



Republic of the Philippines
OFFICE OF THE CITY MAYOR
HUMAN RESOURCE MANAGEMENT DIVISION
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2010 ACCOMPLISHMENT REPORT (January-December)

Records Creation & Management

Leave Administration and Certification of Payrolls

Selection and Hiring Section

Compensation & Benefits Section

Training and Staff Development

2010 PROJECTS

Personnel Component of HRMD



2010 ACCOMPLISHMENT REPORT
January - December

The Human Resource Management Division under the Office of the City Mayor is responsible in the implementation of Human Resources Management and Development Program of the City Government of Cotabato. It take all personnel actions in accordance with the **Constitutional provisions on civil service, pertinent laws and rules and regulations** including policies, guidelines and standards of the Civil Service Commission, Department of Budget and Management and Department of Interior and Local Government.

The Human Resource Management Division established an effective Human Resource Management Program for CY 2010. It has conducted continuing career and personnel development. As mandated HRMD was able to organized and implemented various personnel actions in accordance to Civil Service and other pertinent rules and regulations. As targeted was able to implement workable and effective human resources and efficient personnel actions.

Records Creation & Management

Personnel assigned in the Records Creation & Management Section of the HRMD documented, processed, issued, routed and controlled the following for the period under review:

Activity/Function	No. Accomplishment
1. Services Records	1,131
2. Certificate on Employments & Compensation	1,076
3. Certificate of Leave Credits	732
4. Memoranda	92
5. Office Orders/Reassignments	65
6. Travel Orders	498

Leave Administration and Certification of Payrolls

Generally appointive officials are entitled to leave privileges without limitation as to the number of days of vacation and sick leave that they may accumulate. Relative hereto being the central personnel unit the following were processed, recorded and check as basis for payroll Processing:

Personnel Action	No. Accomplishment
1. Leave Application (Sick /Vacation)	4,178
2. Study Leave	8
3. Daily Time Records	15,569

Selection and Hiring Section

The HRMD supervised the selection process and hiring of the most qualified applicants. Being the central personnel arm of the city, it also recommended well-deserving officials and employees for promotion.

Personnel Action	No. Accomplishment
1. Published Positions	46
2. Screened Applicants (Personnel Selection Board)	63
3. Appointments Prepared & Processed (Plantilla)	104
4. Service Contracts	913
5. Job Orders	54

Compensation & Benefits Section

This is the section assigned in the management of compensation schedule and other benefits. The Plantilla of Personnel for 2011 for the whole City Government of Cotabato was prepared and submitted for review of the City Budget Officer and prepared/ processed the following for funding :

Compensation/Benefits	No. Accomplishment
1. Payrolls Processed	3,041
2. Step Increments	105
3. Loyalty Cash Awards	83
4. Leave Monetization	36
5. Terminal Leaves	62
6. Retirement Claims (GSIS/PagIbig)	62
7. Medicare Claims	80
8. Loans (LandBank/Pagibig)	395
9. Confirmed GSIS Loans	1,235

The Economic Relief Assistance (ERA) and the Health and Medical Assistance (HEMA) was granted to all plantilla personnel and all service contracts to promote and improve the well-being of the employees to be more responsive to their duties and responsibilities.

Sourced out funds for funding additional Service Contract personnel, unclaimed and unimplemented salary step increments, loyalty cash awards and unfunded clothing allowances and terminal leaves.

Training and Staff Development

The HRMD conducted the following personnel development program and personnel intervention activity . The seminar/workshop conducted is in line with the policy of the City Government providing the employees knowledge, understanding and skills to be more responsive in the performance of their duties and responsibilities. The human resource intervention activities conducted such as the Year End Thanksgiving and Family Day and the Talent Search enhanced good working relationships between employees and the same time discover their abilities and talents in the field of singing, dancing and playing. It also promoted camaraderie and of personnel interaction and coordination.

Activity	Date	Venue	No. of Participant/ Benefeciaries
1. Seminar/Workshop on Service Excellence	Sept. 29, 2010	HRMD Office, People's Palace	50
2. Course Design for People Engaged in the Business of Good Governance	Oct. 28-29, 2010	D&M Annex, Cotabato City	30
3. HR-MIS Techno Training –A Course Designed for HR Managers who have basic knowledge in Records & Systems Management	Dec. 2-3, 2010	Info-Tech Office, People's Palace, Cotabato City	30
4. Year End Thanksgiving & Family Day Celebration	Dec. 10, 2010	People's Palace Grounds, Cotabato City	1,450
5. Talent Search Program (Weekly)	October-December	People's Palace Grounds, Cotabato City	103
6. Grand Finals- Talent Search for City Government	Dec. 17, 2010	People's Palace Lobby, Cotabato City	12
3. Assistance/Gift to Employees (Raffle Draw)	Oct.-Dec.	People's Palace Lobby, Cotabato City	262

A regular staff management and consultation meeting was also scheduled monthly to enhance the capability of Administrative Officers and Administrative Assistants in the preparation of Report on Absences and Tardiness, Performance Evaluation Reports ,Leave Administration and other personnel concerns. Conflicts and other personnel problems were also made through settlements and negotiations.

2010 PROJECTS

The HRMD enhanced the implementation of a more efficient and effective personnel administration. To fast tract personnel actions the following targets are initiated:

1. Improved Biometric Attendance System;
2. Improved of 201 Files;
3. Mandatory wearing of uniform, specifically field personnel;
4. Human Resource Development Intervention
 - a. Talent Search for City Government Employees
 - b. One Family Day/Celebration for the entire City Government Employees
5. Maximize skills and multi-tasking of personnel for every department.
6. Coordinated, supported & participated in all major activities such as Araw ng Cotabato, Shariff Kabunsuan Celebration, Civil Service Month Celebration and other acticivities.

Personnel Component of HRMD

1. George B. Busque - City HRMO – Retired (August 14, 2010)
2. Loreta B. Uy - Supervising Administrative Officer
3. Helen B. Otic - Administrative Officer V
4. Marilyn D. Tangonan - Administrative Officer V (Acting CHRMO)
5. Susan B. Espeso - Administrative Officer V
6. Leo Achilles R. Romarate – Administrative Officer IV
7. Juan Oscar A. Nartatez - Administrative Officer II
8. Lornalyn T. Quibuyen - Administrative Officer II
9. Sukarnen M. Ampao - Administrative Officer II
10. Alfredo F. Bulahan - Administrative Assistant II
11. Acmad L. Saripada - Administrative Aide II - (Reassigned – OCM)
12. Daniel T. Culaniban - HRM Aide/Utility Worker (Service Contract)

Submitted By:

MERILYN D. TANGONAN
Administrative Officer V
Acting City Human Resource Management Officer