

	<b>HUMAN RESOURCE MANAGEMENT OFFICE</b>	<b>November</b>
		<b>MONTH</b>
	<b>Accomplishment Report</b>	<b>2023</b>
		<b>YEAR</b>

## I. SCREENING & SELECTION

TARGET DEPARTMENT	NAME OF CANDIDATES	PURPOSE OF SCREENING	NATURE OF APPOINTMENT (Original / Promotion / Transfer / Reemployment / Reappointment)	PRESENT POSITION	TARGET POSITION
none					

## II. PROCESSED APPOINTMENTS (New Appointment/Promotion)

NAME OF APPOINTEE	POSITION	EMPLOYMENT STATUS (Permanent, Coterminus, Temporary)	DEPARTMENT	EFFECTIVITY OF APPOINTMENT	SALARY RATE
Pablo P. Pagulayan II	AA I (UW-I)	Permanent	MADH	Nov. 16, 2023	13,000.00
Algine B. Ferrer	AA I (UW-I)	Permanent	MADH	Nov. 16, 2023	13,000.00
Elsie R. Albano	AA-III (UW-II)	Permanent	Secretary's Office	Nov. 16, 2023	14,678.00
Reovelson A. Castillejo	AA-II (Messenger)	Permanent	Secretary's Office	Nov. 16, 2023	13,819.00
Ysmael G. Cubillas	Driver	Coterminous	Secretary's Office	Nov. 16, 2023	14,678.00
Ramon G. Felix	AA-II (Messenger)	Permanent	Secretary's Office	Nov. 16, 2023	13,819.00
Aimie S. Paguirigan	AA-II (Messenger)	Permanent	Secretary's Office	Nov. 16, 2023	13,819.00

## III. TRAINING

### A. IN-HOUSE

TITLE OF TRAINING/SEMINAR	NAME OF PARTICIPANTS	POSITION TITLE	DEPARTMENT	TRAINING DURATION
Training on Workplace Diversity, Equity, and Inclusion (DEI) and Management of Multigenerational Workforce	PGI -Multigenerational Workforce		PGI	November 28, 2023

**B. HOSTED BY OTHER GOVERNMENT AGENCIES OR PRIVATE INSTITUTIONS**

TITLE OF TRAINING/SEMINAR	NAME OF PARTICIPANTS	POSITION TITLE	DEPARTMENT	TRAINING DURATION
PASWI'S 75th Platinum Jubilee National Convention at Waterfront Hotel, Cebu City	RIVERO, GINA G. CRUZ, CHARMIYA ROSALINA L. CABRERA, MITOS C. RIVERA, JOANNA T. CRISTOBAL, GLORINA L. VERGARA, JENIFER A. ALVARO, MITCHEL ANGELA T.	PGADH SWO IV SWO IV SWO II SWO II SWO I SWO I	PSWDO PSWDO PSWDO PSWDO PSWDO PSWDO PSWDO	November 8-10, 2023
Roll-out of the Budget Operations Manual for LGUs, Baguio City	DY, FAUSTINO III G. LOPEZ, NOEL MANUEL R. BINAG, ELIZABETH C. CABANTAC, EDUARDO R. MEER, FRANCIS JAME E. FLORES, MARIA THERESA A. BULAN, ANTONIETA M. SAWIT, RODRIGO T. CASTILLEJO, JANETTE A. LOPEZ, MARILYN G. GUIFAYA, FLORDELIZA L. MARQUEZ, ROSANA E. MADDUMA, ESTHER E. PIMENTEL, MAYLANI Y. BARROGA, MYLENE G. BULUSAN, CLARICE BELLE GUZMAN, ALEXIS P.	Vice Governor Prov'l. Administrator Prov'l. Info. Officer PPDC Prov'l. Secretary Prov'l. Treasurer Prov'l. Accountant PGSO PHRMO PIACO PBO Asst.Prov'l. Accountant AO-IV Budget Officer IV Admin. Asst. II Admin. Aide VI AA-VI	Vice Gov. Office Admin. Office PIO Office PPDO Sec. Office PTO Office Acctg. Office GSO HRMO PIACO PBO Acctg. Office ADMIN. PBO PBO PBO GSO	November 6-8, 2023
International Trng. Center on Pig Husbandry "Training of Trainers on Animal Feedmilling Technology for Small-hold Farmers", Lipa Batangas	BARACAO, JEANETTE I.	Veterinarian I	PVET	November 6-17, 2023
Society of Filipino Foresters, Inc (SFFI) 2023 National conference	BALIGOD, DALISAY A. BADUA, CELIA N. ZABALA, ROSEMARIE T. CABACCAN, GERONIMO JR. P.	EMS II Supvg. EMS Asst. ENRO ENRO	ENRO	November 8-12, 2023
Local Climate & Disaster Resilience	FORONDA, CONSTANCE JR., A.	PDDRMO	PDRRRMO	November 21-24, 2023
2023 Ease of Doing Business summit	PINTUCAN, ROJAINE A. YASTO, NICOLE MARIE	AO-IV Atty. IV	ADMIN	November 10, 2023
Program Review Evaluation Workshop	PESTANIO, RUBY S.	AO-IV	PPDO	November 15-16, 2023
1st Cagayan Valley Ecotourism and Environmental Summit ' Accelating Collaborative Actions among Government and Private Partners toward Sustainable Ecotourism, and Climate and Disaster Risk Resilient	CABALONGA, JOYCE N. ZABALA, ROSEMARIE T.	CDO-II PGADH	ENRO	November 21-22, 2023
Local Climate and Disaster Resilience Conference	CABACCAN, JERONIMO JR. P. FORONDA, CONSTANCE JR., A.	ENRO PDRRMO	ENRO PDRRMO	November 19-24, 2023
Training on Labor Trafficking	RIVERO, GINA G.		PSWD	November 23,24 & 28 2023
Trainingh on Case Management Guide for Insurgent returnees	BALAYAN, JOSEPHINE I.	SWO-III	PSWD	November 20-23, 2023
Freedom Information System	VILLEZA, ANALOU A. PAGALLAMAN, ELOISA GEE F. HAPINAT, JOSHUA I.	SAO EA Admin. Officer II	PGO PGO PIO	November 20, 2023

#### IV. EMPLOYEE ORIENTATION

NAME OF PARTICIPANTS	POSITION	DEPARTMENT	CONDUCTED BY (NAME OF HR PERSONNEL)
ALGINE B. FERRER	AA-I (UW-I)	MADH	Janette A. Castillejo
TRICIA MAE P. MORILLO	Cont'l. Nurse	MADH	Janette A. Castillejo
GLORIA B. ABROGENA	Cont'l. Nurse	GFNDYMH	Janette A. Castillejo
REOVELSON A. CASTILLEJO	Admin. Aide II	Sec. Office	Janette A. Castillejo
AIMIE S. PAGUIRIGAN	Admin. Aide II	Vice Gov. Office	Janette A. Castillejo
RAMON G. FELIX	Admin. Aide II	Sec. Office	Janette A. Castillejo
YSMAEL G. CUBILLAS	Admin. Aide III	Vice Gov. Office	Janette A. Castillejo
RANDY BOY P. LAGGUI	Hemodialysis Tech.	MADH	Janette A. Castillejo
JOHANNA MARIE M. MADDUMA	Admin. Aide II	PGO	Janette A. Castillejo
CHRISTIAN DAVE J. BALISI	PSB	PGO	Janette A. Castillejo
MOONDY B. MANSIBANG	AA-I	PGSO	Janette A. Castillejo
DANDY S. DOMALANTA	AA-II	PCLEDO	Janette A. Castillejo

#### V. SUBMISSION OF POST TRAINING REPORT

NAME OF EMPLOYEE	POSITION	TITLE OF TRAINING/SEMINAR	DATE SUBMITTED
Baracao, Jeanette I.	Veterinarian I	Intr'n'l. Trng. Center on Pig Husbandry "Training of Trainers on Animal Feedmilling Technology for Small-hold Farmers", Lipa Batangas	November 22, 2023
Geronimo P. Cabaccan Rosemarie T. Zabala Dalisay A. Baligod Celia N. Badua	ENRO PGADH SupEMS EMS II	2023 Society of Filipino Foresters, Inc. (SFFI) National Conference	November 16, 2023
Rojaine A. Pintucan Nicole Marie B. Yasto	AO-IV Atty. IV	2023 Ease of Doing Business summit	November 20, 2023
Ruby S. Pestanio	AO-IV	Program Review Evaluation Workshop	November 23, 2023
Joyce N. Cabalonga Rosemarie T. Zabala	CDO-II PGADH	1st Cagayan Valley Ecotourism and Environmental Summit ' Accelating Collaborative Actions among Government and Private Partners toward Sustainable Ecotourism, and Climate and Disaster Risk Resilient	November 29, 2023
Geronimo P. Cabaccan, Jr.	ENRO	Local Climate and Disaster Resilience	November 29, 2023

Constante A. Foronda	PDRRMO	Conference	
Gina G. Rivero	Asst. PSWDO	Training on Labor Trafficking	November 29, 2023
Josephine I. Balayan	PSWD	Training on Case Management Guide for Insurgent returnees	November 30, 2023
Atty. Analou A. Villeza Atty. Eloisa Gee F. Pagallaman Joshua A. Hapinat	PIO	Freedom Information System	November 24, 2023

**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/ <u>ACTIVITY</u>	PROJECT DESCRIPTION	STATUS/REMARKS/ ACCOMPLISHMENT

**VIII. OTHER FUNCTIONS**

ISSUED MEMO	SUBJECT	MEMO FOR	DATE ISSUED	REMARKS

PREPARED BY:  <b>(SGD.) <u>QUENNIE A. COMA</u></b> HRMO-I	APPROVED BY:  <b>(SGD.) <u>JANETTE A. CASTILLEJO</u></b> Provincial Human Resource Management Officer
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