



PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

ACCOMPLISHMENT REPORT

for the month of

December 2019

I. PGI Employees (Clients)	Total
PERMANENT EMPLOYEES	1,199
CONTRACTUAL EMPLOYEES	1,130
GIP	469

II. Processed Monetization, Step Increment, Loyalty

#	OFFICES	Availed Monetization	with Step Increment	with Loyalty pay
1	Prov'l. Governor's Office			
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			
12	PHRMO			
13	Vice Governor's Office			
14	Prov'l. Secretary's Off.			
15	Prov'l. Planning & Dev't. Off.			
16	Prov'l. Budget			
17	Prov'l. Accountant			
18	Prov'l. Treasurer			
19	Prov'l. Assessor			
20	Prov'l. Legal			
21	Prov'l. Social Welfare			
22	Prov'l. Agriculturist			
23	Prov'l. Veterinarian			
24	ENRO			
25	Prov'l. Engineer			
26	Prov'l. Cooperatives			
27	Prov'l. Compound & Maint. Office			
28	Isabela Prov'l. Tourism Office			
29	Prov'l. General Services	2		
30	PIACO			
31	GFNDY Sr. Memorial Hosp.		5	
32	PHO-Field			
33	Echague Dist. Hosp.			1
34	Cauayan District Hosp.			
35	Milagros District Hosp.			
36	Manuel A. Roxas Dist. Hosp.			
37	Palanan Stn. Hosp.			
38	San Mariano Ext.			
	TOTAL	2	5	1

other services

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

	Name	Position/ Office	Date of Retirement /Separation
1	CALACIEN, EDUARDO B.	PSG II/PGSO	December 28, 2019
2	BACCAY, FIDEL B.	PSG II/PGSO	November 19, 2019
3	LUMELAY, CONRADO A.	PSG II/PGSO	December 28, 2019
4	RAMIL, ANALIZA N.	NA-I/EDH	December 26, 2019
5	SIBAYAN, REYNALDO O.	PHO-FHS	December 31, 2019
6	DELA CRUZ, EDGAR	PHO-FHS	September 1, 2019
7	MADAMBA, HEIDI B.	GFNDY	September 1, 2019
8	RICO, EDGARDO S.	ASSESOR	December 31, 2019
9	SIBAYAN, FLORECITA G.	ASSESOR	December 31, 2019
10	RIOSAS, ANDREA S.	PGO	December 1, 2019
11	CABADDU, MARIA L.	MDH	December 1, 2019
12	ORENA, PATERNO G.	MDH	December 1, 2019
13	MARAYAG, EMERITA C.	MDH	December 31, 2019
14	PAGULAYAN, HONORATA N.	MDH	December 31, 2019
15	CASTILLEJO, EVELIO M.	ACCTG	November 5, 2019
16	CUNTAPAY, BLESVIMINDA	CDH	November 1, 2019
17	BALAUAG, EVELYN	CDH	December 31, 2019
18	AMODO, CECILIA	CDH	December 31, 2019
19	MOLANO, VISITACION	CDH	December 31, 2019
20	UYAMI, ROMULO D.	OPE	December 31, 2019
21	BARTOLOME, NESTOR	OPE	December 31, 2019
22	CASTRO, THERESA M.	MARDH	December 31, 2019

IV. Processed Leave Application

	Offices	# of Filed Leave
1	GSO	19
2	OPA	18
3	ACCOUNTING	14
4	ENRO	8
5	PTO	15
6	POSO	2
8	TOURISM (IML)	9
9	OPE	22
10	PVET	13

11	ASSESSOR	14
12	JAIL	2
13	PSWD	10
14	PBO	9
16	Prov'l. Secretary's Office	5
17	Vice Gov.	0
18	ADMIN.	2
19	PLO	1
20	CMO	9
21	PPDO	8
22	COOP.	-
23	PHRMO	4
24	PGO	12
25	PIACO	2
26	PYDO	1
27	PDRRMO	-
28	MADH	23
29	MARDH	8
30	GFNDYMH	41
31	PHO-FHS	35
32	EDH	10
33	CDH	23
34	SMCH	1
35	Palanan Station Hospital	-
	TOTAL	340

V. Reported Accession and Separation

1	Accession (New & Prom.)	75
2	Separation	22

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

1	Certifications	23
2	Service Records	2

VII. Issued Internal Memo	
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VIII. Received Application Letters

	Hospitals	12
	Offices	17

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

X Publication of Vacant Position

XI Check & Verified DTR's SQL, for Perm. Hospital personnel

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

Submitted by:


HORTENCIA R. GALAPON

Provincial Human Resource and Management Officer

