleanor B. Purisima Krystal Castillejo Edisa Asuncion Mitzi Caramat Mc. Colonel Domingo	Population Program Officer IV Population Program Officer III Nurse II Nurse II AO-II	Gender Responsive Population Strategies (GRPops) Training	November 7 & 21- 25, 2022

Atty. Jenny Flor T. Manatan Atty. Jean Ben G. Singson Atty. Analou A. Villeza Carl Francis A. Alindayu Julibelle L. Maguddayao Roman Amadeo Y. Capuchino Jona A. Allam Christopher A. Buraga Isidro G. Banez	Attorney IV IV Admin. Aide I Admin. Aide III Legal Assistant I Administrative Aide III Aide III	Attorney Attorney IV Administrative	Safe Spaces Act, Anti Sexual Harassment Act of 1995, and violence against women and their children	November 17, 2022
1. Claire P. Paguirigan 2. Mario Jose V. Nuesa Jr. 3. Jhon Rafael A. Tubban	1. SAO SAO AO-IV	2. 3.	Data Story Telling and Visualization in-Depth Training Workshop	December 1, 2022
1. Angelo E. Bedania	Admin. Aide I		Basic Training course on Artificial Insemination and Pregnancy Diagnosis in Large Ruminants	December 1, 2022
1. Maureen Joy B. Talosig 2. Jayne Claire G. Alejandro	Nursing Attendant I Admin. Aide I		Standard First Aid Training of Trainers (TOT) DOH Mandated	November 15, 2022
Mitzi Concepcion Q. Caramat	Nurse II		Standard First Aid Training of Trainers	November 15, 2022
Chamille Jayne F. Claravall Harijhon S. Alabon, Jr.	Nurse II	HEPO II	Basic Expanded Program on Immunization and Cold Chain Management Training	November 15, 2022
1. Rhodora D. Santos 2. Jose Seblante, Jr.	Population Program Officer IV Aide III	Admin.	Training on Population and Development Localization and Program Management	November 15, 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/LETTER	SUBJECT	MEMO / LETTER FOR	DATE ISSUED	REMARKS
# 008	Training Needs 2023	Department Heads and Employees	November 10, 2022	
#009	Organizational Chart	Department Head	November 10, 2022	

PREPARED BY:

QUENNIE A. COMA

HRMO-I

APPROVED BY:



JANETTE A. CASTILLEJO

Provincial Human Resource Management Officer