	<b>HUMAN RESOURCE MANAGEMENT OFFICE</b>	<b>February</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 (New appointment/promotion)	PRESENT POSITION	TARGET POSITION	EMPLOYMENT STATUS (Permanent or temporary)	
PSWD	MITOS C. CABRERA	Promotion	SWO-III	SWO-IV	Permanent	
	GLORINA L. CRISTOBAL	Promotion	SWO-I	SWO-II	Permanent	
	CAMERON M. MADDARA	New Appointment	Contractual	SWO-I	Permanent	
	JESSAMAY S. BALALENG	New Appointment	Contractual	SWO-I	Permanent	
	EDILYN S. ATRAJE	New Appointment	Contractual	Social Welfare Aide	Permanent	
	CLARITA G. CADIZ	New Appointment	Contractual	Social Welfare Aide	Permanent	
	ANTONETTE S. DASMARINAS	New Appointment	Contractual	Social Welfare Aide	Permanent	
	FINET R. CABACUNGAN	New Appointment	Contractual	Social Welfare Aide	Permanent	
	FRANCISCO C. RIVERO	New Appointment	Contractual	Social Welfare Aide	Permanent	
	ABIGAIL G. DE LEON	New Appointment	Contractual	Social Welfare Aide	Permanent	
	NOEL C. MIRANDA	New Appointment	Contractual		Permanent	
	PEE JAY DORONIO	New Appointment	Contractual	Admin. Aide III	Permanent	
	MARCELO Q. BALMACEDA	New Appointment	Contractual	Admin. Aide I (UW-I)	Permanent	
	PIO	JOSHUA A. HAPINAT	New Appointment	Contractual	Information Officer I	Permanent

### II. HIRING (Processed Appointments)

NAME OF APPOINTEE	POSITION	EMPLOYMENT STATUS (Permanent, Co-terminous)	DEPARTMENT	EFFECTIVITY OF EMPLOYMENT	SALARY RATE
Alma Bella S. Tandayu	Pharmacist II	Permanent	GFNDYMH	February 16, 2023	36,619.00/mo
Joy B. Binag	AA-IV	Permanent	PIO	February 16, 2023	15,586.00/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
Establishment of Records Management Program in Public Office: Its operation and Best Practices	KATRINA ISABELLE D. UY ANA CHARISMA M. BENITEZ	Admin. Asst. II Admin. Aide I	PHRMO	February 8-10, 2023
	Julie Ann J. Viesca	Cash Clerk I	PTO	
	ROJAINE A. PINTUCAN JACKSON B. BANGIT	Admin. Officer IV Admin. Officer III	PA's Office	
Standard First Aid Training of Trainers	Anthony B. Beltran	Nursing Attendant I	PDRRMO	February 13017, 2023

#### IV. EMPLOYEE ORIENTATION

NAME OF PARTICIPANTS	POSITION	DEPARTMENT	CONDUCTED BY (NAME OF HR PERSONNEL)
Stephanie B. Alagaban	Admin. Aide I	PESO	Janette A. Castillejo
Carmina Mamuri	Admin. Aide I	PESO	Janette A. Castillejo
John Mark A. Cerrudo	Admin. Aide I	PESO	Janette A. Castillejo
Kaili Kim G. Soriano	Admin. Aide I	PESO	Janette A. Castillejo

#### V. SUBMISSION OF POST TRAINING REPORT

NAME OF EMPLOYEE	POSITION	TITLE OF TRAINING/SEMINAR	DATE SUBMITTED
KATRINA ISABELLE D. UY ANA CHARISMA M. BENITEZ	Admin. Asst. II Admin. Aide I	Establishment of Records Management Program in Public Office: Its operation and Best Practices	February 17, 2023
JULIE ANN J. VIESCA	Cash Clerk I	Establishment of Records Management Program in Public Office: Its operation and Best Practices	February 20, 2023
ROJAINA A. PINTUCAN JACKSON B. BANGIT	Admin. Officer IV Admin. Officer III	Establishment of Records Management Program in Public Office: Its operation and Best Practices	February 28, 2023
ANTHONY B. BELTRAN	Nursing Attendant I	Standard First Aid Training of Trainers	February 13-17, 2023

#### 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

#### VII. OTHER FUNCTIONS

ISSUED MEMO	SUBJECT	MEMO FOR	DATE ISSUED	REMARKS
# 03	Submission of SALN as of December 31, 2022	Department Heads and Employees	February 3, 2023	

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