

	HUMAN RESOURCE MANAGEMENT OFFICE	January
		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
none					

II. PROCESSED APPOINTMENTS (New Appointment/Promotion)

NAME OF APPOINTEE	POSITION TITLE	EMPLOYMENT STATUS (Permanent, Coterminus, Temporary)	DEPARTMENT	EFFECTIVITY OF APPOINTMENT	SALARY RATE
Nadia A. Adviento	Administrative Officer I	Permanent	Accounting Office	Jan. 2, 2025	24,381.00/mo.
Gina G. Rivero	PGDH	Permanent	PSWD	Jan. 6, 2025	121,146.00/mo.
Adrian Philip S. Baysac	Executive Assistant IV	Co-Terminus	PGO	Jan. 16, 2025	74,836.00/mo.

III. TRAINING

A. IN-HOUSE

TITLE OF TRAINING/SEMINAR	NAME OF PARTICIPANTS	POSITION TITLE	DEPARTMENT	TRAINING DURATION
none				

B. HOSTED BY OTHER GOVERNMENT AGENCIES OR PRIVATE INSTITUTIONS

TITLE OF TRAINING/SEMINAR	NAME OF PARTICIPANTS	POSITION TITLE	DEPARTMENT	TRAINING DURATION
3rd Short Course on Health Information Mgmt.	Lon Mhar Saplan Marjorie B. Marquez	Nurse I OIC-Admin. Officer	CDH CDH	January 13-17, 2025

IV. EMPLOYEE ORIENTATION

NAME OF EMPLOYEE	POSITION	DEPARTMENT	CONDUCTED BY (NAME OF HR PERSONNEL)
Winnie Joy C. Maramag	MO-III	GFNDYMH	Janette A. Castillejo
Apple Jean A. Sangaribu	UW	PSO	Janette A. Castillejo
Jaymar T. Abregado	Driver	PTO	Janette A. Castillejo
Reymark C. Eda	Admin. Aide II	PGSO	Janette A. Castillejo
Jaymar P. Bulauan	Admin. Aide II	PGSO	Janette A. Castillejo

V. SUBMISSION OF POST TRAINING REPORT

NAME OF EMPLOYEE	POSITION	TITLE OF TRAINING/SEMINAR	DATE SUBMITTED
Lon Mhar Saplan Marjorie B. Marquez	Nurse I OIC-Admin. Officer	3rd Short Course on Health Information Mgmt.	January 30, 2025

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
# 001	Submission of OPCR/IPCR for 2nd semester July to December 2024	ALL Officials and Employees	January 3, 2025	
# 002	Submission of SALN as of December 31, 2024	ALL Officials and Employees	January 6, 2025	
# 003	Submission of Updated PDS	ALL Officials and Employees	January 13, 2025	
# 004	Adoption of the Revised Dress Code	ALL Officials and Employees	January 30, 2025	
PREPARED BY: <u>(SGD.) QUENNIE A. COMA</u> HRMO-III		APPROVED BY: <u>(SGD.) JANETTE A. CASTILLEJO</u> Provincial Human Resource Management Officer		