	HUMAN RESOURCE MANAGEMENT OFFICE	October
		MONTH
	Accomplishment Report	2024
		YEAR

I. SCREENING & SELECTION

TARGET DEPARTMENT	NAME OF CANDIDATES	PURPOSE OF SCREENING	NATURE OF APPOINTMENT (Original / Promotion / Transfer / Reemployment / Reappointment)	PRESENT POSITION	TARGET POSITION
PPDO	Wilfredo L. Dayag	Interview and Assessment	Promotion	Admin. Officer II	Statistician II
PPDO	Rodamae A. Yadao	Interview and Assessment	Promotion	Admin. Officer II	AO-III (RO-II)
PPDO	Godofredo A. Dela Cruz, Jr.	Interview and Assessment	Promotion	Administrative Aide VI	Project Development Officer I
PPDO	Edmar S. Uyami	Interview and Assessment	Original	AO II/Contractual	Project Development Officer I
PPDO	Daryll Jayson P. Zaide	Interview and Assessment	Original	AA-III/Contractual	Project Development Officer I
PPDO	Daisy An C.Saccuan	Interview and Assessment	Original	n/a	Project Development Officer I
PPDO	Ysabel V. Aldeosa	Interview and Assessment	Original	n/a	Project Development Officer I
PPDO	Ma. Novie Saldo	Interview and Assessment	Original	AA-III/Contractual	Assistant Statistician
PPDO	Roxanne A. Mordido	Interview and Assessment	Original	n/a	Assistant Statistician
PPDO	Saladino C. Lumabao	Interview and Assessment	Promotion	Admin. Aide II	Administrative Assistant II (Clerk IV)

II. PROCESSED APPOINTMENTS (New Appointment/Promotion)

NAME OF APPOINTEE	POSITION TITLE	EMPLOYMENT STATUS (Permanent, Coterminus, Temporary)	DEPARTMENT	EFFECTIVITY OF APPOINTMENT	SALARY RATE
Michelle A. Castillejo	AA-IV (Bookbinder)	Permanent	PEDIPO	October 1, 2024	16,209.00/mo.
Michelle K. Bacud	AA-III (Driver I)	Permanent	PESO	October 1, 2024	15,265.00/mo.
Cynthia B. Cacabelos	Labor and Employment Officer I	Permanent	PESO	October 1, 2024	28,512.00/mo.
Evelyn P. Catalonia	AA-I (Utility Worker I)	Permanent	PESO	October 1, 2024	13,530.00/mo.
Jonas A. Hapinat	Admin. Assistant I (Computer Operator I)	Permanent	PESO	October 1, 2024	19,365.00/mo.
Giovanni Genesis C. Lumabao	Labor and Employment Assistant	Permanent	PESO	October 1, 2024	20,534.00/mo.
Carmina P. Mamuri	Labor and Employment Assistant	Permanent	PESO	October 1, 2024	20,534.00/mo.

Kaili Kim G. Soriano	Labor and Employment Assistant	Permanent	PESO	October 1, 2024	20,534.00/mo.
Alvin E. Luran	AO-V (Information Officer III)	Permanent	PIO	October 1, 2024	49,015.00/mo.
Exiquiel A. Quilang	AO-IV (Information Officer II)	Permanent	PIO	October 1, 2024	38,413.00/mo.
Maximo S. Lorenzo, Jr.	Admin. Aide I (Utility Worker I)	Permanent	Palanan Station Hospital	October 1, 2024	13,530.00/mo.
Karla Louise D. Agbayani	Asst. Provincial Legal Officer	Permanent	PLO	October 16, 2024	94,132.00/mo.
Unika F. Aggari	Admin. Asst. I (Computer Operator I)	Permanent	PGO	October 16, 2024	19,365.00/mo.
Liwayway B. Quibuyen	Admin. Aide I (Utility Worker I)	Permanent	PGO	October 16, 2024	13,530.00/mo.
Rosemarie P. Tandayu	Admin. Aide I (Utility Worker I)	Permanent	PGO	October 16, 2024	13,530.00/mo.
Mary Ann C. Bautista	Admin. Aide II (Messenger)	Permanent	PGO	October 16, 2024	14,372.00/mo.
Debralis R. Cabico	Admin. Aide I (Utility Worker I)	Permanent	PGO	October 16, 2024	13,530.00/mo.
Annabelle D. Menor	Admin. Asst. I (Computer Operator I)	Permanent	PGO	October 16, 2024	19,365.00/mo.
Jenny B. Torio	Admin. Aide III (Clerk I)	Permanent	PGO	October 16, 2024	15,265.00/mo.
Harijohn S. Alabon, Jr.	Nurse II	Permanent	PHO-FHS	October 16, 2024	41,616.00/mo
Blaisemar B. Castañeda	Sanitation Inspector IV	Permanent	PHO-FHS	October 16, 2024	32,870.00/mo.
Eloisa P. Foz	Admin. Officer I (Records Officer I)	Permanent	PHO-FHS	October 16, 2024	24,381.00/mo.
Conrado C. Eclar	Dentist II	Permanent	PHO-FHS	October 16, 2024	43,030.00/mo.
Noel S. Noriega	Traffic Aide I	Permanent	POSO	October 16, 2024	15,265.00/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
Strengthening Basic Skills for Diagnostic Tests and Surveillance of Livestock Diseases-JICA, Tsukuba, Ibaraki, Japan	Jeanette I. Baracao	Veterinarian I	PVET	June 23, 2024 to October 25, 2024
Empowering HR Leaders for a Sustainable Government Workers	Riener P. Lopez Katrina Isabelle D. Uy	HRMO-I Records Officer I	PHRMO	October 14-15, 2024
STI-HIV Strategic Planning Workshop	Jeani-Lyn A. Clotario	Nurse II	PHO-FHS	October 10-11, 2024
2nd International Conference on Language Endangerment -PNU Mla.	John Kelvin G. Tangan Anna Marie Garcia	Admin. Aide I Admin. Aide Cont'l.	ITO	October 9-11, 2024

Orientation on New Shorter DSTB Treatment Regimen for Children and Re Orientation for Latent TB Infection Treatment	Grace R. Crisologo	Nurse II	PHO-FHS	October 9-11, 2024
25th National Convention of the Association of the Tourism Officers of the Philippines	Joanne D. Maranan	Provincial Tourism Officer	ITO	October 9-12, 2024
	Jesus Ferdinand C. Ordoñez	Museum Researcher II	ITO-Museum & Library	
	Mae Zoe R. Barillos	Tourism Officer I	ITO-Museum & Library	
Blood Banking Procedure	Sarah Mylene A. Tamang	Admin. Aide-Contractual	PHO-FHS	October 9-11, 2024
Conservation Partnership development and Capacity Building Session	Rosemarie T. Zabala	Assistant ENRO	ENRO	
The conduct of Technical Conference on Agricultural Mechanization and Postharvest Technologies	Marjorie G. Mallillin	Agri. Tech.	OPA	October 9, 2024
Basic Life Support Training	Joanne R. Galapon	Engineer II	PHO-FHS	October 3-4, 2024
Water Analysis Techniques (WAT 101) Training	John Ian L. Espejo II	Engineer I (Cont'l.)	ENRO	October 3-4, 2024
22nd Newborn Screening National Convention	Anna Kharen T. Guillermo	Nurse II	PHO-FHS	October 7-8, 2024
Policy Making and Legislation in the Local Level	Mario Jose V	Supersing Administrative Officer	Administrative Office	September 24, 25,26, 2024
Consultative Writeshop on the FHSIS Mop Revision and Amendment of the RISE PH Implementing Guidelines	Krystal May A. Castillejo	Nurse II	PHO-FHS	October 14-18, 2024
Basic Epidemiology Training	Arlene D. Martinez	HEPO III	PHO-FHS	October 14-18, 2024
	Mitzi Concepcion Q. Caramat	Nurse II	PHO-FHS	
Basic Life Support Training of Trainers and Basic Life Support Training	Jay Ar P. Benitez	Nurse II	PHO-FHS	October 14-18, 2024
	Kristel M. Balisi	Contractual	PHO-FHS	
	Arnold O. Frogoso, Jr.	Contractual	PHO-FHS	
Workshop on Local Health System Maturity Level Health Workforce Building Block	Maria Victoria C. Ocampo	HEPO III	PHO-FHS	October 17-18, 2024
	Maria Lourdes M. Santos	AO-V	PHO-FHS	
	Reynia C. Andres	Nutritionist Dietitan II	PHO-FHS	
Infectious Substance Shipping Course	Marvin R. Valiente	Nurse II	PHO-FHS	October 15-19, 2024
LGUs Week: Appreciation Training on the Importance of the PPA in Policy and Decision -Making at the Local Level	Lalaine C. Delmendo	Economist III	PPDO	October 17, 2024
	Flordelina C. Malsi	Admin. Asst. VI	PPDO	
Trainers Training on the Comprehensive Brgy. Jovenile Intervention Plan	Mitchel Angela T. Alvaro	SWO-I	PSWD	October 14-18, 2024

Provincial/City Mining Regulatory Board (P/CMRB) Workshop	Teoderico S. Bagunu	CDO-II	ENRO	October 22-25, 2024
	John Ian L. Espejo II	Engineer/Cont'l.	ENRO	
FY-2024 Luzon a Participatory Performance Review and FY-2025 Planning Workshop	Evangeline D. Dannug	Supervising Agriculturist	OPA	October 15-18, 2024
AGIA Annual National Convention cum Seminar via Zoom	Mark Christian D. Cayanga	Accountant II	Accounting Office	October 8-11, 2024
	George S. Noriega	AO-IV	Accounting Office	
2024 National PESO Congress	Cecilia Claire N. Reyes Carmina P. Mamuri	PESO Manager Labor and Employment Assistant	PESO	October 16-18, 2024
Mental Health in the Workplace "Kumusta, Katrabaho? Tara, usap tayo"	Harijhon S. Alabon, Jr.	HEPO II	PHO-FHS	October 28, 2024
Training of Trainers on "Kalakihan Tapat sa Responsibilidad at Obligasyon sa Pamilya (KATROPA): Ulirang Ama para sa pamilyang Isabeleño.	Rhodora D. Santos Eleanor B. Purisima Mark Ian P. Delos Santos Jonalyn Talana	PPO -IV PPO-III SI-II NA-Contractual	PHO-FHS	November 4, 2024
Mental Health and Psychosocial Support	Cheryl Grace C. Noriega	Nurse II	PHO-FHS	November 4, 2024
Training on Artificial Insemination for Swine	Anthony R. Molina	Agricultural Technician	PVET	November 4, 2024

IV. EMPLOYEE ORIENTATION

NAME OF EMPLOYEE	POSITION	DEPARTMENT	CONDUCTED BY (NAME OF HR PERSONNEL)
WilfredJack Zipagan	Engineer I-Cont'l.	OPE	Janette A. Castillejo
Joyce Ann P. Ammuigauan	Engineering Asst.-Cont'l.	OPE	Janette A. Castillejo
Sheila Mae A. Bacani	Admin. Aide II-Cont'l.	PEDIPO	Janette A. Castillejo
Evangerline M. Artisuela	Admin. Aide I-Cont'l.	PEDIPO	Janette A. Castillejo
Danica Ann D. Bulauan	Admin. Aide II-Cont'l.	PEDIPO	Janette A. Castillejo
Michelle A. Castillejo	Admin. Aide IV	PEDIPO	Janette A. Castillejo
Cherry Ann F. Beltran	Admin. Aide IV-Cont'l.	PEDIPO	Janette A. Castillejo
Merianne Maine L. Balubal	Admin. Aide III-Cont'l.	PEDIPO	Janette A. Castillejo
King James D. Alicaycay	Security Guard-Cont'l.	PGO	Janette A. Castillejo
Arvin R. Ines	Security Guard-Cont'l.	PGO	Janette A. Castillejo
Aldrin Aaron V. Tamang	Photographer-Cont'l.	PIO	Janette A. Castillejo
Evelyn P. Catalonia	Admin. Aide I	PESO	Janette A. Castillejo

Kaili Kim G. Soriano	Labor Employment Asst.	PESO	Janette A. Castillejo
Giovanni Genesis C. Lumabao	Labor and Employment Assistant	PESO	Janette A. Castillejo
Carmina P. Mamuri	Labor and Employment Assistant	PESO	Janette A. Castillejo
Michelle king Bacud	Driver	PESO	Janette A. Castillejo
Cynthia B. Cacabelos	Labor Employment Officer I	PESO	Janette A. Castillejo
Alan Kenneth G. Gonzales	Admin. Aide III-Cont'l.	PHRMO	Janette A. Castillejo

V. SUBMISSION OF POST TRAINING REPORT

NAME OF EMPLOYEE	POSITION	TITLE OF TRAINING/SEMINAR	DATE SUBMITTED
Riener P. Lopez Katrina Isabelle D. Uy	HRMO-I Records Officer I	Empowering HR Leaders for a Sustainable Government Workers	October 16, 2024
Jeani-Lyn A. Clotario	Nurse II	STI-HIV Strategic Planning Workshop	October 16, 2024
John Kelvin G. Tangan Anna Marie Garcia	Admin. Aide I Admin. Aide Cont'l.	2nd International Conference on Language Endangerment -PNU Mla.	October 16, 2024
Grace R. Crisolago	Nurse II	Orientation on New Shorter DSTB Treatment Regimen for Children and Re Orientation for Latent TB Infection Treatment	October 17, 2024
Joanne D. Maranan	Provincial Toursim Officer	25th National Convention of the Association of the Tourism Officers of the Philippines	October 17, 2024
Jesus Ferdinand C. Ordoñez	Museum Researcher II		
Mae Zoe R. Barillos	Tourism Officer I		
Sarah Mylene A. Tamang	Admin. Aide-Contractual	Blood Banking Procedure	October 21, 2024
Rosemarie T. Zabala	Assistant ENRO	Workshop on Marine Turtle Conservation Partnership development and Capacity Building Session	October 15, 2024
Maria Elena J. Sumisim	Project Evaluation Officer IV	Public Financial Management (PFM) Competency Program for Local Government Units	October 17, 2024
Anna Kharen T. Guillermo	Nurse II	22nd Newborn Screening National Convention	October 10, 2024
John Ian L. Espejo II	Engineer I/Contratual	Water Analysis Techniques (WAT 101) Training	October 9, 2024
Joanne R. Galapon	Engineer II	Basic Life Support Training	October 9, 2024
Marjorie G. Mallillin	Agricultural Technician/ Contractual	Technical Conference on Agricultural Mechanization and ostarvest Technologies	October 9, 2024
Mario Jose V	Supersing Administrative Officer	Policy Making and Legislation in the Local Level	October 29, 2024
Krystel May A. Castillejo	Nurse II	Consultative Writeshop on the FHSIS Mop Revision and Amendment of the RISE PH Implementing Guidelines	October 25, 2024
Arlene D. Martinez	HEPO III	Basic Epidemiology Training	October 25, 2024
Mitzi Concepcion Q. Caramat	Nurse II		

Jay Ar P. Benitez	Nurse II	Basic Life Support Training of Trainers and Basic Life Support Training	October 25, 2024
Kristel M. Balisi	Contractual		
Arnold O. Frogoso, Jr.	Contractual		
Maria Victoria C. Ocampo	HEPO III	Workshop on Local Health System Maturity Level Health Workforce Building Block	October 25, 2024
Maria Lourdes M. Santos	AO-V		
Reynia C. Andres	Nutritionist Dietitan II		
Marvin R. Valiente	Nurse II	Infectious Substance Shipping Course	October 25, 2024
Lalaine C. Delmendo	Economist III	LGUs Week: Appreciation Training on the Importance of the PPA in Policy and Decision-Making at the Local Level	October 22, 2024
Flordelina C. Malsi	Admin. Asst. VI		
Mitchel Angela T. Alvaro	SWO-I	Trainers Training on the Comprehensive Brgy. Jovenile Intervention Plan	October 22, 2024
Teoderico S. Bagunu	CDO-II	Provincial/City Mining Regulatory Board (P/CMRB) Workshop	October 31, 2024
John Ian L. Espejo II	Engineer/Cont'l.		
Evangeline D. Dannug	Supervising Agriculturist	FY-2024 Luzon a Participatory Performance Review and FY-2025 Planning Workshop	October 30, 2024
Mark Christian D. Cayanga	Accountant II	AGIA Annual National Convention cum Seminar via Zoom	October 29, 2024
George S. Noriega	AO-IV		
Jeanette I. Baracao	Veterinarian I	Strengtening Basic Skills for Diagnostic Tests and Surveilance of Livestock Diseases-JICA, Tsukuba, Ibaraki, Japan	October 31, 2024
Cecilia Claire N. Reyes Carmina P. Mamuri	PESO Manager Labor and Employment Assistant	2024 National PESO Congress	November 4, 2024
Rhodora D. Santos Eleanor B. Purisima Mark Ian P. Delos Santos Jonalyn Talana	PPO -IV PPO-III SI-II NA-Contractual	Training of Trainers on " Kalalakihan Tapat sa Responsibilidad at Obligasyon sa Pamilya (KATROPA): Uli-rang Ama para sa pamilyang Isabeleño.	November 4, 2024
Harijhon S. Alabon, Jr.	HEPO II	Mental Health in the Workplace "Kumusta, Katrabaho? Tara, usap tayo"	November 4, 2024
Cheryl Grace C. Noriega	Nurse II	Mental Health and Psychosocial Support	November 4, 2024
Anthony R. Molina	Agricultural Technician	Training on Artificial Insemination for Swine	November 4, 2024



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

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

VIII. OTHER FUNCTIONS

ISSUED MEMO	SUBJECT	MEMO FOR	DATE ISSUED	REMARKS
Memo #13	Submission of updated Organizational Chart and Training Needs Analysis (TNA) for 2025	All Offices	Oct. 8, 2024	
PREPARED BY:  <u>QUENNIE A. COMA</u> HRMO-III		APPROVED BY:  <u>JANETTE A. CASTILLEJO</u> Provincial Human Resource Management Officer		