

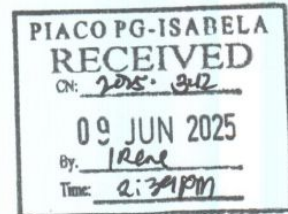


Republic of the Philippines
PROVINCE OF ISABELA
City of Ilagan

PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

June 9, 2025

ATTY. ALICIA ASHLEY B. VIGGAYAN-PINTUCAN, CPA
OIC-Provincial Internal Audit and Control Officer
Province of Isabela



Dear Madam;

Greetings!

May we respectfully submit the hereto attached copy of our **Accomplishment Report for the month of May 2025** for your ready reference.


Thank you.

For your ready reference.

Thank you.

Very truly yours,

JANETTE A. CASTILLEJO
Provincial Human Resource Management Officer

	HUMAN RESOURCE MANAGEMENT OFFICE	May
		MONTH
	Accomplishment Report	2025
		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
LEOPOLDO JARAMILIO JR.	Draftsman II	Permanent	OPE	May 2, 2025	

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 and Ethics	Atty. Maricel M. Taguba	Internal Auditor II	PIACO	May 7, 2025
Training of Trainers for Community Health Leadership Governance and Management Program	Chamille Jayne F. Claravall	Nurse II	PHO-FHS	May 25-30, 2025
Training on Nursery Establishment, Management and Accreditation	Rica Mae D. Manalo	Community Development Assistant I	ENRO	May 26-28, 2025
Seminar on Heritage Appraisal and Government Insurance	Mae Zoe R. Barillos	Museum Researcher I	ITO-Museum & Library	May 20, 2025
	Jesus Ferdinand C. Ordoñez	Museum Researcher II		
Refresher course on Malaria Microscopy Training for Medical Technologist	Rica Anna L. Valdez	Medical Technologist I	PHO-FHS	May 19-23, 2025
	Ana Jane M. Pagalilauan	Medical Technologist III	PHO-FHS	

Mental Health Gap Action Programme -Intervention Guide (MHGAPIG) Training	Cheryl Grace C. Noriega	Nurse II	PHO-FHS	May 19-23, 2025
Mass Casualty Incident Management Training	Jimmy Mar B. Gaffud	Nurse I	PSO	May 19-23, 2025
	Romanico Dagulo	Asst. DRRMO	PSO	
	Gilbert B. Bulauan	Nurse I	PSO	
Seminar on Basic Records and Archives Management for Government Agencies	Crissa A. Buensuceso	Admin. Officer II	PHRMO	May 29-30, 2025
	Rufa M. Telan	Admin. Aide VI	PHRMO	

IV. EMPLOYEE ORIENTATION

NAME OF EMPLOYEE	POSITION	DEPARTMENT	CONDUCTED BY (NAME OF HR PERSONNEL)

V. SUBMISSION OF POST TRAINING REPORT

NAME OF EMPLOYEE	POSITION	TITLE OF TRAINING/SEMINAR	DATE SUBMITTED
Atty. Maricel M. Taguba	Internal Auditor II	Leadership and Ethics	May 8, 2025
Mae Zoe R. Barillos	Museum Researcher I	Seminar on Heritage Appraisal and Government Insurance	May 27, 2025
Jesus Ferdinand C. Ordoñez	Museum Researcher II		
Jimmy Mar B. Gaffud	Nurse I	Mass Casualty Incident Management Training	May 27, 2025
Romanico Dagulo	Asst. DRRMO		
Gilbert B. Bulauan	Nurse I		
Cheryl Grace C. Noriega	Nurse II	Mental Health Gap Action Programme - Intervention Guide (MHGAPIG) Training	May 28, 2025
Chamille Jayne F. Claravall	Nurse II	Training of Trainers for Community Health Leadership Governance and Management Program	June 3, 2025
Rica Mae D. Manalo	Community Development Assistant I	Training on Nursery Establishment, Management and Accreditation	June 3, 2025
Rica Anna L. Valdez	Medical Technologist I	Refresher course on Malaria Microscopy Training for Medical Technologist	June 4, 2025
Ana Jane M. Pagalilauan	Medical Technologist III		
Crissa A. Buensuceso	Admin. Officer II	Seminar on Basic Records and Archives Management for Government Agencies	June 5, 2025
Rufa M. Telan	Admin. Aide VI		



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

ACTIVITY	DESCRIPTION	STATUS/REMARKS/ ACCOMPLISHMENT
none		

VIII. OTHER FUNCTIONS

ISSUE MEMO	SUBJECT	MEMO FOR	DATE ISSUED	REMARKS
#008	GRTA Ulirang Kawani ng Lingkod Bayan	ALL Department Heads/ Chiefs of Hospital	May 5, 2025	
PREPARED BY:  <u>QUENNIE A. COMA</u> HRMO-III		APPROVED BY:  <u>JANETTE A. CASTILLEJO</u> Provincial Human Resource Management Officer		