

	HUMAN RESOURCE MANAGEMENT OFFICE	February
		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

II. PROCESSED APPOINTMENTS (New Appointment/Promotion)

NAME OF APPOINTEE	POSITION TITLE	EMPLOYMENT STATUS (Permanent, Coterminus, Temporary)	DEPARTMENT	EFFECTIVITY OF APPOINTMENT	SALARY RATE
GUILLERMO MARIA B. DY, JR.	Local Assessment Operations Officer IV	Permanent	Provincial Assessor's Office	February 1, 2024	P71,511.00
LORENZO CHARLES A. JUCAR	Local Assessment Operations Officer IV	Permanent	Provincial Assessor's Office	February 1, 2024	P71,511.00
RUFA MAE M. TELAN	Administrative Aide VI (Clerk III)	Permanent	Provincial Human Resource Management Office	February 1, 2024	P17,553.00
JAY-AN T. ANTONIO	Administrative Aide I (Utility Worker I)	Permanent	Provincial Governor's Office	February 1, 2024	P13,000.00
JOGITE M. GUMARU	Administrative Aide II (Messenger)	Permanent	Provincial Governor's Office	February 1, 2024	P13,819.00
CHRISTIAN G. SIA	Driver I	Coterminous	Provincial Governor's Office	February 1, 2024	P14,678.00
JOY B. BINAG	Administrative Aide IV (Communications Equipment Operator I)	Permanent	Provincial Governor's Office	February 16, 2024	P15,586.00
FREDELIZA O. PINTUCAN	Private Secretary I	Coterminous	Provincial Vice Governor's Office	February 16, 2024	P27,000.00

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
Philippine Government Accounting Standards	ALFA C. CARIAGA	Internal Auditor I	Provincial Internal Audit and Control Office	Jan. 31, 2024 to Feb. 2, 2024
	KATHLEEN MAE I P. PUMA	Internal Auditor I		
Orientation and Planning Workshop on RRP-CCAM thru Cash for Work/Training CY-2024	BLADIMIR A. PINTUCAN	CDO II	ENRO	February 6, 2024
	JAY AR A. PABIA	CDA II	ENRO	February 6, 2025
	MAUREEN JOY B. TALOSIG	Nursing Attendant	PDRRMO	February 6, 2026
Advance Acupuncture Trng. For HC Workers	FRANCISCO, APRIL JOY S.	Nurse II	Provincial Health Office-Field Health Services	February 5-9, 2024
Psychological First Aid Training	BENITEZ, JAY AR P.	Nurse II	Provincial Health Office-Field Health Services	February 13-14, 2024
	SORIANO, MARIA FLORESSA P.	Nurse II		
	NORIEGA, CHERYL GRACE	Nurse II		
88th Nat'l. Convention and Seminar Workshop of the Philippine Association of Local Treasurers and Assessors (PHALTRA)	GURAY, FELIPE O.	Tax Mapper IV	Assessor's Office	February 20 -23, 2024
	DY, GUILLERMO MARIA JR. B.	Local Assessment Operations Officer IV		
Training of Trainers on the Fit for work and Gender Training Modules	CRISOLOGO, GRACE R.	Nurse II	Provincial Health Office-Field Health Services	February 26-29, 2024
Conflict Resolution and Mediation in the Workplace	CARIAGA, CLIVE HENDELSON F.	Attorney III	Provincial Legal Office	February 28-29, 2024
	CASTILLEJO, JANETTE A.	PHRMO	Provincial Human Resource Management office	
	LOPEZ, RIENER P.	HRMO-I		
Training on Good Hygienic Slaughtering Practices	MYLA T. TULIAO	Farm worker I	Provincial Veterinarian's Office	February 26-28, 2024
Training of Trainers on Solar powered Irrigation System Installation, Maintenance & Management for AEWs	ELOISA A. SORIANO	Cont'l. Agricultural Engineer	Provincial Agriculturist Office	February 19-23, 2024
Training on Package of Technology in Aquaculture for Pond Based Techno Demo Cooperators	BOOTS F. FERNANDEZ	Aquaculturist Center Chief I	Provincial Agriculturist Office	February 21-23, 2024
	NERIZA M. MATA	Aquaculturist I	Provincial Agriculturist Office	February 21-23, 2024
	EDMUND I. VERZOSA	Farmer I	Provincial Agriculturist Office	February 21-23, 2024

IV. EMPLOYEE ORIENTATION

NAME OF PARTICIPANTS	POSITION	DEPARTMENT	CONDUCTED BY (NAME OF HR PERSONNEL)
LUZIA NICOLE L. FERRER	Nutritionist Dietitian	GFNDYMH	Janette A. Castillejo
EUNICE MARIE E. MARAMAG	Admin. Aide III	Isabela Sch. for the Blind	Janette A. Castillejo
MARIANNE G. PALASPAS	Admin. Aide III	GFNDYMH-Malasakit Center	Janette A. Castillejo
BERNADETTE A. SALINAS	Admin. Aide III	Isabela Sch. for the Blind	Janette A. Castillejo
JAY AR PALAFOX	Driver	Accounting Office	Janette A. Castillejo
JOYCE BERNADETH B. SANGWIN	Nurse Contractual	CDH	Janette A. Castillejo
PRINCE ACE L. CUTARAN	Admin. Aide III	SMCH	Janette A. Castillejo
ROMNICK M. RAMIREZ	Admin. Aide III	PGO-MIS	Janette A. Castillejo
MARK JULIUS MANINGAS	Nurse	SMCH	Janette A. Castillejo
JULIUS HILARIO	Nurse	SMCH	Janette A. Castillejo
SHYRELL B. RANOLO	Admin. Aide II	ITO	Janette A. Castillejo

V. SUBMISSION OF POST TRAINING REPORT

NAME OF EMPLOYEE	POSITION	TITLE OF TRAINING/SEMINAR	DATE SUBMITTED
Bladimir A. Pintucan	CDO II	Orientation and Planning Workshop on RRP-CCAM thru Cash for Work/Training CY-2024	February 6, 2024
Jay Ar A. Pabia	CDA II		February 6, 2024
Maureen Joy B. Talosig	Nursing Attendant		February 6, 2024
FRANCISCO, APRIL JOY S.	Nurse II	Advance Acupuncture Trng. For HC Workers	February 5-9, 2024
BENITEZ, JAY AR P.	Nurse II	Psychological First Aid Training	February 13-14, 2024
SORIANO, MARIA FLORESSA P.	Nurse II		
NORIEGA, CHERYL GRACE	Nurse II		
GURAY, FELIPE O. DY, GUILLERMO MARIA JR. B.	Tax Mapper IV Local Assessment Operations Officer IV	88th Nat'l. Convention and Seminar Workshop of the Philippine Association of Local Treasurers and Assessors (PHALTRA)	February 20 -23, 2024
CRISOLOGO, GRACE R.	Nurse II	Training of Trainers on the Fit for work and Gender Training Modules	February 26-29, 2024
CARIAGA, CLIVE HENDELSON F.	Attorney III	Conflict Resolution and Mediation in the Workplace	February 28-29, 2024
CASTILLEJO, JANETTE A.	PHRMO		
LOPEZ, RIENER P.	HRMO-I		
MYLA T. TULIAO	Farm worker I	Training on Good Hygienic Slaughtering Practices	February 26-28, 2024

ELOISA A. SORIANO	Cont'l. Agricultural Engineer	Training of Trainers on Solar powered Irrigation System Installation, Maintenance &	February 19-23, 2024
BOOTS F. FERNANDEZ	Aquaculturist Center Chief I	Training on Package of Technology in Aquaculture for Pond Based Techno Demo Cooperators	February 21-23, 2024
NERIZA M. MATA	Aquaculturist I		
EDMUND I. VERZOSA	Farmer I		
ALFA C. CARIAGA	Internal Auditor I	Philippine Government Accounting Standards	Jan. 31, 2024 to Feb. 2, 2024
KATHLEEN MAE I P. PUMA	Internal Auditor I		

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
Hosted HRM Practitioners Meeting	Regular Monthly Meeting for Isabela LGUs Human Resource Management Practitioners (HRMP)	Scheduled Programs and Activities for 2024

VIII. OTHER FUNCTIONS

ISSUED MEMO	SUBJECT	MEMO FOR	DATE ISSUED	REMARKS
Memo # 04	Submission of Five (5) days Scheduled Mandatory/Forced Leave	All Officials/ Chief of Hospitals and Regular Employees	February 26, 2024	
PREPARED BY:		APPROVED BY:		
<u>(SGD.) QUENNIE A. COMA</u> HRMO-III		<u>(SGD.) JANETTE A. CASTILLEJO</u> Provincial Human Resource Management Officer		