

	<b>HUMAN RESOURCE MANAGEMENT OFFICE</b>	<b>August</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 / Transfer / Reemployment / Reappointment)	PRESENT POSITION	TARGET POSITION
Provincial Youth Development Office	Stephanie Joy A. Mamuri-Fatalla	Promotion	Original	Admin. Asst. I	Admin. Officer IV (Admin. Officer II)
	Angelyn J. Martinez	Hiring	Original	n/a	Admin. Officer IV (Admin. Officer II)
	Michelle Ann D. Marquez	Hiring	Original	Admin. Officer -III	Admin. Assistant I (Bookbinder III)
	Michelle D. Talana	Hiring	Original	n/a	Admin. Assistant I (Bookbinder III)
	Diosalyn J. Cristobal	Hiring	Original	n/a	Admin. Assistant I (Bookbinder III)
	Deejay G. Anapi	Hiring	Original	n/a	Admin. Assistant I (Bookbinder III)
	Zyra Mae F. Datugan	Hiring	Original	n/a	Admin. Assistant I (Bookbinder III)
	Sherwin N. Perez	Hiring	Original	AA-VI	Admin. Aide I (Utility Worker I)
	Alvin P. Maglelong	Hiring	Original	n/a	Admin. Aide I (Utility Worker I)
	PCLEDO	Karl M. Duot	Hiring	Original	Admin. Assistant III
John Christopher R. Dela Cruz		Hiring	Original	Admin. Assistant III	Admin. Asst. I ( Computer Operator I)
Joshua Fernando B. Pua		Hiring	Original	n/a	Admin. Asst. I ( Computer Operator I)
Veronica D. Castillo		Hiring	Original	n/a	Admin. Asst. I ( Computer Operator I)
Ange joy A. Cortez		Hiring	Original	n/a	Admin. Asst. I ( Computer Operator I)
Ruzelle John B. Blanco		Hiring	Original	n/a	Admin. Asst. I ( Computer Operator I)
Rovie Jane B. Caliguiran		Hiring	Original	n/a	Admin. Asst. I ( Computer Operator I)
Justine Bryan P. Cubillas		Hiring	Original	n/a	Admin. Asst. I ( Computer Operator I)

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

NAME OF APPOINTEE	POSITION	EMPLOYMENT STATUS (Permanent, Coterminus, Temporary)	DEPARTMENT	EFFECTIVITY OF EMPLOYMENT	SALARY RATE
Joanne D. Maranan	PGDH ( Tourism Officer)	Permanent	Isabela Tourism Office	August 1, 2023	116,040.00/mo.
Maridi T. Cabullos	Admin. Asst. IV (Bookbinder IV)	Permanent	PHRMO	August 8, 2023	23,176.00/mo.
Eleanor I. Dy	Supvg. Administrative Officer (HRMO-IV)	Permanent	PHRMO	August 8, 2023	71,511.00/mo.
Katrina Isabelle D. Uy	Administrative Officer I ( Records Officer I)	Permanent	PHRMO	August 8, 2023	23,176.00/mo.
Elvira M. Uyami	Administrative Officer IV ( HRMO II)	Permanent	PHRMO	August 8, 2023	36,619.00/mo.
Romalyn M. Bubias	AA-II (Messenger)	Permanent	PHRMO	August 23, 2023	13,818.00/mo.

Lewin Reonel L. Gardon	Engineer II	Permanent	OPE	August 23, 2023	39,672.00/mo.
Joselito P. Ramirez	Heavy Eqpt. Optr. I	Temporary	OPE	August 23, 2023	15,586.00/mo.
Dennis C. Rodriguez	AA-IV ( Communications Eqipt. Operator I)	Temporary	PGO	August 23, 2023	15,586.00/mo.
Analayn C. Telan	AA-IV (Bookbinder)	Permanent	PHRMO	August 23, 2023	15,586.00/mo.
Josefina Francis V. Ariola	Sr. Admin. Asst. III (Private Secretary II)	Coterminus	PGO	August 16, 2023	36,619.00/mo.
Christopher Roy M. Alvarado	Executive Asst. I	Coterminus	PGO	August 16, 2023	33,843.00/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
Data Privacy Act	Janette A. Castillejo	PHRMO	PHRMO	Aug. 25, 2023
Effective Presentation/ Facilitation Skills and Techniques & PSRTI: Training Course on Data Visualization using Infographics	Flordelina Malsi P. Zaide Daryll Jayson	Admin. Asst. VI Admin. Aide III	PPDO	August 14-17, 2023
Contingency Planning Training Course	Melody Eve T. Ballesteros	Admin. Aide II	PDRRMO	Aug. 7-9, 2023
Program / Course Design	Janette A. Castillejo Joanne D. Maranan Atty. Jenny Flor M. Cabaddu Atty. Paul Angelo R. Uy Atty. Maricel R. Evangelista Cherry B. Gregorio Flordeliza L. Guifaya Zenaida A. Gabriel Yulma Marie C. Balabbo Derrick M. Vizcarra Rosanna E. Marquez Engr. Rodolfo G. Miranda Engr. Virginio M. Gomez Engr. Cosme P. Aggabao T. Galamgam Rivero Zabala Kim Patrick Agbayani	PHRMO Tourism Officer IV Attorney IV Asst. PLO Asst. Prov'l. Secretary Asst. Treasurer Asst. PBO Asst. Prov'l. Assesor Asst. PGSO Asst. Prov'l. Accountant Asst. Prov'l. Engineer Asst. Prov'l. Engineer Asst. Prov'l. Engineer Asst. Prov'l. Agriculturist Gina G. Agriculturist Rosemarie T. Asst. PSWDO Visitacion M. Colobong Asst. ENRO Asst. PPDC PSO	PHRMO Tourism Office PLO Prov'l. Secretary Treasurer PBO Assesor PGSO Prov'l. Accountant Prov'l. Engineer Prov'l. Engineer Prov'l. Engineer Asst. Prov'l. Agriculturist PSWDO ENRO PPDC PSO	August 3 and 8, 2023
Disease Surveillancxe Training for Local Epidemiology and Surveillance Unit	Arlene D. Martinez	HEPO III	PHO-FHS	July 31- Aug. 4, 2023

Intensive Malaria Microscopy training for Medical Technologist	Rica Anna L. Valdez	Med. Tech.	PHO-FHS	July 23- Aug. 5, 2023	
Supervisory Development Course Track I	Manuel Cesar G. Binmag IV	PSO-III	PSO	July 24,31 to August 1, 2023	
Training Workshop on the Development of Four Legacies for Children	Gina Rivero Angela Alvaro Baggao Dumayag	Mitchel Narlene R. Sheryl Georgia Y. Dr. Jeram Caezar R. Angobung	PSWDO PSWDO PPDO PHO-FHS	PBO PSWDO PPDO PBO PHO-FHS	July 18-21, 2023

#### IV. EMPLOYEE ORIENTATION

NAME OF PARTICIPANTS	POSITION	DEPARTMENT	CONDUCTED BY (NAME OF HR PERSONNEL)
EDRIAN G. INTON	Security Guard-Cont'l.	GSO	Janette A. Castillejo
FRANKLIN PAMA	Security Guard-Cont'l.	GSO	Janette A. Castillejo
ALBERT G. SALAS	Security Guard-Cont'l.	GSO	Janette A. Castillejo
NELSON FERNANDEZ	Security Guard-Cont'l.	GSO	Janette A. Castillejo
ROLANDO R. TELAN	Security Guard-Cont'l.	GSO	Janette A. Castillejo
MARIDELYN A. VILLA	AA III- Cont'l.	PGO	Janette A. Castillejo
PRINCESS KAYE M. BALAO	AA III- Cont'l.	PGO	Janette A. Castillejo

#### V. SUBMISSION OF POST TRAINING REPORT

NAME OF EMPLOYEE	POSITION	TITLE OF TRAINING/SEMINAR	DATE SUBMITTED
Flordelina Malsi Daryll Jayson P. Zaide	Admin. Asst. VI Aide III	Admin. Effective Presentation/ Facilitation Skills and Techniques & PSRTI: Training Course on Data Visualization using Infographics	Aug. 23, 2023
Melody Eve T. Ballesteros	Admin. Aide II	Contingency Planning Training Course	Aug. 14, 2023
Janette A. Castillejo Joanne D. Maranan Atty. Jenny Flor M. Cabaddu Atty. Paul Angelo R. Uy Atty. Maricel R. Evangelista Cherry B. Gregorio Flordeliza L. Guifaya Zenaida A. Gabriel Yulma Marie C. Balabbo Derrick M. Vizcarra Rosanna E. Marquez Engr. Rodolfo G. Miranda Engr. Virginio M. Gomez Engr. Cosme P. Aggabao Sergio T. Galamgam Gina G. Rivero Rosemarie T. Zabala Visitacion M. Colobong Kim Patrick Agbayani	PHRMO Tourism Officer IV Attorney IV Asst. PLO Asst. Prov'l. Secretary Asst. Treasurer Asst. PBO Asst. Prov'l. Assesor Asst. Prov'l. Assessor Asst. PGSO Asst. Prov'l. Accountant Asst. Prov'l. Engineer Asst. Prov'l. Engineer Asst. Prov'l. Engineer Asst. Prov'l. Agriculturist Asst. PSWDO Asst. ENRO Asst. PPDC OIC-PSO	Program / Course Design	Aug. 10, 2023

Arlene D. Martinez	HEPO III	Disease Surveillancxe Training for Local Epidemiology and Surveilance Unit	Aug. 15, 2023
Rica Anna L. Valdez	Med. Tech.	Intensive Malaria Microscopy training for Medical Technologist	Aug. 10, 2023
Rica Anna L. Valdez	Med. Tech.	Intensive Malaria Microscopy training for Medical Technologist	July 23-Aug. 5, 2023
Manuel Cesar G. Binmag IV	PSO-III	Supervisory Development Course Track I	July 24,31 to August 1, 2023
Gina Rivero Mitchel Angela Alvaro Narlene R. Baggao Sheryl Georgia Y. Dumayag Dr. Jeram Caezar R. Angobung	PSWDO PPDO PHO-FHS	PSWDO PBO	Training Workshop on the Development of Four Legacies for Children July 17, 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:  (SGD.) <u>QUENNIE A. COMA</u> HRMO-I	APPROVED BY:  (SGD.) <u>JANETTE A. CASTILLEJO</u> Provincial Human Resource Management Officer
---	---