



Republic of the Philippines
PROVINCE OF ISABELA
Ilagan City

PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

**ACCOMPLISHMENT REPORT
CY- 2018**

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, placement 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.

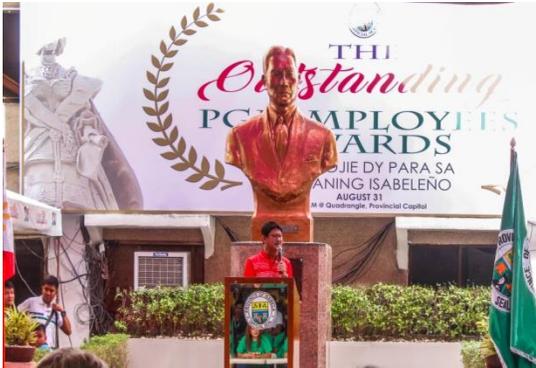
Existing positions filled up in the plantilla of Personnel Schedule were One Thousand One Hundred Twenty Six **(1,126)**, this include the Seven (7) hospitals of the province. Aside from this regular employees, we have also employed One Thousand Seven Hundred Ninety Two **(1,792)** Contractual Workers in order to deliver the best service to our Isabelenos,

Daily routine activities of the HRM includes receiving and recording of application of vacation and sick leave of absence and preparation of service records, issuances of certificate of earned leaves including leave of absence without pay and certification of employment.

Rule XVI Sec. 22 of EO 292, monetization of leave credits to interested provincial government officials and employees has been implemented not only for 15 days as allowed and prescribed under the law but it does not limit provided however reasons as stated in their request is justified. Aware of the fact that some, if not most employees of the provincial government are requiring difficulties in so far as providing for their various personnel needs, a short term but a helpful solution. As per records on file the number of employees by office have availed of the programs and it's still continuing as of todate.

For regular retirees, resigned, transferred, appointment expired, term expired and deceased, necessary assistance has been provided to expedite processes of their claims due them.

In line with the Program on Awards and Incentives for Service Excellence (PRAISE), the Human Resource Management Office was responsible in the evaluation and screening of qualified outstanding employees which we usually award during the celebration of the Governor's birthday. This award was given to all employees of every department with exemplary performance. They are given a Cash Award and Plaque of recognition.



Further, the PHRM Office was also responsible in officials and employees entitlement to a Loyalty Incentives and Length of Service Incentive (step increment), to wit;

ACCOMPLISHMENTS

Month	Processed Appointments	Processed Monetization	Step Increment	Loyalty Incentive	Processed Leave Application	Processed Terminal Leave	Issued SR/ Cert. of Employment	Received Application Letter
Jan.	-	-	25	174	261	16	231	117
Feb.	-	59	36	21	268	2	135	100
March	-	25	45	16	319	6	88	36
April	3	28	11	6	207	5	120	55
May	5	24	2	3	389	3	112	38
June	4	7	22	6	289	4	112	72
July	17	19	60	20	248	3	168	93
Aug.		19	17	5	326	-	51	75
Sept.	47	18	38	3	200	3	30	111
Oct.	9	9	25	3	516	3	20	78
Nov.		25	1	2	399	2	33	59
Dec.	2	5	7	2	213	6	14	35
TOTAL	186	238	289	261	3,635	53	1,114	869

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:

TRAININGS CONDUCTED	# of attendees
1. Seminar on Pagka-tagapaglingkod	
March 21, 2018	108
September 24, 2018	75
September 26, 2018	75
September 28, 2018	84
2. Seminar on Basic Office Procedure, Etiquette & Netiquette	
April 4, 2018	78
April 17, 2018	81

SEMINAR ON BASIC OFFICE PROCEDURE ETIQUETTE AND NETIQUETTE

APRIL 20, 2018



SEMINAR ON PAGKA-TAGAPAGLINGKOD

SEPTEMBER 24, 2018



SEMINAR ON PAGKA-TAGAPAGLINGKOD

SEPTEMBER 26, 2018



SEMINAR ON PAGKA-TAGAPAGLINGKOD

SEPTEMBER 28, 2018



PHRMO-GENDER AND DEVELOPMENT (GAD) Focal Person Ms. Hortencia R. Galapon

Incharge in determining Gender Issues, Activities, and Objectives in the province of Isabela and Coordinates with the various units/offices of the LGU and ensure their meaningful participation in strategic and annual planning exercises on GAD, including the preparation, consolidation and submission of Gad Plan and Budget GPB's and Lead the conduct of advocacy activities and development of information, education and communication (IEC) materials to ensure critical support of local elected officials, department heads and staff and stakeholders to the GFPS and to gender mainstreaming.

GENDER AND DEVELOPMENT CONGRESS

MAY 25, 2018



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 to make sure that they are at their post as stated in their Travel Order as to date and place of assignment. For strict implementation of government working hours, the office continuously monitor to make use of biometric scanner machine purposely for employees Log-in and Log-out, thereby timekeeping records is being imposed. This is one way of minimizing if not to eradicate habitual tardiness of officials and employees in the provincial government service.

HR-MONITORING TEAM



Naguilian, Isabela



Brgy. Matusalem, Roxas, Isabela



Quezon, Isabela



Brgy. Simimbaan, Roxas Isabela

Submitted by:

HORTENCIA R. GALAPON
Provincial Human Resource Management Officer

ACCOMPLISHMENT REPORT ON THE BRIGADA ESKWELA SA ISABELA 2016

On November 25, 2016, the Provincial Human Resource Management Office composed of 10 permanent and 3 contractual were dispatched at the Ilagan West Central School, San Vicente, Ilagan City, Isabela.

The activity was coordinated with Ms. Nanette Micu, city focal person as to what we can accomplish to benefit the school and to the student as well.

We arrived at the Ilagan West Central School at around 6:00 o'clock in the morning and despite the awful weather we proceeded at the front of the school and perform the cleaning of the surroundings, cutting of trees, trimming of plants.