



Republic of the Philippines
OFFICE OF THE CITY MAYOR
HUMAN RESOURCE MANAGEMENT DIVISION
Peoples Palace, Malagapas, Rosary Heights 10, Cotabato City – Region 12, Tel. (064) 421-3770

2011 ACCOMPLISHMENT REPORT (January-October)

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Personnel Component of HRMD



ACCOMPLISHMENT REPORT JANUARY – OCTOBER, 2011

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.

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	Accomplishment	
	2010	Jan.-Oct. 2011
1. Services Records	1,131	450
2. Certificate on Employments & Compensation	1,076	180
3. Certificate of Leave Credits	732	412
4. Memoranda	92	151
5. Office Orders/Reassignments	65	116
6. Travel Orders	498	446

Leave Administration and Certification of Payrolls

Officials and employees 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	Accomplishment	
	2010	Jan.-Oct. 2011
1. Leave Application (Sick /Vacation)	4,178	4,491
2. Study Leave	8	2
3. Daily Time Records	15,569	20,759

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	Accomplishment	
	2010	Jan.-Oct. 2011
1. Published Positions	46	44
2. Screened Applicants (Personnel Selection Board)	63	97
3. Appointments Prepared & Processed (Plantilla)	104	51
4. Service Contracts	913	745
5. Job Orders	54	757

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	Accomplishment	
	2010	Jan.-Oct. 2011
1. Payrolls Processed	3,041	2,129
2. Step Increments	105	232
3. Loyalty Cash Awards	83	56
4. Leave Monetization	36	195
5. Terminal Leaves	62	7
6. Retirement Claims (GSIS/Pagibig)	62	7
7. Medicare Claims	80	60
8. Loans (LandBank/Pagibig)	395	620
9. Confirmed GSIS Loans	1,235	1,355

Other Benefits

Last Year to boost the moral and promote the well-being of employees and to be able to encourage better performance, the following benefits were granted to employees:

1. The Economic Relief Assistance (ERA) all employees were benefited including those in the Service Contract and Job Order personnel. It was given last June, 2011 and the other half was given August, 2011. The following amounts were granted to each of the following employees:

Plantilla Personnel = P 10,000.00
Contractual = P 5,000.00

2. Cash Gift were given to employees that were luckily drawn during the Friday activity program in the amount of P 500.00. At least ten (10) raffles were drawn every Friday during the City Government Got Talent Search.

Sourced out funds for the following :

1. Unclaimed and unimplemented salary step increments,

2. Loyalty cash awards for those not included in the appropriation including those who were not able to claim during the scheduled period.
3. Unfunded clothing allowances
4. Terminal leaves of personnel not included in the budget to include those of the untimely deaths and resignations.

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. Among the training programs conducted are :

Activity	Date	Venue	No. of Participants
1. Conducted Seminar /Orientation of Communication Flow/ Routine/Filing & Recording	January 12, 2011	HRMD-OCM	25
2. Mandatory Training of the City Government Personnel on Human Rights and Gender Sensitivity (RA 9710)	1st Batch- Sept. 12-13, 2011	El Comedor, Sinsuat Ave., Cotabato City	50
	2nd Batch – Sept 28-29, 2011		50
3. Seminar –Workshop on strengthening the Role of the Cotabato City PNP and other Law Enforcers in the Prosecution of Cases- Jointly Sponsored by the City Government of Cotabato and the Integrated Bar of the Philippines- Cotabato City Chapter	Oct. 19, 2011	D&M, Cotabato City	90
4. City Government Got Talent - Search of Talents of Employees to include Barangay Officials & Staff Includes Raffle Draw of 10 every program	Oct. 14, 21 & ongoing every Friday until Dec. 7, 2011	City Hall Lobby	1,500 (All employees, plantilla, contractual and Barangay officials & Staff)

Attended the **8th Regional Council of Personnel Officers** with the theme “Public Service Now and Beyond: Human Resource Management Trends and Challenges at Oases Resort and Convention Center, Davao City on July 27-29, 2011. The following personnel attended :

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|-----------------------------|----------------------------|
| 1. Marilyn D. Tangonan | 10. Luisa R. Baldivino |
| 2. Susan B. Espeso | 11. Mary Jane Ante |
| 3. Leo Achilles R. Romarate | 12. Engr. Ligaya Macavinta |
| 4. Juan Oscar A. Nartatez | 13. Jocelyn R. Dizon |
| 5. Lornalyn T. Quibuyen | 14. Pablito S. Reyes |
| 6. Sukarnen Ampao | |

7. Alfredo F. Bulahan
8. Cheribin Mena K. Vilorio
9. Evelyn Tamon

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.

MAJOR EVENTS

1. Chinese New Year Celebration - City Government personnel were organized to perform in the City Plaza in coordination with the City Tourism Office. Selected personnel performed in the City Plaza.
2. Tree Planting – On February 14, 2011, each office were directed at least 20 personnel to plant trees at the Old Dumpsite Area.
3. Executive Legislative Agenda Formulation – The CPDO conducted the ELA Workshop, participated in by Department Heads and other personnel were part in the formulation and drafting of ELA on February 16, 2011 and February 23, 2011 at Casa Blanca, Sinsuat Ave., Cotabato City.
4. Seminar on Segregation of Basura – The Office on General Services conducted series of seminar on Waste Segregation to city government employees on March, 2011 up to May, 2011.
5. Araw ng Kagitingan – City government employees participated on the Flora offering at the city plaza on April 9, 2011.
6. Handog Pagmamahal and Thanksgiving Celebration – On June 7, 2011 the city government employees conducted the Handog Pagmamahal and Thanksgiving Celebration in honor of the City Mayor. Program was conducted where employees actively presented a variety show.
7. Report Card Survey – The Civil Service Commission conducted an evaluation to the City Government personnel and offices re : compliance to Anti Red Tape Act on June 8-10, 2011.
8. Araw ng Cotabato Celebration – all employees of the city government actively participated in all activities during the Araw ng Cotabato Celebration.
 - a. Civil & Socio Parade – on June 20, 2011
 - b. Sports Competition – the city government organized and participated in the sport competition, such as :
 - b.1. Volleyball Competition – Women Team of the City Government garnered 1st Runner –Up.
 - b.2. Basketball Team
 - b.3. Bowling Team

9. City Youth Officials – in coordination with the Rotary East District, assisted in the deployment of City Youth Officials from Sept. 26-30, 2011. There were 21 city youth who were appointed as city officials.

MAJOR ACCOMPLISHMENT

1. Identification Card – The HRMD expanded its Identification Card making services. To date HRMD had made 139 ID's of Senior Citizens.
2. Participated in the month long celebration of Civil Service 111th Anniversary among the activities were:
 - a. Thanksgiving Mass – Catholic Employees of the City Government attended the Thanksgiving Mass at Rosary Heights Church.
 - b. Tree Planting Activity- There were 50 employees of the City Government hat participated in the Tree Planting Activity at the
 - c. Bloodletting - Nine employees of the City Government donated blood.
 - d. Inter-Agency Volleyball (Men / Women)
Both Men & Women City Government Team garnered the Second (2nd) Runner Up.
3. Established stronger linkage and coordination with tertiary schools both public and private through accommodation of On-the Job Trainees. To date was able to cater more than a hundred students and provided them knowledge, attitudes and skills on office work.
4. Regular meetings of administrative officers and other staff concern in personnel ling. Through this activities, they are reminded on the implementation of office policies, rules, regulations, guidelines and other policies for better and responsive employees.
5. Strict implementation of office policies particularly on attendance, pass slip, and other office policies.

Personnel Component of HRMD

1. Marilyn D. Tangonan - CHRMO
2. Susan B. Espeso - Supervising Administrative Officer
3. Helen B. Otic - Administrative Officer V (Re-assigned-OHS)
4. Leo Achilles R. Romarate – Administrative Officer V
5. Engr. Ligaya N. Macavinta – Administrative Officer V (Re-assigned –OCM-OM)
5. Juan Oscar A. Nartatez - Administrative Officer II
6. Lornalyn T. Quibuyen - Administrative Officer II
7. Sukarnen M. Ampao - Administrative Officer II
8. Alfredo F. Bulahan - Administrative Assistant II
9. Acmad L. Saripada - Administrative Aide II - (Reassigned – OCM)
10. Daniel T. Culaniban - HRM Aide/Utility Worker (Service Contract)
11. Sarah U. Alim - Clerk II (Service Contract)

Submitted By:

MERILYN D. TANGONAN
City Human Resource Management Officer