

	HUMAN RESOURCE MANAGEMENT OFFICE	January
		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
KIM PATRICK G. AGBAYANI	Provincial Government Department Head	Permanent	Provincial Safety Office	January 2, 2024	116,040.00/mo.
ALFA C. CARIAGA	Internal Auditor I	Permanent	Provincial Internal Audit and Control Office	January 2, 2024	27,000.00/mo.
KATHLEEN MAY I. PUMA	Internal Auditor I	Permanent	Provincial Internal Audit and Control Office	January 2, 2024	27,000.00/mo.
QUENNIE A. COMA	AO-V (HRMO-III)	Permanent	Provincial Human Resource Management Office	January 2, 2024	46,725.00/mo.
DALISAY A. BALIGOD	Senior Environmental Mgmt. Specialist	Permanent	Environment and Natural Resources Office	January 2, 2024	46,725.00/mo.
SHIRLEY S. SIA	Community Development Officer III	Permanent	Environment and Natural Resources Office	January 2, 2024	46,725.00/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
Leadership Strategic Thinking Conflict Resolution & effective Handling of Employees	Joyce N. Cabalonga	Community Development Officer II	ENRO	January 24-26, 2024

IV. EMPLOYEE ORIENTATION

NAME OF PARTICIPANTS	POSITION	DEPARTMENT	CONDUCTED BY (NAME OF HR PERSONNEL)
Jovilyn T. Realce	Nurse I	GFNDYMH	Janette A. Castillejo
Gretchen Joy R. Villamor	Nurse I	GFNDYMH	Janette A. Castillejo
Noel Nesson M. Dela Rosa	Nurse I	GFNDYMH	Janette A. Castillejo
Joyce Ann M. Ventura	Nurse I	GFNDYMH	Janette A. Castillejo
Sheila Bernardo	Nurse I	GFNDYMH	Janette A. Castillejo
Athena Bernice Dee Dalog	Nurse I	GFNDYMH	Janette A. Castillejo
Precious R. Bulan	Nurse I	GFNDYMH	Janette A. Castillejo
Maribel Abarra	Nurse I	GFNDYMH	Janette A. Castillejo
Precious Honey Galapon	Nurse I	GFNDYMH	Janette A. Castillejo

V. SUBMISSION OF POST TRAINING REPORT

NAME OF EMPLOYEE	POSITION	TITLE OF TRAINING/SEMINAR	DATE SUBMITTED
Joyce N. Cabalonga	Community Development Officer II	Leadership Strategic Thinking Conflict Resolution & effective Handling of Employees	January 31, 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

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

VIII. OTHER FUNCTIONS

ISSUED MEMO	SUBJECT	MEMO FOR	DATE ISSUED	REMARKS
Memo No . 1	Submission of OPCR & IPCR	Officials and Employees	January 2, 2024	
Memo No. 2	Submission of updated PDS	All Department Heads and Employees	January 15, 2024	
Memo No. 3	Submission of SALN as of December 31, 2023	Officials and Employees	January 29, 2025	
PREPARED BY: (SGD) <u>QUENNIE A. COMA</u> HRMO-I		APPROVED BY: (SGD.) <u>JANETTE A. CASTILLEJO</u> Provincial Human Resource Management Officer		