

Sector: DEVELOPMENT ADMINISTRATION

Sub-Sector: LOCAL GOVERNANCE

Agency: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT OFFICE (HRMDO)

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HIGHLIGHTS OF ACCOMPLISHMENTS FOR CY 2005

Projects/Activities
1. Facilitated or act as a secretariat of Personnel Mechanisms activity
2. Reviewed and recommend amendments of PGB policies particularly personnel mechanisms
3. Evaluated & reviewed the presentation of the individual performance targets and ratings of all employees of the PGB
4. Coached new appointees & other employees in the preparation of performance targets and ratings
5. Issued Certification of Performance Ratings of employees for the Productivity Incentive Bonus benefit
6. Submitted Summary of Reports of Performance Ratings to the Civil Service Commission (CSC)
7. Monitored the submission of different required personnel-related reports / documents and consolidate for evaluation
8. Submitted evaluation reports on violations of different work policies such as absenteeism, tardiness, pass slips, wearing of uniform and attendance to flag ceremonies and other activities
9. Followed-up requirements of probationary employees
10. Conducted audit with the Audit Team to all offices in the implementation and compliance of policies, rules and regulations
11. Consolidated audit reports from the teams to the Chief HRMO for appropriate action
12. Conducted/facilitated training & other capability building activities
13. Prepared training designs/proposals
14. Data banking of employees competencies
15. Documented trainings/meetings
16. Acted as Secretariat to HRDC
17. Updated list of potential employees for succession
18. Updated list of possible training institutions to tap in the conduct of trainings
19. Monitored the implementation of Health & Safety Programs: <ul style="list-style-type: none"><li>• Weekly HATAW</li><li>• Annual Medical/Dental Check-up</li></ul>
20. Preparation of Training Calendar
21. Implementation of the Annual Fun Festival of the PGB
22. Updating of vacant positions
23. Facilitating of vacant positions
24. Evaluating, recording, classifying, encoding & filing of application letters
25. Facilitated in the screening of applicants
26. Consolidating and computing of rating results and PSB recommendations
27. Processing of appointments
28. Preparation and submission of ROPA to CSC
29. Preparation of Contract of Services

30. Reviewing/updating of Plantilla of Personnel
31. Updating of service card of personnel
32. Reviewing/releasing of Job Orders
33. Submission Job Orders and SEF Plantilla contracts of services to CSC
34. Preparation of PSB minutes after the conduct of the interview
35. Preparation of certification of savings of different offices for augmentation or reversion purposes
36. Safekeeping of all personnel records (201 files) of the PLGU
37. Facilitated all types of benefits of employees (monetary): <ul style="list-style-type: none"> <li>• NOSA</li> <li>• Loyalty</li> <li>• Step Increment</li> <li>• Anniversary Bonus</li> <li>• All other benefits</li> </ul>
Projects/Activities
38. Updating and preparation of Service of Records
39. Updating personnel data and personnel structure of all PLGU personnel
40. Filing of personnel records
41. Acting on clients' request for personnel records
42. Data gathering in preparation for HRIS
43. Inventory and disposal of records
44. Data banking of applicants, job order workers and contract of services
45. Issuance of certification
46. Formulation of SRP
47. Formulation of Manual
48. Processing of Leave Applications
49. Updating of leave cards
50. Review and evaluate retirement application and evaluate worksheet