

PROJECTS/ACTIVITIES

Projects/Activities	Expected Results	Target Date to Start	Target Date to Completion
1. Facilitate or act as a secretariat of Personnel Mechanisms activity	4 Committees (Grievance Machinery, CODI, PRAISE, MEC)	January	December
2. Review and recommend amendments of PGB policies particularly personnel mechanisms	4 mechanisms and 1 guideline	January	December
3. Evaluate & review the presentation of the individual performance targets and ratings of all employees of the PGB	28 offices including devolved hospitals (1,362 employees, 2 rating period per employee)	January	December
4. Coach new appointees & other employees in the preparation of performance targets and ratings	As they come	January	December
5. Issue Certification of Performance Ratings of employees for the Productivity Incentive Bonus benefit	As they come	January	December
6. Submit Summary of Reports of Performance Ratings to the Civil Service Commission (CSC)	1 Summary Report	January	December
7. Monitor the submission of different required personnel-related reports / documents and consolidate for evaluation	9 kinds of reports every month	January	December
8. Submit 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	As the need arises	January	December
9. Follow-up requirements of probationary employees	As they come	January	December
10. Conduct audit with the Audit Team to all offices in the implementation and compliance of policies, rules and regulations	28 offices including devolved hospitals and G.O. Satellite Offices	January	December
11. Consolidate audit reports from the teams to the Chief HRMO for appropriate action	As they come	January	December
12. Conduct/facilitate training & other capability building activities	As they come	January	December
13. Prepare training designs/proposals	As they come	January	December
14. Data banking of employees competencies	240 employees	January	December
15. Document trainings/meetings	As they come	January	December

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16. Act as Secretariat to HRDC	As they come	January	December
17. Update list of potential employees for succession	1 list	January	December
18. Update list of possible training institutions to tap in the conduct of trainings	1 list	January	December
19. Monitor the implementation of Health & Safety Programs: <ul style="list-style-type: none"> • Weekly HATAW • Annual Medical/Dental Check-up 	2 programs	January	December
20. Preparation of Training Calendar	1 Training Calendar	January	December
21. Implementation of the Annual Fun Festival of the PGB	1 activity	Every September	
22. Updating of vacant positions	Once in every two months	January	December
23. Facilitating of vacant positions	As the need arises	January	December
24. Evaluating, recording, classifying, encoding & filing of application letters	As they come	January	December

25. Facilitate in the screening of applicants	As they come	January	December
26. Consolidating and computing of rating results and PSB recommendations	As the need arises	January	December
27. Processing of appointments	As they come	January	December
28. Preparation and submission of ROPA to CSC	9 reports	January	December
29. Preparation of Contract of Services	100 Contracts	January	December
30. Reviewing/updating of Plantilla of Personnel	1 Plantilla	January	December
31. Updating of service card of personnel	280 service cards	January	December
32. Reviewing/releasing of Job Orders	500 Job Orders	January	December
33. Submission Job Orders and SEF Plantilla contracts of services to CSC	10 transmittals	January	December
34. Preparation of PSB minutes after the conduct of the interview	As they come	January	December
35. Preparation of certification of savings of different offices for augmentation or reversion purposes	As they come	January	December
36. Safekeeping of all personnel records (201 files) of the PLGU	1,342 active 201 files 787 passive 201 files 182 classified folders	January	December
37. Facilitate all types of benefits of employees (monetary): <ul style="list-style-type: none"> • NOSA • Loyalty • Step Increment • Anniversary Bonus • All other benefits 	As the need arises	January	December
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38. Updating and preparation of Service of Records	As they come	January	December
39. Updating personnel data and personnel structure of all PLGU personnel	As the need arises	January	December
40. Filing of personnel records	As they come	January	December
41. Acting on clients' request for personnel records	As they come	January	December
42. Data gathering in preparation for HRIS	3 data (NOSA, Loyalty, Service Records)	January	December
43. Inventory and disposal of records	As the need arises	January	December
44. Data banking of applicants, job order workers and contract of services	As the need arises	January	December
45. Issuance of certification	As the need arises	January	December
46. Formulation of SRP	1 draft	January	December
47. Formulation of Manual	1 draft	January	December
48. Processing of Leave Applications	Daily	January	December
49. Updating of leave cards	Daily	January	December

50. Review and evaluate retirement application and evaluate worksheet	As they come	January	December
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Prepared by:

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Reviewed as to consistency with Local Development Plan:

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