



**PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE**

**ACCOMPLISHMENT REPORT**

for the month of

**April 2018**

<b>I. PGI Employees (Clients)</b>	<b>Total</b>
PERMANENT EMPLOYEES	<b>971</b>
CONTRACTUAL EMPLOYEES	<b>1498</b>

**II. Processed Monetization, Step Increment, Loyalty**

#	OFFICES	Availed Monetization	with Step Increment	with Loyalty pay
1	Prov'l. Governor's Office	1		
3	Coastal Dev't. Office.	-		
4	PDRRMC Office	-		
6	INFO	-		
7	PGO-Library	-		
8	PGO-Museum	-		
9	PSO	-		
10	Prov'l. Jail	-		
11	Prov'l. Administrator	1		
12	PHRMO	-		
13	Vice Governor's Office	-		
14	Prov'l. Secretary's Off.	-	2	
15	Prov'l. Planning & Dev't. Off.	-		1
16	Prov'l. Budget	-	1	
17	Prov'l. Accountant	1		
18	Prov'l. Treasurer	3	1	1
19	Prov'l. Assessor	-		
20	Prov'l. Legal	-		
21	Prov'l. Social Welfare	-	4	
22	Prov'l. Agriculturist	4	1	1
23	Prov'l. Veterinarian	2		
24	ENRO	-		
25	Prov'l. Engineer	3		
26	Prov'l. Cooperatives	-	2	
27	Prov'l. Compound & Maint. Office	-		
28	Isabela Prov'l. Tourism Office	-		
29	Prov'l. General Services	1		3
30	GFNDY Sr. Memorial Hosp.	7		
31	PHO-Field	-		
32	Echague Dist. Hosp.	-		
33	Cauayan District Hosp.	1		
34	Milagros District Hosp.	3		
35	Manuel A. Roxas Dist. Hosp.	1		
36	Palanan Stn. Hosp.	-		
37	San Mariano Ext.	-		
<b>TOTAL</b>		<b>28</b>	<b>11</b>	<b>6</b>

other services

**III. Assisted & Prepares Vouchers with attachment of the ff. Retirees for the month**

	<b>Name</b>	<b>Position/Office</b>	<b>Date of Retirement /Separation</b>
1	MARFIL, MARLYN E.	PHN/GFNDY	April 3, 2018
2	RAMOS, LOLITA P.	Asst. /Assessor	April 7, 2018
3	MORILLO, CLARO III P.	AAI/Vice Gov.	April 13, 2018
4	ALICAYCAY, VILLAMOR B.	Prison Guard/Jail	April 16, 2018
5	ALBANO, ROMEO D.	AO-V/OPE	April 26, 2018

**IV. Processed Leave Application**

	<b>Offices</b>	<b>April</b>
1	GSO	7
2	OPA	11
3	ACCOUNTING	14
4	ENRO	5
5	PTO	9
6	PDRMO	1
7	TOURISM (IML)	6
8	OPE	25
9	PVET	2
10	ASSESSOR	13
11	JAIL	6
12	PSWD	5
13	PBO	4
14	VICE GOV.	2
15	Prov'l. Secretary's Office	3
16	ADMIN.	2
17	PLO	-
18	CMO	5
19	PPDO	6
20	COOP.	1
21	PHRMO	6
22	PGO	12
23	MILAGROS ALBANO DIST. HOSP.	2
24	MARDH	9
25	SMCH	5
26	GFNDYMH	12

27	PHO-FHS	11
28	EDH	5
29	CDH	12
30	Palanan Station Hospital	6
	<b>TOTAL</b>	<b>207</b>

**V. Report on Accession and Separation**

		<b>April</b>
1	<b>Accession</b>	<b>3</b>
2	<b>Separation</b>	<b>5</b>

**VI. Issued Certifications & Service Records (Walk-In clients)**

		<b>April</b>
1	Certifications	<b>69</b>
2	Service Records	<b>51</b>

<b>VII. Issued Internal Memo</b>	<b>3</b>
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**VIII. Received Application Letters** **April**

	Hospitals	14
	Offices	41

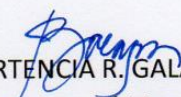
**IX. Printed, Check & Verified DTR's for Contractuals 15th & 30th Salary**

**X Publication of Vacant Position**

**XI Check & Verified DTR's for SQL, for perm. Hospital personnel (Monthly)**

**XII Consolidated Flag Raising Attendance Perm. & Cont'l.**

Submitted by:

  
**HORTENCIA R. GALAPON**  
 Provincial Human Resource and Management Officer

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