

	<b>HUMAN RESOURCE MANAGEMENT OFFICE</b>	<b>November</b>
		<b>MONTH</b>
	<b>Accomplishment Report</b>	<b>2024</b>
		<b>YEAR</b>

## I. SCREENING & SELECTION

TARGET DEPARTMENT	NAME OF CANDIDATES	PURPOSE OF SCREENING	NATURE OF APPOINTMENT (Original / Promotion / Transfer / Reemployment / Reappointment)	PRESENT POSITION	TARGET POSITION
Provincial Assessor's Office	Jenny Flor T. Manantan	Interview and Assessment	Permanent	Attorney IV	PGADH
Provincial Assessor's Office	Ferdinand P. Ramos	Interview and Assessment	Permanent	Tax Mapper II	Tax Mapper III
PPDO	Jessica R. Huidem	Interview and Assessment	Permanent	Admin. Aide IV	Admin. Asst. I (Bookbinder III)
PPDO	Jonabel B. Delos Reyes	Interview and Assessment	Permanent	Admin. Aide I	Admin. Asst. I (Bookbinder III)
PPDO	Joel E. Aguda	Interview and Assessment	Permanent	Admin. Aide IV	Admin. Asst. I (Bookbinder III)
PPDO	Maria Teresa V. Noveda	Interview and Assessment	Permanent	Admin. Aide II	Admin. Aide IV (CEO-I)
PPDO	Marilyn A. Soliven	Interview and Assessment	Permanent	COS-AA-IV	Admin. Aide IV (CEO-I)
PPDO	Krizel B. Terrenal	Interview and Assessment	Permanent	COS-AA-III	Admin. Aide IV (CEO-I)
PEDIPO	Ma. Gloria L. Daluddung	Interview and Assessment	Permanent	n/a	Supervising Admin. Officer
PEDIPO	Atty. Jumen G. Tamayo	Interview and Assessment	Permanent	n/a	Supervising Admin. Officer
PEDIPO	Shynne Cecille C. Arao	Interview and Assessment	Permanent	n/a	Supervising Admin. Officer
PGO-ABED	Philip R. Foronda	Interview and Assessment	Permanent	Engineer I	Engineer II
PGO-ABED	Eloisa I. Soriano	Interview and Assessment	Permanent	COS-Agri. Eng'r.	Engineer II
PGO-ABED	Marjory G. Mallillin	Interview and Assessment	Permanent	COS-Agri. Tech.	Engineering Assistant
PGO-ABED	Zyrenn M. Irigayen	Interview and Assessment	Permanent	n/a	Engineering Assistant
Provincial Legal Officer	Kizza Mae P. Bulauan	Interview and Assessment	Permanent	COS-Legal Assistant	Legal Assistant II

<b>Provincial Legal Officer</b>	Shannen Mei P. Gerardo	Interview and Assessment	Permanent	COS-Legal Researcher	Legal Assistant I
<b>Provincial Legal Officer</b>	Gwyneth B. Soriano	Interview and Assessment	Permanent	n/a	Legal Assistant I
<b>Provincial Legal Officer</b>	Justin Remicon G. Mallabo	Interview and Assessment	Permanent	n/a	Legal Assistant I
<b>Provincial Legal Officer</b>	Dianne Ashley G. Benitez	Interview and Assessment	Permanent	n/a	Legal Assistant I
<b>Provincial Legal Officer</b>	Maria Kristel Carra T. Bartolome	Interview and Assessment	Permanent	Admin. Aide IV	Computer Operator II
<b>Provincial Legal Officer</b>	Jay Eduard J. Viesca	Interview and Assessment	Permanent	Admin. Aide IV	Computer Operator II
<b>Provincial Legal Officer</b>	Carl Francis A. Alindayu	Interview and Assessment	Permanent	Admin. Aide I	Clerk I
<b>Provincial Legal Officer</b>	Onorin C. Caneran	Interview and Assessment	Permanent	COS-Admin. Aide III	Clerk I
<b>Provincial Legal Officer</b>	Chinie G. Noriega	Interview and Assessment	Permanent	n/a	Clerk I
<b>Provincial Legal Officer</b>	Dondi Al B. Cauan	Interview and Assessment	Permanent	Internal Auditor I	Internal Auditor II
<b>Provincial Legal Officer</b>	Riener P. Lopez	Interview and Assessment	Permanent	HRMO-I	Records Officer II
<b>Provincial Legal Officer</b>	Crissa A. Buensuceso	Interview and Assessment	Permanent	COS-ADAS III	HRMO-I
<b>Provincial Legal Officer</b>	Kaecy L. Salinas	Interview and Assessment	Permanent	COS-Admin. Aide III	Admin. Aide I

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

NAME OF APPOINTEE	POSITION TITLE	EMPLOYMENT STATUS (Permanent, Coterminus, Temporary)	DEPARTMENT	EFFECTIVITY OF APPOINTMENT	SALARY RATE
MA. GLORIA L. DALUDDUNG	Supervising Administrative Officer	Permanent	PEDIPO	November 25, 2024	71,511.00/mo.
DANNY A. RICO	Administrative Aide IV	Permanent	Provincial Secretary	November 18, 2024	16,209.00/mo.
KARINETH G. TUGADE	LLSO-I	Permanent	Provincial Secretary	November 18, 2024	28,512.00/mo.
JOSELITO V. JOSE	LLSO-II	Permanent	Provincial Secretary	November 18, 2024	32,870.00/mo.
MARK FRANCIS D. PELICANO	Administrative Aide I	Permanent	Provincial Secretary	November 18, 2024	13,530.00/mo.
CARL FRANCIS A. ALINDAYU	Clerk I	Permanent	PLO	October 28, 2024	15,265.00/mo.
MARIA KRISTEL CARRA T. BARTOLOME	Computer Operator II	Permanent	PLO	October 28, 2024	22,219.00/mo.
KIZZA MAE P. BULAUAN	Legal Assistant II	Permanent	PLO	October 28, 2024	30,705.00/mo.
SHANNEN MEI P. GERARDO	Legal Assistant I	Permanent	PLO	October 28, 2024	24,381.00/mo.

## III. TRAINING

## A. IN-HOUSE

TITLE OF TRAINING/SEMINAR	NAME OF PARTICIPANTS	POSITION TITLE	DEPARTMENT	TRAINING DURATION
Values Development Training	Eloisa Gee Pagallaman	EA-IV	PGO	Nov. 19-20, 2024
Values Development Training	Liwayway Quibuyen	AA-I	PGO	
Values Development Training	Rosemarie P. Tandayu	AA-I	PGO	
Values Development Training	Debralis R. Cabico	AA-I	PGO	
Values Development Training	Jonash Hapinat	ADAS-I	PESO	
Values Development Training	Kaili Kim Soriano	Labor and Employment Asst.	PESO	
Values Development Training	Evelyn P. Catalonia	AA-I	PESO	
Values Development Training	Carmina P. Mamuri	Labor and Employment Asst.	PESO	
Values Development Training	Giovanni Lumaban	Labor and Employment Asst.	PESO	
Values Development Training	Cynthia Cacabelos	Labor and Employment Officer	PESO	
Values Development Training	Leriza B. Del Rosario	Proj. Evaluation Asst.	ICDO	
Values Development Training	Minet Ayrel P. Castañeda	Dev't. Mgmt. Officer	ICDO	
Values Development Training	Christopher H. Rapadas	AA-II	ICDO	
Values Development Training	Clarisa K. Medina	AA-IV	ICDO	
Values Development Training	Grace V. Lacambra	AA-IV	ICDO	
Values Development Training	Joenard C. Maulit	AA-IV	ICDO	
Values Development Training	Jose Reniedo	AA-IV	ICDO	Nov. 19-20, 2024
Values Development Training	Maria victoria S. Bartolome	AO-I	PGSO	
Values Development Training	Jesrael P. Aguinaldo	AA-IV	PGSO	
Values Development Training	Angelito L. Samson	AA-I	PGSO	
Values Development Training	Terrence Calibuso	AA-I	PGSO	
Values Development Training	Erika B. Aguilar	AA-IV	PGSO	
Values Development Training	Michelle Ann D. Dumalanta	UW	PYDO	
Values Development Training	Reynjo Pertubal	AA-III	PYDO	
Values Development Training	Hilfred Jack Zipagan	Civil Engr.	OPE	
Values Development Training	Allysa Joy G. Cacdac	Civil Engr.	OPE	
Values Development Training	Rochelle Eunice Lagundi	AA-IV	OPE	
Values Development Training	Jessica Cabaccan	Civil Engr.	OPE	

Values Development Training	Robe Andrew Cagayan	Civil Engr.	OPE	Nov. 19-20, 2024
Values Development Training	Sheila Anne Dela Cruz	AA-VI	OPE	
Values Development Training	Jay Patrick Malano	Civil Engr.	OPE	
Values Development Training	Joyce Ann Ammugauan	Civil Engr.	OPE	
Values Development Training	May Ann V. Martin	Admin. Aide VI	PCLEDO	
Values Development Training	Sarah Isabelle C. Inocencio	AA-VI	PCLEDO	
Values Development Training	Hazel T. Andres	AA-III	PCLEDO	
Values Development Training	Annaliza N. Tumamao	ADAS II	PCLEDO	
Values Development Training	Wilmer Antonio	AA-III	PCLEDO	
Values Development Training	Fredeliza O. Pintucan	PS-I	PCLEDO	
Values Development Training	Michelle A. Castillejo	AA-IV	PEDIPO	
Values Development Training	Mariane Maine L. Balubal	AA-III	PEDIPO	
Values Development Training	Cherry Ann F. beltran	AA-IV	PEDIPO	
Values Development Training	Nilda D. Limbauan	Bookbinder II	Assessor	
Values Development Training	Kristine Kate L. Ramos	Assessment Clerk II	Assessor	
Values Development Training	Aaron Joshua Duran	AA-III	Assessor	
Values Development Training	Cherry M. Dayag	AA-I	Assessor	
Values Development Training	Alvin John Matutino	Nurse	Jail	
Values Development Training	Jesamae B. Baccay	Nurse	Jail	
Values Development Training	Aldrin Aaron Tamang	Photographer	PIO	
Values Development Training	Mark Kevin Dela Cruz	AA-VI	PIO	Nov. 19-20, 2024
Values Development Training	Cerafin Buraga	Electrician I	CMO	
Values Development Training	Nardo Agcaoili	AA-I	CMO	
Values Development Training	Alfa Cariaga	Internal Auditor I	PIACO	
Values Development Training	Yra Rivero	AA-IV	Admin.	
Values Development Training	Polyanna Zoreen B. Garelo	AA-III	Admin.	
Values Development Training	Francisco Rivero, Jr.	Social Welfare Aide	PSWD	
Values Development Training	John Ian C. Espejo II	Engineer I	ENRO	
Values Development Training	Vanessa Balmes	ADAS I	ENRO	

<b>Values Development Training</b>	Caila D. Curibang	CDA I	ENRO	
<b>Values Development Training</b>	Raychella C. Arguelles	ADAS II	ENRO	
<b>Values Development Training</b>	Marry Grace D. Suguitan	AA-I	ITO-IML	
<b>Values Development Training</b>	Natalie C. Almazan	Sr. Tourism Operations Officer	ITO	
<b>Values Development Training</b>	Exiquiel A. Quilang	AO-IV	PIO	
<b>Values Development Training</b>	Angelyn C. Salazar	Attorney IV	PLO	
<b>Values Development Training</b>	Candice G. Galarpez	HEPO II	IPHO	Nov. 19-20, 2024
<b>Values Development Training</b>	Blaise Mar B. Castañeda	Sanitation Inspector IV	IPHO	
<b>Values Development Training</b>	Kristel Balisi	Pharmacist	IPHO	
<b>Values Development Training</b>	Arnold Frogoso. Jr.	Nurse	IPHO	
<b>Values Development Training</b>	Lourdes Z. Dela Cruz	Midwife	IPHO	
<b>Values Development Training</b>	Arlene D. Martinez	HEPO III	IPHO	
<b>Values Development Training</b>	Alfa Cabang	AA-1	IPHO	
<b>Values Development Training</b>	Genevie Taguba	Dentist I	IPHO	
<b>Values Development Training</b>	Mark Languido	AA-1	IPHO	
<b>Values Development Training</b>	Imelda A. Dela Cruz	Sanitation Inspector I	IPHO	
<b>Values Development Training</b>	Michael P. Ong	AA-IV	GFNDY	
<b>Values Development Training</b>	Alejandro R. Caro, Jr.	AA-I	GFNDY	
<b>Values Development Training</b>	Maria Luzviminda E. Balmaceda	Nurse II	GFNDY	
<b>Values Development Training</b>	Shirley A. Bustillos	NA-II	GFNDY	
<b>Values Development Training</b>	Shela A. Agudong	Nurse I	GFNDY	
<b>Values Development Training</b>	Benedict S. Munoz	Nurse I	GFNDY	
<b>Values Development Training</b>	Roann L. Francisco	Nurse I	GFNDY	
<b>Values Development Training</b>	Cedric B. Del Rosario	AA-II	GFNDY	
<b>Values Development Training</b>	Maricel Castro	Midwife I	GFNDY	

<b>Values Development Training</b>	Riza J. Borces	AA-IV	GFNDY	Nov. 19-20, 2024
<b>Values Development Training</b>	Harries S. Acosta	Nurse	GFNDY	
<b>Values Development Training</b>	Shedfrey Sambayon	PT	GFNDY	
<b>Values Development Training</b>	Lloyd Eugenio	Dentist II	CDH	
<b>Values Development Training</b>	Joy G. Albano	Nurse III	CDH	
<b>Values Development Training</b>	Ollie c. Dela Cruz	Nurse IV	CDH	
<b>Values Development Training</b>	Rachel Uy	Nut. Dietitian II	CDH	
<b>Values Development Training</b>	Elinor A. Quinto	Pharmacist II	CDH	
<b>Values Development Training</b>	Marie Grace P. Accad	Med. Tech.	CDH	
<b>Values Development Training</b>	Olive F. sabado	Nurse I	CDH	
<b>Values Development Training</b>	Marjorie B. Marquez	ADAS II	CDH	
<b>Values Development Training</b>	Myrna J. Ko	AO-IV	CDH	
<b>Values Development Training</b>	Alva A. Alvarado	DEMO	CDH	
<b>Values Development Training</b>	Antonette Talosig	AA-III	CDH	
<b>Values Development Training</b>	Cleofas Reina Paula Charissa Baniaga	Rad. Tech. I	CDH	
<b>Values Development Training</b>	Magdalena A. Salem	AA-I	CDH	
<b>Values Development Training</b>	Rena Joy Acebo	Nurse I	CDH	
<b>Values Development Training</b>	Nelson G. Lucas	AA-VI	CDH	
<b>Values Development Training</b>	Wyndyll Lagguerta	AA-III	CDH	
<b>Values Development Training</b>	Rannie Bartolome	AA-III	CDH	
<b>Values Development Training</b>	Rodelyn C. Relente	SWO-I	CDH	
<b>Values Development Training</b>	Gerard M. Laggui	Lab. Aide II	MADH	

<b>Values Development Training</b>	John Paul M. Macoco	Nurse I	MADH	
<b>Values Development Training</b>	Joselyn C. Dungca	AA-III	MADH	
<b>Values Development Training</b>	Nikka Gannaban	AA-II	MADH	
<b>Values Development Training</b>	June C. Tarayao	AA-III	MADH	
<b>Values Development Training</b>	Carolyn C. Tarayao	NA-II	MADH	
<b>Values Development Training</b>	Al Jude Binag	Med. Tech.	MADH	
<b>Values Development Training</b>	Ethel jimenez	AA-II	MADH	
<b>Values Development Training</b>	Tricia Mae Morillo	Nurse	MADH	Nov. 19-20, 2024
<b>Values Development Training</b>	Maryjane Cabalza	AA-III	MADH	
<b>Values Development Training</b>	Maybelyn S. Acoba	NA-I	MADH	
<b>Values Development Training</b>	Glydel C. Placido	AA-II	MADH	
<b>Values Development Training</b>	Ner Christian P. Allam	AA-II	MADH	
<b>Values Development Training</b>	Mary Jane Dalafu	Med. Equipt. Tech. II	MADH	
<b>Values Development Training</b>	Kurt Yyan Donato	AA-III	PSH	
<b>Values Development Training</b>	John Ray Angelo P. Acpal	Nurse I	PSH	
<b>Values Development Training</b>	Remedios Donato	Nurse II	PSH	
<b>Values Development Training</b>	William Quillope	AA-III	PSH	
<b>Values Development Training</b>	Olivia G. Ay-Ayen	MO-III	EDH	
<b>Values Development Training</b>	Venus T. Alberva	AA-I	EDH	
<b>Values Development Training</b>	Monalene M. Baquiran	Med. Tech. I	EDH	
<b>Values Development Training</b>	Karen Joy Urbano	NA-I	EDH	
<b>Values Development Training</b>	Magda Valdez	AA-I	EDH	
<b>Values Development Training</b>	Jennifer R. Saet	Pharmacist	EDH	

<b>Values Development Training</b>	Mary Ann Eugenio	Nurse I	EDH
<b>Values Development Training</b>	Benjie Singun	AA-I	EDH
<b>Values Development Training</b>	Carl Abad	Nurse I	EDH
<b>Values Development Training</b>	Maria Angela Oidem	Nurse I	EDH
<b>Values Development Training</b>	Kim Pascua	Nurse I	EDH
<b>Values Development Training</b>	Ana Lee Pine	Nurse I	EDH
<b>Values Development Training</b>	Romeo Pimentel	AA-III	EDH
<b>Values Development Training</b>	Katherine Ann G. Casino	AO-III	MARDH
<b>Values Development Training</b>	Ricanora M. Parallag	Pharmacist II	MARDH
<b>Values Development Training</b>	Ronald M. Armas	AA-I	MARDH
<b>Values Development Training</b>	Fredelindo L. Caranzo, Jr.	Security Guard I	MARDH
<b>Values Development Training</b>	Herwilyn Dalog	Nurse	MARDH
<b>Values Development Training</b>	Karla May D. Velasco	NA	MARDH
<b>Values Development Training</b>	Richard Lamorena	Nurse I	MARDH
<b>Values Development Training</b>	Ronard A. Pascua	UW	MARDH
<b>Values Development Training</b>	Gretchen S. Benito	AA-III	MARDH
<b>Values Development Training</b>	Maria Lorena Y. Lintao	Med. Tech. I	MARDH
<b>Values Development Training</b>	Jernean Pacis	Nurse I	MARDH
<b>Values Development Training</b>	Samuela Priscila Tagle	Midwife I	SMCH
<b>Values Development Training</b>	Lani G. Baldicanas	Nurse I	SMCH
<b>Values Development Training</b>	Jonard IT Castillejo	Security Guard I	SMCH
<b>Values Development Training</b>	Lalaine L. Velasco	Nurse	SMCH
<b>Values Development Training</b>	Quennie Golda G. Buguina	Nurse I	SMCH
<b>Values Development Training</b>	Mary Kenette R. Vinasoy	AA-I	SMCH
<b>Values Development Training</b>	Marian c. Jacinto	Nurse I	SMCH
<b>Values Development Training</b>	Edwin Buguina	AA-I	SMCH
<b>Values Development Training</b>	Michelle Ann D. Dumalanta	UW	PYDO
<b>Values Development Training</b>	Reynjo Pertubal	AA-III	PYDO

Nov. 19-20, 2024



<b>Values Development Training</b>	Ryan Edizar Villarta	Nurse II	CDH	Nov. 19-20, 2024
<b>Values Development Training</b>	Bonavy Andres	ADAS II	CDH	
<b>Values Development Training</b>	Dyna Dumaliang	Nurse I	EDH	
<b>Values Development Training</b>	Sheena Marie Cabalonga	Agriculturist I	GFNDY	
<b>Values Development Training</b>	Imelda S. Cagata	Nursing attendant I	GFNDY	
<b>Values Development Training</b>	Conley Alaska	Admin. Aide III	GFNDY	
<b>Values Development Training</b>	Kristal Anne Lugo	Admin. Aide III	GFNDY	
<b>Values Development Training</b>	Jaqueline Daquioag	Admin. Aide II	GFNDY	
<b>Values Development Training</b>	Kyrille Azurin	Nurse	GFNDY	
<b>Values Development Training</b>	Francis Laggui	Nurse I	MARDH	
<b>Values Development Training</b>	Ian King Bueno	Nurse I	MARDH	
<b>Values Development Training</b>	Christine Navalta	Nurse I	MARDH	
	Nikki Rose Bautista	Civil Engr.	OPE	
<b>Values Development Training</b>	Jezreal fernandez	Civil Engr.	OPE	
<b>Values Development Training</b>	Glensaint Valeroso	Admin. Aide III	PCLEDO	
<b>Values Development Training</b>	Kurt Bryan Bernardo	ADAS II	PSH	

**B. HOSTED BY OTHER GOVERNMENT AGENCIES OR PRIVATE INSTITUTIONS**

<b>TITLE OF TRAINING/SEMINAR</b>	<b>NAME OF PARTICIPANTS</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>TRAINING DURATION</b>
Basic Life Support and Standard First Aide Trng.	Jay Ar P. benitez	Nurse II	IPHO	November 26, 2024
CY 2024 Membership Conference (MC ) with the Theme: Embracing the Digital Transformation of Government Financial Management: elevating Innovation to new Heights	Alexis P. Guzman Joseph M. Puzon	Admin. Aide VI Admin. Aide VI	PGSO PGSO	November 20-22, 2024
Advanced Acupuncture Training	April Joy S. Francisco	Nurse I	IPHO	November 18-22, 2024
International Program On Agriculture & Exhibitions on Agriculture Machineries, Equipment and Technology	Josephine U Estorquia	Executive Assistant	PGO	November 14-17, 2024
	Florence A. Agabin	Executive Assistant	PGO	
	Josefina V. Ariola	Executive Assistant	PGO	

	Oliver b. Pira, Jr.	Executive Assistant	PGO	
Integrated NCD Prevention and Con Planning Workshop and Performance Assessment of Provincial and City Health Offices on NCD Program Implementation	Jeram Caezar R. Angobung Cheryl Grace C. Noriega	Medical Officer III Nurse II		Nov. 21-22, 2024
87th RIC national Convention with the theme "Empowering rural Women to cope with Climate Change and Promote Green Economy in the Philippines.	Evangeline D. Dannug Boots F. fernandez	Supv'g Agriculturist ACC I	OPA OPA	Nov. 18-20, 2024
Malaria Refresher Training for Medical Technologist	Marvin R. Valiente	Nurse II	IPHO	November 4-8, 2024
Seminar Workshop on Cybercrime Investigation	Fokker V. Espiritu	Admin. Aide IV	Admin. Office	Nov. 7-8, 2024
Training on veterinary Epidemiology (On Wide Disease Risk Management)	Lucky P. Aguyen	Veterinarian I	PVET	Nov. 4-6, 2024
	Estenely II C. Dalit	Veterinarian I	PVET	Nov. 4-6, 2024
	Mercy P. Arcaina	Veterinarian I	PVET	Nov. 4-6, 2025
The Crucial Role of Gender and development for LGUs	Mitchel Angela T. Alvaro	SWO-I	PSWD	Nov. 5-9, 2024
Consultation and Writeshop on the updating of the Cag. Valley regional Physical Framework Plan	Maria Elena J. Sumisim	PEO-IV	PPDO	Nov. 5-6, 2024
	Lalaine C. Delmendo	Economist III	PPDO	
2024 UNAIP Electronic Reporting Training	Manuel A. Morillo	Admin. Aide IV	PVET	Oct. 31 to Nov. 1, 2024

#### IV. EMPLOYEE ORIENTATION

NAME OF EMPLOYEE	POSITION	DEPARTMENT	CONDUCTED BY (NAME OF HR PERSONNEL)
Regina T. Manalo	Admin. Aide I	PSWD-Lingap	Janette A. Castillejo
Mary Grace T. Oria	Admin. Aide II	PGO	Janette A. Castillejo
Franklin T. Aguto	Admin. Aide II	PGO	Janette A. Castillejo
KC Lyn S. Ramirez	Pharmacy Aide	GFNDYMH	Janette A. Castillejo
Kristine Ann M. Carbonel	Nurse	GFNDYMH	Janette A. Castillejo
Glenn Paul M. Taganas	Nurse	GFNDYMH	Janette A. Castillejo
Jerico M. Delos santos	Teacher	PGO-ISD	Janette A. Castillejo

## V. SUBMISSION OF POST TRAINING REPORT

NAME OF EMPLOYEE	POSITION	TITLE OF TRAINING/SEMINAR	DATE SUBMITTED
Manuel A. Morillo	Admin. Aide Vi	2024 UNAIP Electronic Reporting Training	December 3, 2024
Jay Ar P. benitez	Nurse II	Basic Life Support and Standard First Aide Trng.	
Alexis P. Guzman Joseph M. Puzon	Admin. Aide VI	CY 2024 Membership Conference (MC ) with the Theme: Embracing the Digital Transformation of Government Financial	Nov. 29, 2024
April Joy S. Francisco	Nurse I	Advanced Acupuncture Training	Nov. 27, 2024
Josephine U Estorquia	Executive Assistant	International Program On Agriculture & Exhibitions on Agriculture Machineries, Equipment and Technology	Nov. 27, 2024
Florence A. Agabin	Executive Assistant		
Josefina V. Ariola	Executive Assistant		
Oliver b. Pira, Jr.	Executive Assistant		
Evangeline D. Dannug Boots F. fernandez	Supv'g Agriculturist ACC I	87th RIC national Convention with the theme "Empowering rural Women to cope with Climate Change and Promote Green Economy in the Philippines.	Nov. 26, 2024
Marvin R. Valiente	Nurse II	Malaria Refresher Training for Medical Technologist	Nov. 18, 2024
Fokker V. Espiritu	Admin. Aide IV	Seminar Workshop on Cybercrime Investigation	Nov. 18, 2024
Lucky P. Aguyen	Veterinarian I	Training on veterinary Epidemiology (On Wide Disease Risk Management)	Nov. 13, 2024
Estenely II C. Dalit	Veterinarian I		
Mercy P. Arcaina	Veterinarian I		
Mitchel Angela T. Alvaro	SWO-I	The Crucial Role of Gender and Development for LGUs	Nov. 12, 2024
Maria Elena J. Sumisim	PEO-IV	Consultation and Writeshop on the updating of the Cag. Valley regional Physical Framework Plan	Nov. 5-6, 2024
Lalaine C. Delmendo	Economist III		

## 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

none		
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**VIII. OTHER FUNCTIONS**

ISSUED MEMO	SUBJECT	MEMO FOR	DATE ISSUED	REMARKS
none				

PREPARED BY:  <p style="text-align: center;"><b><u>(SGD.) QUENNIE A. COMA</u></b> HRMO-III</p>	APPROVED BY:  <p style="text-align: center;"><b><u>(SGD.) JANETTE A. CASTILLEJO</u></b> Provincial Human Resource Management Officer</p>
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