



Republic of the Philippines
PROVINCE OF ISABELA

City of Ilagan
Tel. No.: 323-0932
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PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

ACCOMPLISHMENT REPORT CY 2017

The Provincial Human Resource Management Office, serves as a clearing house of information on personnel management application policies. It provides assistance in developing and implementing programs relative to recruitment, replacement and takes all personnel actions in accordance with the constitutional provision of the CSC, pertinent laws, rules and regulations including policies, guidelines and standards that the CSC may establish and/or provide.

For budget year ending 2017 existing positions filled up in the plantilla of Personnel were Nine Hundred Seventy Seven (977) and this include the Seven (7) hospital of the province. Aside from these regular employees, we have also employed One Thousand Seven Hundred Nine (1,709) Contractual Workers both in the Provincial Capitol and the Hospitals purposely to augment health workers in order to deliver the best service to our Isabelinos,

Appointments for promotion to the different offices and hospitals has also been issued to 30 deserving and qualified employees and 64 were hired that includes original, transfer and reemployment.

For regular retirees, resigned, transferred, appointment expired, term expired and deceased, necessary assistance has been provided to Forty Five (45) regular employees concerning their separation benefits.

Daily routine activities of the department include receiving and recording of submitted and approved application of vacation and sick leave of absences with a total of Three Thousand Five Hundred Forty Three (3,543). Preparation of service records, issuances of certificate of earned leaves including leave of absence without pay and certification of employment, etc. with a total of Two Thousand Twelve (2012).

The office processed monetization of leave credits to interested provincial government officials and employees as to the approved number of days as allowed and prescribed under the law. In fact as per records on file the following employees have availed of the programs and it's still continuing as of to date.

Governor's office -----	20
Vice Governor Office ---	2
Admin. Office -----	4
POSO -----	5
PIO -----	2
SEC-----	11
PPDO -----	2
Budget Office -----	6
Accounting -----	7
Agriculturist -----	13
Assessor -----	3
PHRMO-----	2
PTO -----	14
Cooperative -----	1
ENRO-----	1
PSWD -----	6
OPE -----	21
PGSO-----	36
PSO -----	5
PVET -----	8
CMO-----	3
JAIL -----	13
GFND Hospital -----	66
PHO-Field -----	2
EDH -----	1
MDH (Cabagan)-----	17
CDH (Cauayan)-----	25
MARDH (Roxas) -----	22
San Mariano -----	8

In line with the Program on Awards and Incentives for Service Excellence (PRAISE), this office was responsible in identifying officials and employees entitlement to a LOYALTY INCENTIVES and LENGTH OF SERVICE INCENTIVES (step increment), to wit:

	STEP INCREMENT	LOYALTY INCENTIVE
Governor's office -----	2	3
Admin. Office -----	-	1
PHRMO -----	-	2
Vice Gov Office -----	1	1
SP -----	-	-
PPDO -----	-	-
Budget Office -----	1	2
Accounting -----	1	4
Agriculturist -----	4	4
Legal Office -----	-	-
Assessor -----	3	2
PTO -----	3	4
Cooperative -----	3	1
ENRO -----	1	1
PSWD -----	5	
OPE -----	29	13
PGSO -----	3	8
PVET -----	-	1
JAIL -----	1	3
CMO -----	2	2
POSO -----	-	-
PIO -----	-	-
GFND Hospital -----	18	19
PHO-Field -----	3	6
EDH -----	3	2
MDH (Cabagan) -----	2	4
CDH (Cauayan) -----	7	6
MARDH (Roxas) -----	6	5
SMMCH -----	1	-
Palanan -----	2	-

Contributory to the PGI ISO Certification 2001-2008, this office assists in the conduct of six (6) in house training to help out, refresh and enhance officials and employees for an effective and efficient delivery of basic services to the constituents of the province of Isabela, to wit:

Title of Training	# of attendees
1. Seminar on Pagka-tagapaglingkod	72
2. Seminar on Solid waste Management & Basic Office Etiquette	121
3. Seminar on Basic Office Etiquette & Project Proposal Preparation	71
4. Seminar on Pagka-Filipino	65
5. Orientation on Competence & Awareness Training	58
6. Seminar on Basic Office Procedure, Etiquette & Netiquette	130

Furthermore, the office had also conducted quarterly meeting to health personnel of the different hospitals purposely to give update on issuance and circulars on CSC law and Rules and other matters to improve the delivery of health services and monthly monitoring of OPE personnel on field to the different Barangays/municipalities. For the strict implementation of government working hours, the office continuously monitor to make use of biometric scanner machine and bundy clock purposely for employees Log-in and Log-out, thereby timekeeping records is being imposed in this way in order to minimize if not to eradicate habitual tardiness of officials and employees in the provincial government service.

Submitted by:

HORTENCIA R. GALAPON
Provincial Human Resource Management Officer