

RINAMALAYAN

HUMAN RESOURCE DEVELOPMENT PLAN 2024





Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

MUNICIPAL HUMAN RESOURCE DEVELOPMENT PLAN 2024

PROOF OF RECEIPT



OFFICE/AGENCY/DIVISION	RECEIVED				SIGNATURE
	ON:		BY:		
	Date	Time	Printed Name	Position/Designation	
Municipal Mayor's Office	6-5-23	8:33	Mae Menola	PA/	
Municipal Vice Mayor's Office and the Sangguniang Bayan	5-31-2023	4:55	JASMIN G. TUGADI	A.A. 1	
Municipal Administrator's Office	6-7-23	2:37	MELODY P. MENDOZA	A-A-111	
Municipal Planning and Development Office	5-31-23	4:50	GERALD DULATRE	ITA	
Municipal Budget Office	6-7-23	3:06	MAMA ANNA ABULCAN	AAW	
Municipal Accounting Office	6/8/23	11:15	MJ FUENTES	COI	
Municipal Treasury Office	6-7-23	4:00	PSABYLYN L. SENO	A-A-11	
Human Resource Management Office	6/9/2023	9:13	ARJENT M. BUGAWAN	AA11	
Municipal Local Government Operations Office	6-9-23	9:57	CHRISTINA USAR	AAW	
Provincial Budget Office	6-7-23	3:06	MAMA ANNA ABULCAN	AAW	
Commission on Audit (COA)	6/8/23	11:15	MJ FUENTES	COI	



CONTENTS

- **Messages**
 - **Municipal Mayor**
 - **Municipal Vice Mayor**
- **Acknowledgement**
- **Approval / Adoption**
 - **Sangguniang Bayan (SB) Resolution No. 128-2023**
 - **Municipal Development Council (MDC) Resolution No. 02-2023**
- **Vision Statement**
- **Mission Statement**
- **Strategic Thrusts and Development Priorities**
- **Core Values**
- **Pinamalayan Brief Profile**
- **Human Resource Development Plan (HRDP) 2024**

OFFICE OF THE MUNICIPAL MAYOR



MESSAGE




The Local Government Unit of Pinamalayan under our leadership, remains focus, steady and firm to our sworn commitment to Pinamaleños. We have utilized our funds and resources in achieving our noble commitment to people. Programs, projects and activities are well aligned and attuned to the demands of the public. We have remained committed to our mission of reaching out to the most vulnerable members of society. As a result, we must level up, improve, and modify all of our initial activities in order to satisfy the unique requirements of our people while also adapting to the demands of a changing world.

My fellow Pinamaleños, it is with great pride and honor to present and dedicate this compilation of Thematic Plans and Programs 2024, a navigational plan towards the Local Government's developmental framework and program intervention for the Fiscal Year 2024.

This plan of action reflects our expectations for conquering challenges and moving forward. It contains the programs/projects/activities streamlined for the coming year from a long master list of projects generated through sectoral consultation. Furthermore, with the unwavering support and active participation of all stakeholders, we can vouch that no sector is being left behind and guarantee the inclusivity of all programs.

Also, our heartfelt gratitude goes to the dedicated men and women of these municipality who place their best efforts to come up with this plan.

Hail Pinamalayan and all its people- ang Bayan ng Bahaghari, Bayang Pinagpala. Pilipinas, Pinamalayan Naman!


HON. ARISTEO APASAN BALDOS, JR.
MUNICIPAL MAYOR

OFFICE OF THE MUNICIPAL VICE MAYOR



MESSAGE




HON. RODOLFO M. MAGSINO
MUNICIPAL VICE MAYOR

Warmest greeting!

Success is no accident. It takes a lot of hard work, perseverance, learning, studying, sacrifice, and most of all, love of what you are doing or learning to do.

The municipality of Pinamalayan aims to become a sustainable place to live for every Pinamaleños. Planning and implementation are the best tool in making success. Thematic planning is an important activity of the Local Government Unit with the objective of building a more progressive municipality.

In this activity, the Local Chief Executive together with the Vice Mayor, Sangguniang Bayan Members, Department Heads, Chief of offices, and the representatives from different sectors joined together in a group discussion and identifying different programs, projects and activities that we believe needed to be implemented and can make an impact in the society.

Through inquiries, careful studies, researches and workshops, we will be able to sustain and meet the demands of the ever-changing time. Long term solutions, programs, projects and activities to be implemented are relevant and beneficial to the people. We cannot stop the passing time, but we have the power to define it.

With our collaborative efforts we can make Pinamalayan a sustainable place to live in. Let us work together and win as one. With the help of the Almighty, hand in hand, we can achieve what we are dreaming for our beloved Pinamalayan.

"Today's progress was yesterday's plan" - Anonymous

ACKNOWLEDGEMENT



In the spirit of unity towards progress, deepest appreciation is hereby conveyed to the various stakeholders and institutions in our municipality such as the National Government Agencies, Barangay Government Units, Private Sector, Civil Society/Non-Governmental Organizations, the Legislative Department and the Executive Department of the Municipal Government of Pinamalayan for the unqualified support and participation in the preparation of HUMAN RESOURCE DEVELOPMENT PLAN (HRDP) 2024 which was completed and packaged by the:

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

GENERAL PUBLIC SERVICES

ROMEL T. MARAYAN

*Development Management Officer II
Sector Coordinator*

JAN-NEIL H. EVANGELISTA

*Senior Administrative Assistant II
Sector Coordinator*

PRINCESS EUNICE L. DEL VALLE

*Project Development Officer I
Sector Coordinator*

SOCIAL SERVICES

EnP VIRGILIO M. KING

*Project Development Officer III
Sector Coordinator*

JOHN ERIC G. MONDOÑEDO

*Planning Assistant
Sector Coordinator*

MA. LORRAINE F. FESTIN

*Project Evaluation Assistant
Sector Coordinator*

ECONOMIC SERVICES

EnP. ORLEX H. MARAYAN

*Development Management Officer IV / Asst. to the MPDC
Sector Coordinator*

FREDELINO A. TORIANO, JR.

*Planning Officer II
Sector Coordinator*

MARIANNE L. LUARCA

*Administrative Aide II
Sector Coordinator*

OTHER SERVICES

EnP. ORLEX H. MARAYAN

*Development Management Officer IV / Asst. to the MPDC
Sector Coordinator*

JAYSON M. MAUPAY

*Administrative Assistant I
Sector Coordinator*

ADMINISTRATIVE AND TECHNICAL SUPPORT SERVICES

RUTH D. MALING

*Administrative Officer IV
Logistic In-Charge*

FHIL JOSEPH L. GALANG

*Information Technology Assistant
Technical Support Staff*

GERALD M. DULATRE

*Information Technology Assistant
Administrative Support Staff*

MARY JOY R. SALENDREZ

*Administrative Aide III
Administrative Support Staff*

ROSELLE H. LABRADOR

*Administrative Aide III
Administrative Support Staff*

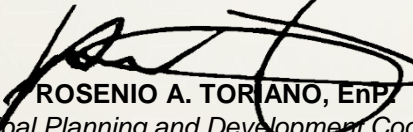
EDEN M. HERNANDEZ

*Administrative Aide II
Administrative Support Staff*

We are truly grateful as we commend the invaluable involvement of all concerned functionaries and Elective Officials by way of sharing their time, efforts and knowledge. As such, we are very thankful to the Municipal Development Council (MDC) Officials and Members, especially to the Chairpersons and Members of the Functional/Sectoral Working Committees for exerting tireless and selfless efforts that made possible the successful completion of the formulation process.

Above all, let us praise and thank the Almighty for His guidance as we are all His stewards in bringing about excellence in local governance.

THANK YOU AND GOD BLESS!!!


ROSENIO A. TORIANO, EnP

Municipal Planning and Development Coordinator



The Municipal Planning and Development Office
Telefax: (043) 738 - 4632

E-mail Address: mpdo_pin@gmail.com / mpdo@pinamalayan.gov.ph

Our Website: www.pinamalayan.gov.ph



MUNICIPAL APPROVAL INSTRUMENTS

- **THEMATIC PLANS AND PROGRAMS (TPP) 2024**
 - **SANGGUNIANG BAYAN (SB) RESOLUTION NO. 128-2023**
 - **MUNICIPAL DEVELOPMENT COUNCIL (MDC) RESOLUTION NO. 02-2023**



OFFICE OF THE SANGGUNIANG BAYAN

Office of the Vice Mayor/Sangguniang Bayan, 2nd Flr. Municipal Bldg. Madrid Blvd. Zone III, Pinamalayan, Oriental Mindoro
Email Address: ucsbayantoffice@pinamalayan.gov.ph Tel Nos: (043) 738-1432 (043) 284-3147

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE 11th SANGGUNIANG BAYAN HELD ON MAY 22, 2023 AT SANGGUNIANG BAYAN SESSION HALL, PINAMALAYAN, ORIENTAL MINDORO.

PRESENT:

HON. RODOLFO M. MAGSINO,	Municipal Vice Mayor, Presiding officer
HON. RIO S. MERCENE,	SB Member
HON. DUNHILL MARCELO M. DELMO V,	SB Member
HON. ANGELO MARLO D. MADRID,	SB Member
HON. MAURO P. HELERA,	SB Member
HON. ANJUNE A. ZAMORA,	SB Member
HON. EDWIN G. HERNANDEZ,	SB Member
HON. JEOFFREY PAUL A. UMBAO,	SB Member
HON. NAPOLEON M. MANGARING,	SB Member
HON. JOVEN S. VELASCO,	SKMF President, SB Member
HON. ANTONIO VICTOR R. OLYMPIA,	ABC President, SB Member

RESOLUTION NO. 128-2023

A RESOLUTION APPROVING THE DIFFERENT THEMATIC PLANS AND PROGRAMS (TPP) 2024 OF THE MUNICIPALITY OF PINAMALAYAN, ORIENTAL MINDORO.

WHEREAS, Section 114 of the Local Government Code provides that the policies, programs and projects proposed by the Local Development Council shall be submitted to the Sanggunian concerned for appropriate action;

WHEREAS, the thirty-seven (37) various Thematic Plans and Programs (TPP) 2024 of the Municipality of Pinamalayan were formulated after thorough researches, series of consultations, workshops, focus group discussions and other activities involving multi-sectoral presentation, to wit:

1. GENERAL PUBLIC SERVICES SECTOR

- Municipal Peace and Order and Public Safety Plan
- Municipal Capacity Development Agenda
- Municipal Anti-Drug Abuse Action Plan
- Municipal Indicative Annual Procurement Plan
- Municipal Human Resource/Capacity Development Plan
- Municipal Revenue Generation and Mobilization Plan
- Municipal Public Financial Management Improvement Plan
- Municipal Information and Communication Technology Plan
- Municipal Information Strategic Management Plan
- Municipal People's Plan
- Municipal Public Service Continuity Plan

2. SOCIAL DEVELOPMENT SECTOR

- DILG-Endorsed Municipal Gender and Development Plan and Budget
- Municipal Annual Cultural Development Plan
- Municipal Plan for the Protection of Children
- Municipal Senior Citizens and Persons with Disability Plan
- Municipal Nutrition Action Plan
- Municipal Acquired Immune Deficiency Syndrome Plan
- Municipal Youth Development Plan
- Municipal Housing/Shelter Plan
- Municipal Ancestral Domains Sustainable Development and Protection Plan
- Municipal Plan for Health and Family Planning



OFFICE OF THE SANGGUNIANG BAYAN

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3. ECONOMIC DEVELOPMENT SECTOR

- Municipal Climate Change Action Plan
- Municipal Poverty Reduction Action Plan
- Municipal Solid Waste Management Plan
- Municipal Forest Land Use Plan
- Municipal Watershed Management Plan
- Municipal Sustainable Area Development Plan
- Municipal Foreshore Management Plan
- Municipal Food Sufficiency Plan
- Municipal Strategic Agriculture and Fisheries Development Zone Plan
- Municipal Coconut Development Plan
- Municipal Coastal Resources Management Plan
- Municipal Commodity Investment Plan
- Municipal Tourism Development Plan
- Municipal Entrepreneurship Development Plan
- Municipal Transportation Management Plan

4. OTHER SERVICES SECTOR

- PDRRMO-Reviewed Municipal Disaster Risk Reduction and Management Plan

WHEREAS, the aforementioned TPPs were adopted on the 19th day of May 2023 by virtue of MDC Resolution No. 02-2023 and were subsequently indorsed to the Sangguniang Bayan pursuant to the Local Government Code;


WHEREAS, this august body entirely recognizes the significance of the different TPPs for 2024 in providing operational guidance and effective solution in the attainment of a progressive, self-reliant, resilient and sustainable municipality.

NOW THEREFORE, BE IT RESOLVED by the Sangguniang Bayan of Pinamalayan, Oriental Mindoro to approve different Thematic Plans and Programs (TPP) 2024 of the Municipality of Pinamalayan, Oriental Mindoro.

UNANIMOUSLY APPROVED this 22nd day of May 2023 on motion of Hon. Rio S. Mercene seconded by all Sangguniang Bayan members present.

I hereby certify to the veracity and correctness of the foregoing quoted resolution.

Certified Correct:


ATTY. MIRASOL J. SANTOS
Secretary to the Sangguniang Bayan

Attested by:


HON. RODOLFO M. MAGSINO
Municipal Vice Mayor, Presiding Officer

Approved:


HON. ARISTEO APASAN BALDOS, JR.
Municipal Mayor

MAY 31 2023



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208

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Telephone No. 043-284-7146

MUNICIPAL DEVELOPMENT COUNCIL RESOLUTION NO.02-2023

A RESOLUTION ADOPTING THE DIFFERENT THEMATIC PLANS AND PROGRAMS (TPP) 2024 OF THE MUNICIPALITY OF PINAMALAYAN AND FAVORABLY INDORSING THE SAME TO THE SANGGUNIANG BAYAN, THIS MUNICIPALITY FOR APPROVAL.

WHEREAS, thematic planning is a prescriptive planning tool that seeks the most effective and efficient technical solution to a generic development problem;

WHEREAS, the strategic value of thematic plans is that they provide guidance on the application of techniques and in drawing on best practices and experiences which have evolved into a benchmark standard;

WHEREAS, thematic plans provide a cost-benefit analysis of the technology against conventional techniques, define the role and responsibilities of the agency in relation to other stakeholders, identifying resource requirements and seek to outline a course of action, thereby defining a framework providing a problem-based analysis of techniques that helps ensure the relevance, sustainability and impact of technical cooperation;

WHEREAS, in order to validate priority areas for cooperation and strengthening public-private partnership, different thematic plans and programs were formulated through researches, series of consultations, workshops, focus group discussions and other activities involving multi-sectoral representation;

WHEREAS, the thematic plans and programs herein referred to include the following:

1. GENERAL PUBLIC SERVICES SECTOR

- Municipal Peace and Order and Public Safety Plan
- Municipal Capacity Development Agenda
- Municipal Anti-Drug Abuse Action Plan
- Municipal Indicative Annual Procurement Plan
- Municipal Human Resource/Capacity Development Plan
- Municipal Revenue Generation and Mobilization Plan
- Municipal Public Financial Management Improvement Plan
- Municipal Information and Communication Technology Plan
- Municipal Information Strategic and Management Plan
- Municipal People's Plan
- Municipal Public Service Continuity Plan



#FullDevolution #LocalAutonomy #LocalEmpowerment





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2. SOCIAL DEVELOPMENT SECTOR

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- Municipal Entrepreneurship Development Plan
- Municipal Transportation Management Plan

4. OTHER SERVICES SECTOR

- PDRRMO-Reviewed Municipal Disaster Risk Reduction and Management Plan

WHEREAS, the Municipal Development Council in full council meeting has thoroughly reviewed and objectively considered the contents and linkages of the above-named TPPs;

NOW, THEREFORE, on motion of Punong Barangay Gilbert A. Seño of Pili and duly seconded by all members present, be it . . .

RESOLVED, AS IT IS HEREBY RESOLVED, to adopt the different THEMATIC PLANS AND PROGRAMS (TPP) 2024 of the Municipality of Pinamalayan, and favourably indorsing the same to the Sangguniang Bayan for appropriate action.

UNANIMOUSLY ADOPTED this 19th day of May 2023.

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THE 37 BARANGAY CAPTAINS OF PINAMALAYAN:



HON. RANDY H. MOREDO
Barangay Captain, Anoling
Member

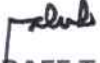

HON. EDNA L. RANILLO
Barangay Captain, Bangbang
Member


HON. ANDRES M. GANIBO
Barangay Captain, Buli
Member



HON. EUGENIO M. MANTARING
Barangay Captain, Calingag
Member

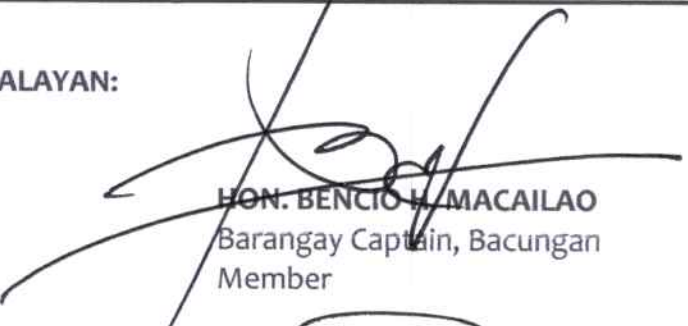

HON. JOEY L. JAMINOLA
Barangay Captain, Guinhawa
Member



HON. RICO M. BONIFACIO
Barangay Captain, Lumambayan
Member



HON. MERAPE T. ALUB
Barangay Captain, Maliangcog
Member


HON. ENRICO M. CAUNCERAN
Barangay Captain, Marayos
Member


HON. ANTONIO S. MOGOL
Barangay Captain, Nabuslot
Member


HON. BENCIO H. MACAILAO
Barangay Captain, Bacungan
Member

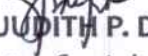

HON. JOELITO J. PERLAS
Barangay Captain, Banilad
Member


HON. NORVEN M. ARELLANO
Barangay Captain, Cacawan
Member



HON. DANTE H. MAZON
Barangay Captain, Del Razon
Member


HON. JOHNNY A. LOLONG
Barangay Captain, Inclanay
Member


HON. TEOFILO P. SAPUSAO
Barangay Captain, Malaya
Member


HON. JUDITH P. DE BELEM
Barangay Captain, Maningcol
Member

HON. ROMEO M. DIMAANO
Barangay Captain, Marfrancisco
Member


HON. LERMA M. MANRIQUE
Barangay Captain, Pagalagala
Member





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OFFICE OF THE MUNICIPAL MAYOR

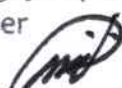
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THE 37 BARANGAY CAPTAINS OF PINAMALAYAN:



HON. NOLITO A. DELA CRUZ
Barangay Captain, Palayan
Member

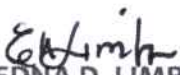

HON. AMADEO Q. MAGTIBAY
Barangay Captain, Pambisan Munti
Member

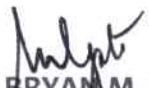

HON. RAUL M. MICIANO
Barangay Captain, Papandayan
Member


HON. CELSO V. MONDOÑEDO JR.
Barangay Captain, Quinabigan
Member



HON. HIPOLITO D. ONDOY
Barangay Captain, Rosario
Member


HON. MERLITA M. PANGANIBAN
Barangay Captain, Sta. Isabel
Member

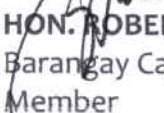

HON. EDNA D. LIMBO
Barangay Captain, Sto. Niño
Member



HON. ROY BRYAN M. MALAPOTE
Barangay Captain, Zone I
Member



HON. FERNANDO T. RODIL
Barangay Captain, Zone III
Member

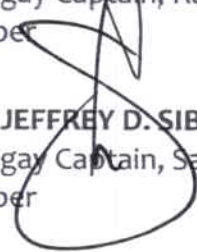

HON. ANTONIO VICTOR R. OLYMPIA
ABC President
Liga ng mga Barangay
Barangay Captain, Sta. Rita
Member


HON. LORETO E. FLORES
Barangay Captain, Pambisan Malaki
Member

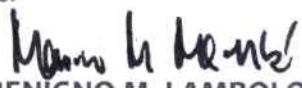

HON. ROBERTO A. MICIANO
Barangay Captain, Panggulayan
Member



HON. GILBERT A. SEÑO
Barangay Captain, Pili
Member



HON. ARNEL F. NAMBIO
Barangay Captain, Ranzo
Member


HON. JEFFREY D. SIBOBO
Barangay Captain, Sabang
Member


HON. RUFINO S. DIMAPILIS
Barangay Captain, Sta. Maria
Member


HON. BENIGNO M. LAMBOFOTO
Barangay Captain, Wawa
Member


HON. MARY FRANCIS DEOCORA M. FABIE
Barangay Captain, Zone II
Member


HON. VICTOR J. LINGON
Barangay Captain, Zone IV
Member





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Email: mayorsoffice@pinamalayan.gov.ph

Telephone No. 043-284-7146

REPRESENTATIVES OF NON-GOVERNMENT ORGANIZATION (NGOs)

RICARDO B. DELA CRUZ

President, Bahaghari Pinamalayan, Oriental Mindoro
Federation of Tricycle Operators and Driver's
Association, Inc. (BPOMFEDTODA)
Representative to the Executive Committee



LEA S. FIEDALAN

President, Ranzo Farmer's Association
Member



EDWIN C. ANDAL

President, Kapulungan ng Sandigang Magkakarne
(KASAMA)
Member

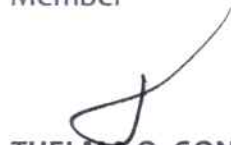
ESTELITA M. FIEDALAN

President, Samahan ng Lingap Pamilyang
Pinamaleño (SLNPP)
Member



CECILIA L. KASILAG

President, Local Council for Women
Member



THELMA O. GONZALES

President, Kaagapay Tungo sa Maunlad na
Pamumuhay
Association of Barangay Buli
Member

GORGONIO SUMBAD

President, Samahan Kaligtangan Tadyawan
Member



LORENZA R. LOLONG

President, Young Progressive Vendors and
Vegetable Dealers and Retailers
Association of Pinamalayan Market, Inc.
(YPVVDRAPMI)
Member

BERNIE P. SEÑORIN

President, Samahang Mandaragat ng
Banilad (SAMBA)
Member



FELIX M. MAGBOO

Vice President, Pinamalayan Bahaghari
Farmer's Federation
Member

FE G. MERCENE

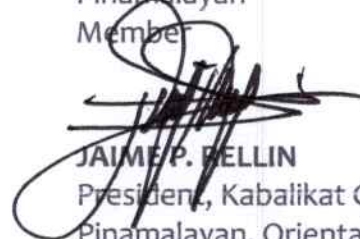
President, Federation of Senior Citizens of
Pinamalayan
Member

DIVINA D. MADRID

President, Pinamalayan Retired Teachers
Organization
Member

GERALD F. LUHA

President, Sandugo Rescue and Radio
Communication Group-Lima Chapter
Pinamalayan
Member



JAIME P. BELLIN

President, Kabalikat Civicom 843 Chapter
Pinamalayan, Oriental Mindoro
Member



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OFFICE OF THE MUNICIPAL MAYOR

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Telephone No.043-284-7146

HON. RIO S. MERCENE

SB Member

Chairperson, Committee on Finance & Appropriations

HON. ALFONSO V. UMALI, JR.

Congressman

2nd District, Oriental Mindoro

Attested by:

ORLEX H. MARAYAN, EnP.

Development Management Officer IV
Secretary, MDC Secretariat

Certified Correct:

ROSENIO A. TORIANO, EnP.

MPDC - MGDH I
Head, MDC Secretariat

Approved:

HON. ARISTEO APASAN BALDOS, JR.

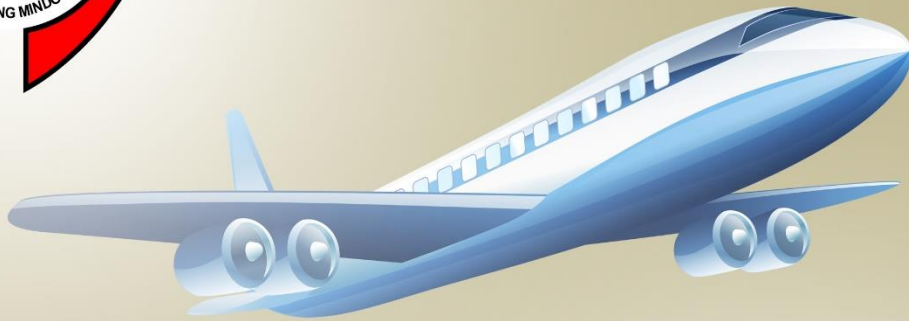
Municipal Mayor

Chairperson, Municipal Development Council





VISION



PINAMALAYAN CITY,
the Central Trading Hub of Oriental Mindoro
and the rest of MIMAROPA
demonstrating a robust investor- and
tourist-centered economy
with diversified agro-industrial activities
anchored on sustainable growth
and social equity.



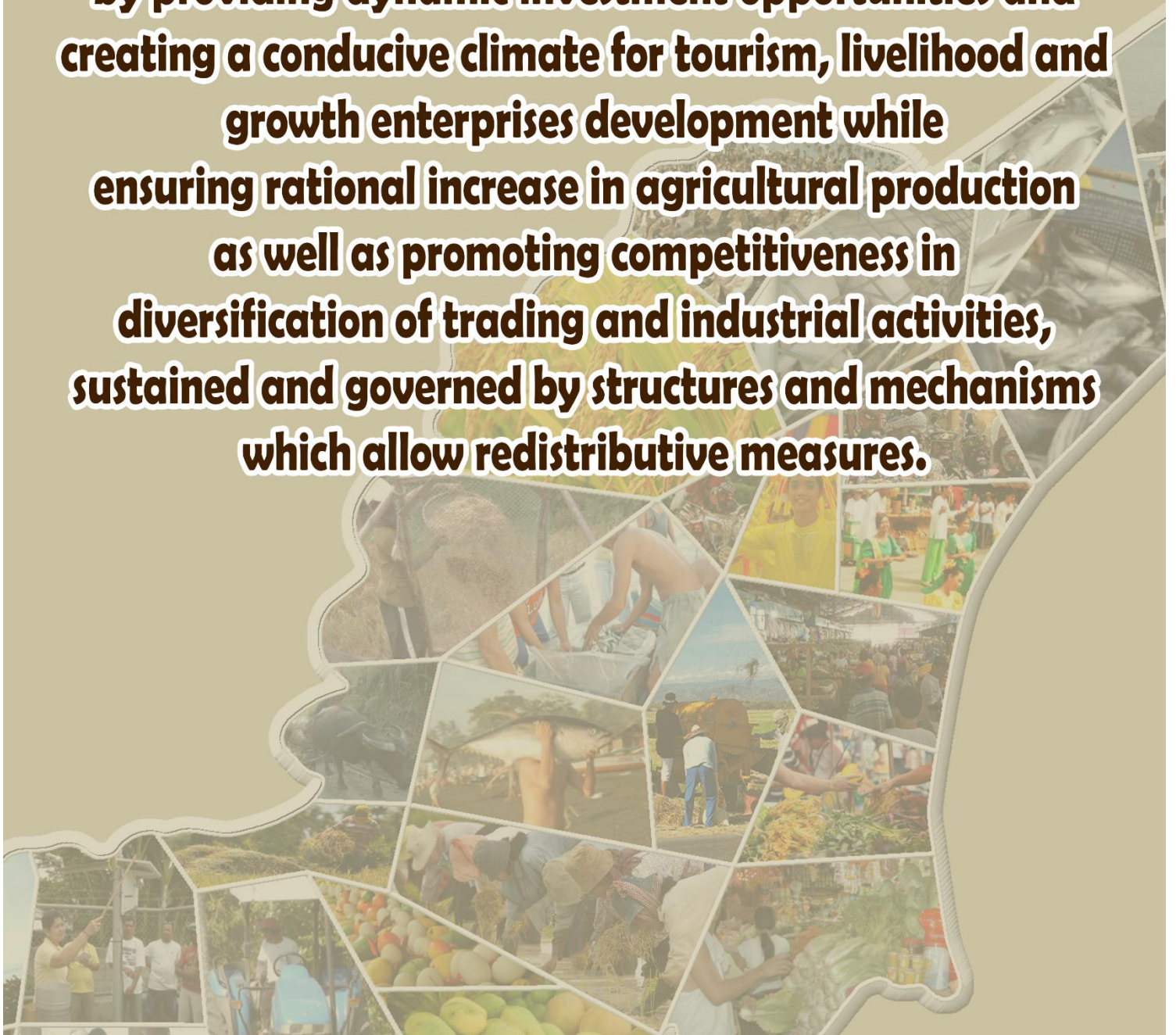


MISSION



To boost local economy

by providing dynamic investment opportunities and creating a conducive climate for tourism, livelihood and growth enterprises development while ensuring rational increase in agricultural production as well as promoting competitiveness in diversification of trading and industrial activities, sustained and governed by structures and mechanisms which allow redistributive measures.





STRATEGIC THRUSTS AND DEVELOPMENT PRIORITIES

T

TRANSPARENCY, ACCOUNTABILITY AND GOOD GOVERNANCE

O

ORGANIZATIONAL DEVELOPMENT AND EMPOWERMENT

P

PEACE AND ORDER AND PUBLIC SAFETY

C

COMMUNITY INVOLVEMENT AND INTEGRATION

A

AGRICULTURE, TOURISM, HISTORY, CULTURE & ARTS AND ENVIRONMENTAL PROTECTION

R

REVENUE GENERATION AND LIVELIHOOD PROGRAMS

E

EDUCATIONAL AND TECHNICAL SKILLS DEVELOPMENT

S

SOCIAL PROGRAMS





CORE VALUES

Recognizing the vision of becoming the **CENTRAL TRADING HUB OF ORIENTAL MINDORO AND THE REST OF MIMAROPA** demonstrating a robust investor-and-tourist-centered economy, with diversified agro-industrial activities anchored on sustainable growth and social equity,

WE, public servants, commit ourselves to attain the vision of the **MUNICIPAL GOVERNMENT OF PINAMALAYAN** by living by the tenets of the following **CORE VALUES:**

RESPONSIBLE LEADERSHIP

ACCOUNTABILITY AND TRANSPARENCY IN GOVERNANCE

INNOVATIVE AND EXCELLENT SERVICE

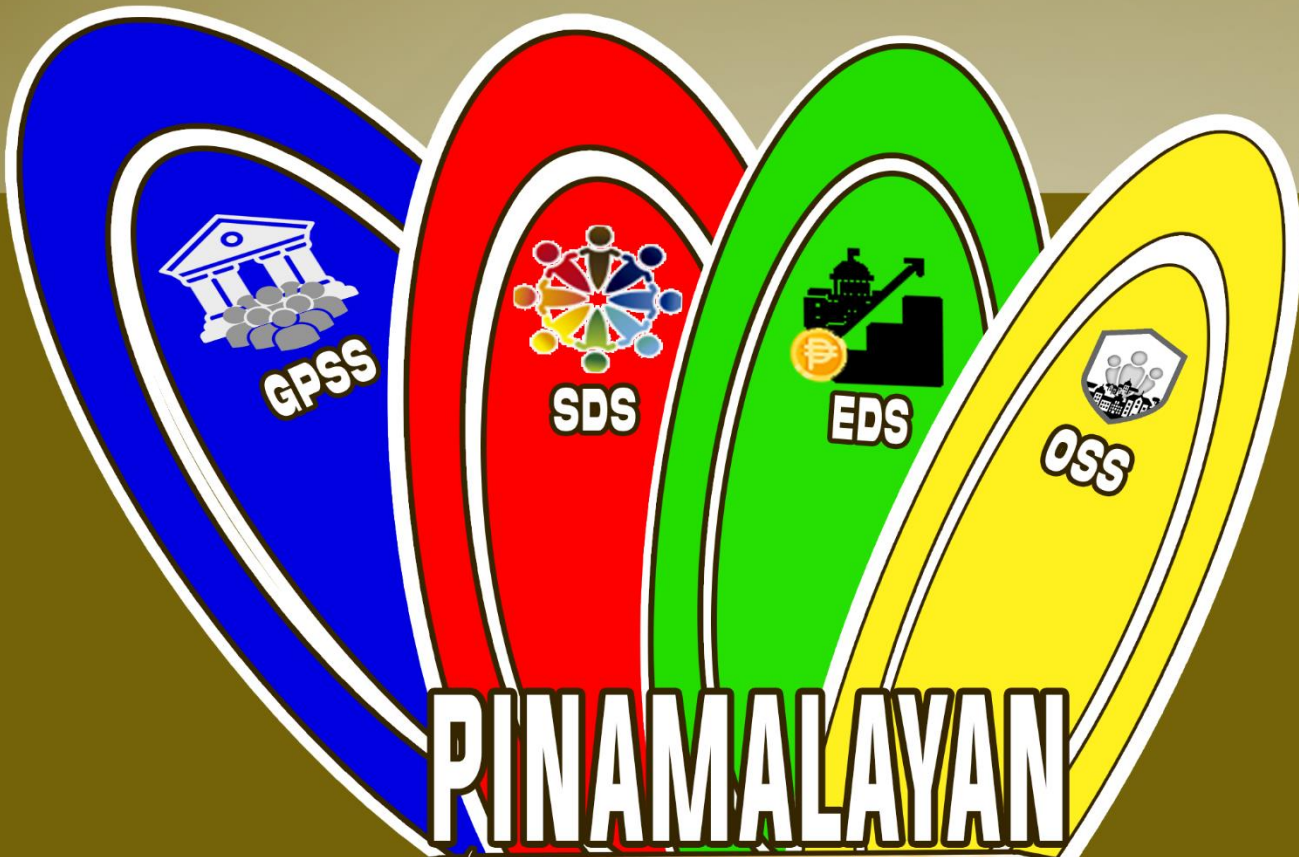
NURTURERS OF FAITH AND PATRIOTIC IDEALS

BUILDERS OF POSITIVITY AND TEAM SPIRIT

OBJECTIVITY AND INTEGRITY OF PURPOSE

WELL-BALANCED ECOLOGY ADVOCATES





RINAMALAYAN

BRIEF PROFILE



MUNICIPAL OFFICIAL LOGO



NATIONAL HISTORICAL INSTITUTE
MONUMENTS and HERALDRY DIVISION

RISING SUN

Represents the glowing/bright future of the town.

RAINBOW

Symbolizes hope and prospect for progress and its discovery.

YELLOW DOT

Describes the geographical location of the Municipality of Pinamalayan

MAP AND TAMARAW

Denote Strength

COLOR GREEN

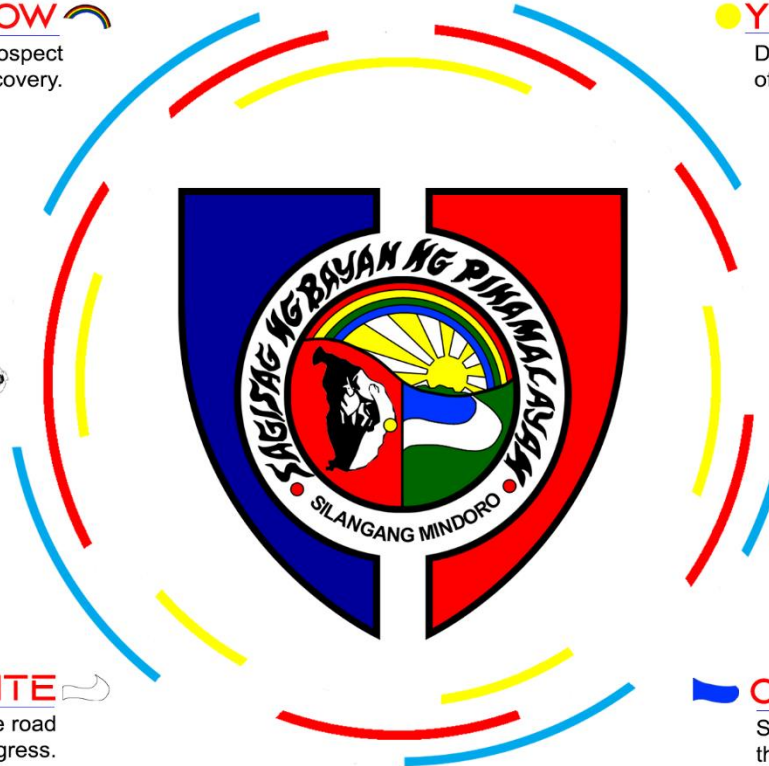
Stands for the youth; rich farmland

COLOR WHITE

Stands for justice and the road to progress.

COLOR BLUE

Stands for peace, calmness and the abundance of sea products.




SHIELD

Derived from the provincial seal of Mindoro Oriental where the town is located; stylized caring/loving hands of its local executives; it also represents that Pinamalayan is a free and peaceful municipality.

Recommending Approval:


SERAFIN D. QUIASON
Chairman

OFFICE OF THE PRESIDENT
Approved by Authority of the
President :


LUIS C. LIWANAG II
Deputy Executive Secretary

March _____, 1993 File No. _____ TSP: _____

HISTORICAL BACKGROUND

The name of the town was said to be taken from the word “ipinamalay” which means to make aware or to show the way. According to an old story, early settlers of this town came from a group of adventurous transmigrants who encountered turbulent weather in the sea. They prayed to God Almighty for deliverance and guidance, whereupon, the weather cleared and a rainbow appeared on the horizon. The crew shouted “ipinamalay na” which means it was made known. They followed the direction of the rainbow believing that at its end lies a pot of gold and good fortune. They finally landed at what is now barangay Lumambayan and established the first settlement which they named Pinamalayan. They found good fortune in the new land which brought them prosperity because of the good soil and abundant resources.



LEGEND

On the other hand, some sources state that the name Pinamalayan came from the word “Pinagpalayan” which means “planted with rice”, for it was once a vast area planted with rice. Rice farming is an important source of livelihood of the municipality, up to this day. Since then, the place grew and became a town. However, during the entire 18th century, Pinamalayan was one of the coastal areas frequently attacked by Moro pirates. People were decimated and many fled to the interior for safety.

1800

Pinamalayan is one of the oldest towns in the province of Oriental Mindoro. Its territory once went as far as the old settlements of Sumagui and Anilao which are now part of the municipalities of Bansud and Bongabong, respectively. The towns of Pola and Gloria, now separate municipalities, were also former parts of the old domain. This was then organized as a permanent settlement in 1800's under the leadership of a gobernadorcillo.

APRIL 29, 1904

Under the American government, the towns of Pola and Bongabong were consolidated with Pinamalayan by virtue of Act 1155.



CREATION OF THE MUNICIPALITY

1888

In the year 1888, the territory of Pinamalayan included the settlements of Pola, Sumagui, and Anilao. At that time, the gobernadorcillo was Juan Morente, Jr., who assumed position until 1898 when the uprising against the Spanish government broke out. Morente Jr. joined the revolutionary forces as a captain then Juan Medina replaced him as the town head. When the Spaniards surrendered, Morente Jr. became governor of the province of Mindoro while Cornelio Nable was appointed as the municipal president.

JANUARY 12, 1912

Pola became an independent town. A major political change brought about by the American occupation was that the Municipal Council acted on the selection of a new town site through viva-voce voting in 1914.

1916

The seat of the Municipal Government was officially transferred from barangay Lumambayan to its present site.

HISTORICAL BACKGROUND

1919

Bongabong likewise regained its township status in March 1919 under Act 2824. The American planners made sure that the town is properly laid out according to a planning system that included wide, symmetrical roads with appropriate drainage facilities. It was also during this time that a big plaza was constructed adjacent to the municipal building. These turns of events made Pinamalayan as a model in town planning to all the municipalities in Oriental Mindoro. Moreover, the repeated territorial reorganizations signify the role of Pinamalayan as a major political and economic center in the southern part of Oriental Mindoro way back in the latter years of the Spanish regime up to the American rule. Administrative orders regulating secular activities in the settlements of neighboring towns were once sent from Pinamalayan. Thus, this gives the municipality considerable advantages in terms of trade, infrastructure development, social facilities, and even political accommodations at the onset of the century.



1942

When the Japanese occupied Mindoro in 1942, Dr. Abelardo Bunag, then mayor, joined the underground movement. The Japanese then appointed Carlos Aguilucho as mayor, followed by Manuel Medina. Then, the Americans returned around January 15, 1945.



1964

In 1964, Gloria became an independent town. From 1947 to 1990 under various administrations, Pinamalayan grew steadily to become the progressive town that it is today.



Table HB-1 presents the local chief executives from year 1901 to present. Throughout history, the municipality had 32 municipal mayors.



Table HB-1. Local Chief Executives of Municipality of Pinamalayan, Oriental Mindoro, Year 1901-2019

	Name of LCE	Term of Office		Name of LCE	Term of Office
1	Cornelio Nable	1901-1902	17	Manuel Medina	1943-1945
2	Juan Aguilucho	1902-1903	18	Tomas Villamin	1946-1947
3	Vicente Dominguez	1903-1904	19	Dominador Madrid	1948-1951
4	Florencio Morente	1905-1906	20	Remegio Pio Baldos	1952-1955
5	Juan Morente, Jr.	1907-1912	21	Dominador Madrid	1956-1967
6	Jesus Dominguez	1913-1915	22	Santos Frane (OIC)	1967-1968
7	Jose Benitez	1915-1916	23	Jose Reynaldo Morente, Jr.	1968-1972
8	Elias Semilla	1916-1919	24	Crispulo La Rosa	1973-1979
9	Carlos Aguilucho and Francisco Luarca	1925-1928	25	Emilina Baldoz	1980-1986
10			26	Reynaldo Mambil	1986-1987
11	Anaceto Villamin	1928-1929	27	Lydia Olea (OIC)	1988
12	Conrado Morente	1929-1934	28	Manuel O. Morente, Sr.	1988-1995
13	Felipe Venturanza	1934-1938	29	Wilfredo L. Hernandez, Sr.	1995-2004
14	Carlos Aguilucho	1938-1940	30	Aristeo V. Baldos, Sr.	2004-2007
15	Abelardo Buñag	1941-1942	31	Wilfredo L. Hernandez, Sr.	2007-2016
16	Carlos Aguilucho	1942-1943	32	Aristeo A. Baldos, Jr.	2016-present

Source: Municipal Planning and Development Office

SIGNIFICANT DEVELOPMENTS IN THE MUNICIPALITY







































PINAMALAYAN FIRST CLASS MUNICIPALITY

BY VIRTUE OF DOF DEPARTMENT ORDER NO. 20-05
IMPLEMENTED BY BILG MEMORANDUM CIRCULAR NO. 01-M (43)-05
ISSUED ON JANUARY 31, 2006



GEO-PHYSICAL ENVIRONMENT

URBAN BARANGAYS				RURAL BARANGAYS						
COASTAL BARANGAYS	 WAWA	 MARFRANCISCO	 ZONE I	 PAPANDAYAN	 LUMAMBAYAN	 GUINHAWA	 BANILAD	 RANZO	 QUINABIGAN	 PILI
	 ZONE II	 ZONE III	 ZONE IV	 CACAWAN	 ANOLING	 BACUNGAN	 BANGBANG	 BULI	 CALINGAG	 DEL RAZON
	 STA. RITA				 INCLANAY	 MALAYA	 MALIANGCOG	 MANINGCOL	 MARAYOS	 NABUSLOT
					 PAGALAGALA	 PALAYAN	 PAMBISAN MALAKI	 PAMBISAN MUNTI	 PANGGULAYAN	 ROSARIO
				 SABANG	 STA. ISABEL	 STA. MARIA	 STO. NIÑO			

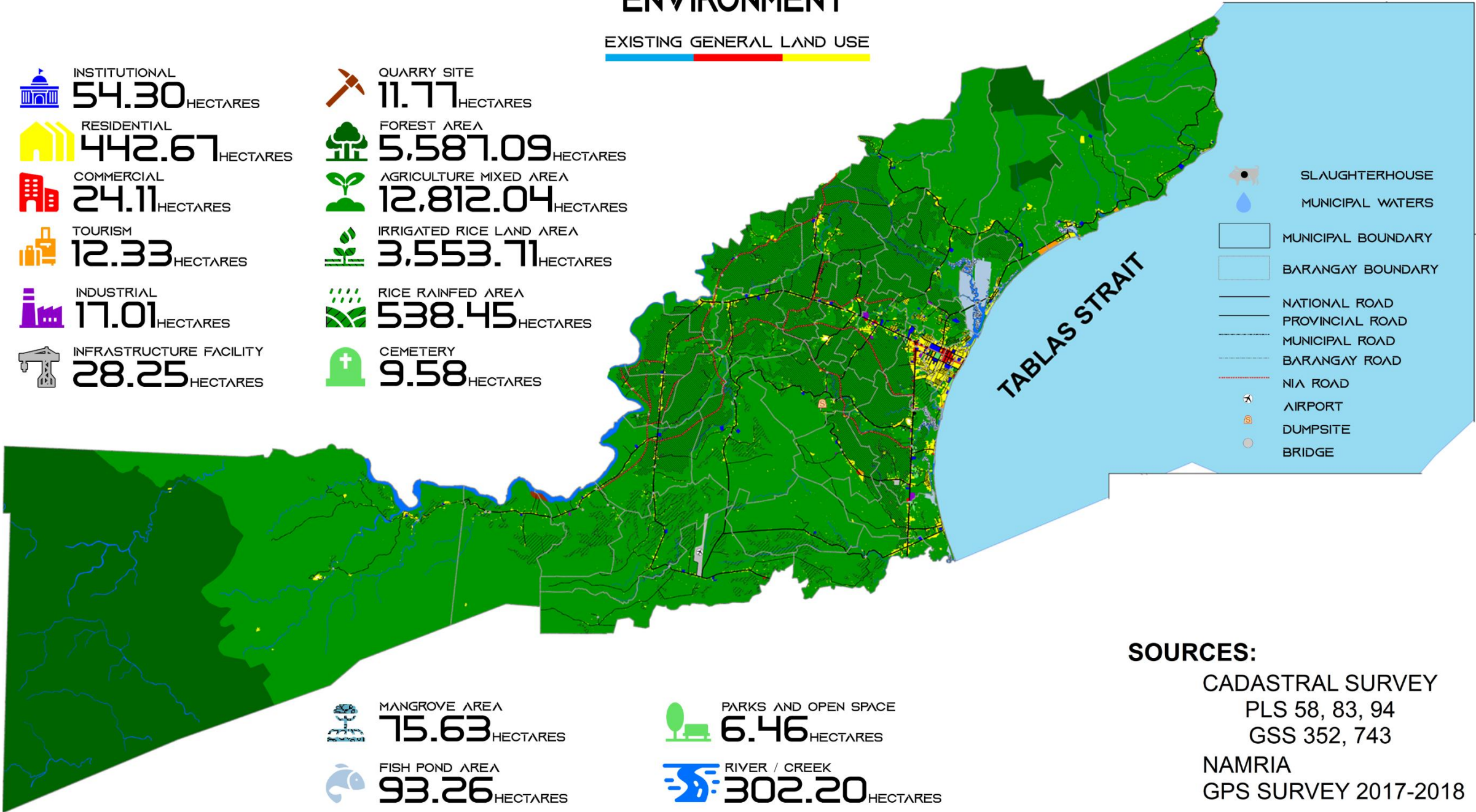
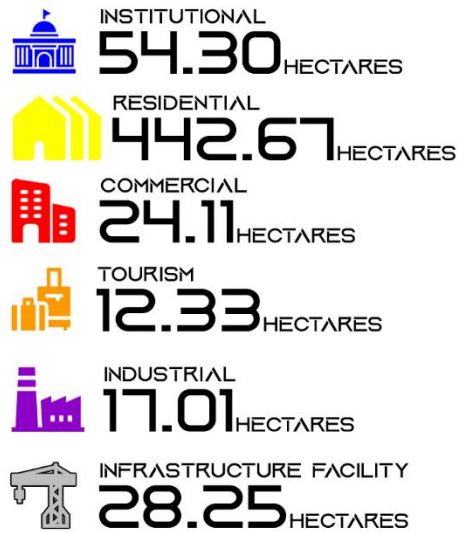


PINAMALAYAN 37 BARANGAYS



GEO-PHYSICAL ENVIRONMENT

EXISTING GENERAL LAND USE



SOURCES:

CADASTRAL SURVEY
 PLS 58, 83, 94
 GSS 352, 743

NAMRIA
 GPS SURVEY 2017-2018

DEMOGRAPHY

DEMOGRAPHIC SIZE

TOTAL POPULATION
90,383
SOURCE: 2020 CPH PSA



CRUDE BIRTH RATE
6.35
SOURCE: 2021 MHO



GROWTH RATE
1.01
SOURCE: 2020 CPH PSA



CRUDE DEATH RATE
4.20
SOURCE: 2021 MHO

DEMOGRAPHIC DISTRIBUTION



NUMBER OF HOUSEHOLDS
21,322
SOURCE: 2020 CPH PSA



HOUSEHOLD SIZE
4 PERSONS
IN EVERY HOUSEHOLD
SOURCE: 2020 CPH PSA



POPULATION DENSITY
3 PERSONS
PER HECTARE
SOURCE: 2020 CPH PSA & MAssO

POPULATION
PROJECTION

97,949 YEAR
2028
116,197 YEAR
2045

HOUSEHOLD
PROJECTION

22,779
27,023

POPULATION COMPOSITION

SCHOOL GOING POPULATION
32,710
SOURCE: 2018 CBMS 3RD ROUND SURVEY



WORKING AGE
48,863
SOURCE: 2018 CBMS 3RD ROUND SURVEY

LABOR FORCE
26,280
SOURCE: 2018 CBMS 3RD ROUND SURVEY



YOUNG DEPENDENT POPULATION
24,394
SOURCE: 2018 CBMS 3RD ROUND SURVEY

OLD DEPENDENT POPULATION
4,701
SOURCE: 2018 CBMS 3RD ROUND SURVEY



OVERSEAS FILIPINO WORKERS
1,446
SOURCE: 2018 CBMS 3RD ROUND SURVEY

POPULATION CHARACTERISTICS

REGISTERED VOTERS
50,248
SOURCE: 2021 COMELEC



MANGYAN POPULATION
1,033
SOURCE: 2018 CBMS 3RD ROUND SURVEY

MOTHER TONGUE
98.84%
TAGALOG



RELIGION
90.02%
ROMAN CATHOLIC

4.16%
OTHER LANGUAGE
SOURCE: 2018 CBMS 3RD ROUND SURVEY

9.98%
OTHER RELIGIONS
SOURCE: 2018 CBMS 3RD ROUND SURVEY

POVERTY SITUATION



POVERTY THRESHOLD
42.90%
SOURCE: 2018 CBMS 3RD ROUND SURVEY

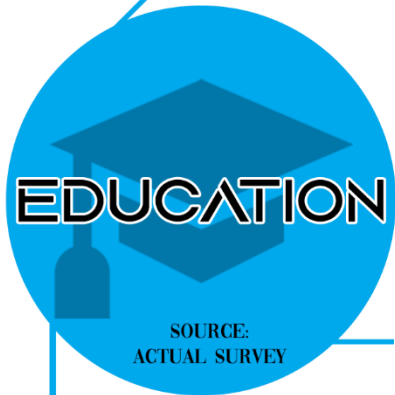


FOOD THRESHOLD
29.99%
SOURCE: 2018 CBMS 3RD ROUND SURVEY



FOOD SHORTAGE
1.61%
SOURCE: 2018 CBMS 3RD ROUND SURVEY

SOCIAL SECTOR



TOTAL NUMBER OF SCHOOLS		TOTAL NUMBER OF ENROLMENT	
KINDERGARTEN	40	KINDERGARTEN	5,343
ELEMENTARY	40	ELEMENTARY	8,074
JUNIOR HIGH SCHOOL	18	JUNIOR HIGH SCHOOL	7,805
SENIOR HIGH SCHOOL	15	SENIOR HIGH SCHOOL	5,622
TERTIARY	5	TERTIARY	6,462

STUDENT - TEACHER RATIO		STUDENT - CLASSROOM RATIO	
ELEMENTARY	25:1	ELEMENTARY	27:1
JUNIOR HIGH SCHOOL	23:1	JUNIOR HIGH SCHOOL	40:1
SENIOR HIGH SCHOOL	17:1	SENIOR HIGH SCHOOL	29:1

LITERACY RATE
96.83%
SOURCE: 2018 CBMS 3RD ROUND SURVEY

NUMBER OF HOSPITALS
4
SOURCE: 2022 MHO

NUMBER OF HEALTH CENTERS
38
SOURCE: 2022 MHO

NUMBER OF PUBLIC DOCTORS
17
SOURCE: 2022 MHO

HIGHEST LEADING CAUSES OF MORTALITY
CARDIO VASCULAR ARREST
SOURCE: 2022 MHO

HIGHEST LEADING CAUSES OF MORBIDITY
ACUTE RESPIRATORY INFECTION
SOURCE: 2022 MHO

MALNOURISHED CHILDREN
1,783
SOURCE: 2018 MHO

HOUSEHOLDS WITHOUT ACCESS TO SANITARY TOILET FACILITY
10.08%
SOURCE: 2018 CBMS 3RD ROUND SURVEY



COVID DATA
SOURCE: 2021 MHO

CASES	310
RECOVERED	306
DEATH	4

SOCIAL SECTOR

HOUSEHOLDS WHO ARE INFORMAL SETTLERS

7.2%

SOURCE: 2018 CBMS 3RD ROUND SURVEY



HOUSEHOLDS WHO ARE LIVING IN MAKESHIFT HOUSING

1.67%

SOURCE: 2018 CBMS 3RD ROUND SURVEY

HOUSING

PUBLIC SAFETY AND PROTECTIVE SERVICES



NUMBER OF PERSONNEL

POLICE
61

SOURCE: 2022 PMPS



BUREAU OF FIRE PROTECTION
19

SOURCE: 2022 BFP-PINAMALAYAN



COAST GUARD
4

SOURCE: 2022 PCG PINAMALAYAN



FIRE INCIDENCE
6

SOURCE: 2022 BFP-PINAMALAYAN



CRIME VOLUME
113

SOURCE: 2022 PMPS

PRESCHOOLERS
1,859



SENIOR CITIZENS
8,890



SOLO PARENTS
533



PERSONS WITH DISABILITY
546



NUMBER OF CLIENTELE

SOCIAL WELFARE

SOURCE: 2022 MSWDO

ECONOMIC SECTOR

AGRICULTURE

SOURCE: 2022 MAGO



TOTAL AGRICULTURAL AREAS
9,009 HECTARES



LIVESTOCK
37,711



NUMBER OF FARMERS
7,682



NO. OF LIVESTOCK FARMERS
3,305

COMMERCE AND TRADE

SOURCE: 2021 BPLO



PRIMARY ACTIVITIES
25
Agriculture/Hunting/Forestry
Fishing
Mining/Quarrying



SECONDARY ACTIVITIES
156
Manufacturing
Electricity, Gas, & Water Supply
Construction



TERTIARY ACTIVITIES

2,273
Wholesale/Retail
Hotel/Lodging
House & Restaurants
Transport/Storage & Communications
Financial Intermediation, Real Estate, Renting
Educational Institution, Hospital/Clinic



REVENUE FROM BUSINESS ESTABLISHMENT
PHP 17,765,478.53

TOURISM

SOURCE: 2022 THCAU



NUMBER OF EXISTING TOURISM ESTABLISHMENTS
34



VISITOR ARRIVAL
35,087

INFRASTRUCTURE AND UTILITIES SECTOR

TRANSPORTATION

NUMBER OF PUBLIC LAND TRANSPORT VEHICLES
SOURCE: 2022 BPL0

TRICYCLE
2,708

MULTICAB
44

VAN
62

TOTAL ROAD LENGTH
289 KM
SOURCE: 2022 MEO

NUMBER OF BRIDGES
20
SOURCE: 2022 MEO

NUMBER OF TRANSPORT TERMINALS
6
SOURCE: 2022 MEO

NUMBER OF TODA ASSOCIATION
29
SOURCE: 2022 BPL0

OTHER TRANSPORT FACILITIES

AIRPORT
1

SEAPORT
1

POWER

POWER PLANT
9.7 MW DIESEL POWERED (1)

HOUSEHOLDS WITH ACCESS TO ELECTRICITY
91.06%
SOURCE: 2018 CBMS 3RD ROUND SURVEY

WATER

HOUSEHOLDS WITH ACCESS TO IMPROVED WATER SOURCE
20.83%
SOURCE: 2018 CBMS 3RD ROUND SURVEY

INFORMATION AND COMMUNICATION

RADIO STATION
2

TELEPHONE SERVICES PROVIDER
2

POSTAL SERVICES
2

COMMUNICATION TOWERS
17

INTERNET SERVICES PROVIDER
3

INSTITUTIONAL SECTOR

ORGANIZATION AND MANAGEMENT

SOURCE: 2022 HRMO

ELECTIVE OFFICIALS
12

PERMANENT
235

TEMPORARY
3

CO-TERMINUS
4

JOB ORDERS
303

CONTRACT OF SERVICE
27

FISCAL MANAGEMENT

SOURCE: 2022 MBO

TOTAL INCOME
PHP 410,934,174.66

TOTAL EXPENDITURE
PHP 370,819,021.00

DEVELOPMENT LEGISLATION

SOURCE: 2022 VMO-SB

ORDINANCES
142

RESOLUTIONS
1,162

I. NARRATIVE DESCRIPTION

The Human Resource Plan 2024 is the first thematic plan of its kind for the Municipal Government of Pinamalayan. Apart from the agency's Capacity Development Agenda, the HR Plan is a short-term plan of the agency which aims to evaluate the effectiveness of human resource procedures, to determine the present and future staffing requirements of the agency, to improve office and individual performance and effectiveness, to identify appropriate L&D interventions that align employee performance with the agency's strategic objectives, to promote the overall well-being of employees, to increase the productivity of the workforce, and to ensure rewarding of outstanding accomplishments and best practices of employees and offices with consistency, among others.

The Human Resource Plan 2024 features an analysis matrix of issues and concerns surrounding human resource systems and areas of the agency; a listing of proposed PPAs that will enable the HR Committees that assist the Local Chief Executive in the execution of the HR programs and activities; Staffing Plan for FY 2024 that assesses and identifies the projected personnel needs of the organization; Recruitment Plan for FY 2024 which is the predetermined strategy of the agency to implement during the hiring process for the year; Performance Management Calendar for FY 2024 which establishes the timeline of SPMS implementation for the year; the proposed Human Resource Development Program FY 2024 which defines the proposed interventions to address the learning needs of the employees; the Rewards and Recognition Calendar FY 2024 which sets the timeline of PRAISE implementation for the year; and the proposed Rewards and Incentives Program FY 2024 which enumerates the proposed recognitions, awards and incentives for the employees for the year.

Human resource planning is the ongoing process of systematic planning to achieve the best use of an organization's most valuable asset – its human resources. It is the process of ensuring that the human resource requirements of an organization are identified and plans are made for satisfying those requirements. This plan is consistent with Title III (Human Resources and Development), Section 76 (Organizational Structure and Staffing Patterns) of Republic Act (RA) No. 7160, which is popularly known as the Local Government Code (LGC) of 1991 states that, "Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission (CSC)."

II. VITAL FACTS AND FIGURES

The Municipal Government of Pinamalayan (or MGOP for brevity) is the seat of government of the Municipality of Pinamalayan, a first-class municipality in the Province of Oriental Mindoro. The delivery of the basic services from the municipal government to its constituents is channeled through the 24 municipal government offices of the LGU, 17 of which are departments, 5 are divisions and 2 are special work units under the Office of the Municipal Mayor.

The municipal government through the current administration has committed itself to achieve the agency's vision of being the Central Trading Hub of Oriental Mindoro and the rest of MIMAROPA through living by the tenets of the core values creatively coined using the emblem of the town's rich history: the RAINBOW.



Vital Facts and Figures

on the human resources of the Municipal Government of Pinamalayan

As of December 31, 2022, the MGOP 235 regular personnel and 330 nonregular personnel hired through Job Order and Contract of Service, totaling to 565 employees. With the figures presented, it can be noted that the population of the nonregular personnel exceeds that of the regular personnel population in the agency by 16%. This gap may be attributed to the insufficiency of plantilla positions which compels the LGU to outsource nonregular workers to fill in the personnel needs of the agency.

Regular personnel refers to the plantilla position holders in the agency, both in the career service and non-career service, while nonregular personnel refers to the employees who are hired by the agency as additional reinforcement to the regular personnel of the agency, through Job Order and Contract of Service hiring.

As defined, Job Order refers to the hiring of a worker for piece work or intermittent job of short duration not exceeding six months and pay is on a daily or hourly basis. It is to be understood that the piece of work or job to be performed requires special or technical skills not available in the agency and the same is to be accomplished under the worker's responsibility and with minimum supervision by the hiring agency. Contract of Service refers to the engagement of the services of a person, private firm, non-governmental agency, or international organization to undertake a specific work or job requiring special or technical skills not organized in the agency to be accomplished within a specific period not exceeding 1 year. The person engaged performs or accomplishes the specific work or job under his responsibility and with minimum supervision by the hiring agency. There exists no employer-employee relationship between the MGOP and the nonregular personnel hired under JO and COS, the services rendered thereunder can never be accredited as government service.

With the aforementioned limitations on the nonregular personnel, the discussions to follow in this document shall largely focus on the regular personnel of the agency. However, as the nonregular workforce is undeniably a significant part of the MGOP workforce despite their status, the welfare of the nonregular employees and their management shall likewise be incorporated into the plan.

POSITION LEVEL

	1st level	2nd level	Elective	Total
Male	70	37	12	119
Female	78	38		116
	148	75	12	235

Of the 235 plantilla holders of the LGU excluding the 12 elective officials, 148 are first-level employees, comprising 63% of all plantilla holders. First-level employees are personnel whose tasks are in support of office operations or those engaged in clerical, trades, crafts, or custodial services which involve sub-professional work in a non-supervisory and supervisory capacity. The remaining 75 second-level employees occupy 32% of the regular personnel. They are the personnel who occupy second-level positions which are professional, technical, and scientific in nature and which involve professional, technical, and scientific work in a non-supervisory or supervisory capacity up to the Division Chief level or its equivalent.

CAREER AND NON-CAREER SERVICE

Career Service				Non-Career Service			
	Male	Female	Total		Male	Female	Total
1st level	66	77	143	Elective	12	0	12
2nd level	36	37	73	Coterminous	3	1	4
Total	102	114	216	Temporary	2	1	3
				Total	17	2	19

On the subject of appointment status, of all plantilla holders, 12 are elective officials, 216 are permanent, 4 are coterminous with the incumbent, and 3 are temporary. The 216 permanent employees comprise the personnel in the career service, and the elective, coterminous, and temporary appointees are the personnel in the non-career service. The 4 coterminous employees are those holding highly-confidential positions, while the 3 temporary employees are appointees of Category II positions who are waiting to be reappointed to permanent status after meeting the required eligibility of the position, after 1 year of very satisfactory service.

FUNCTIONAL CLASSIFICATION

	Elective	Managerial	Technical	Administrative	Total
Male	12	17	33	57	119
Female		10	35	71	116
Total	12	27	68	128	235

As to the Functional Classification of the workforce, 12 are elective officials, 27 occupy managerial positions, 68 occupy technical positions, and 128 occupy administrative positions. The elective officials which occupy 10% of the workforce and the personnel in managerial positions which occupy 14% of the workforce compose the management. The remainder falls under administrative and technical employees who occupy 28% and 48% of the workforce, respectively, which compose the members of the rank-and-file.

AGE GROUPS

	20-29	30-39	40-49	50-59	60 and above	Total
Male	17	28	24	39	11	119
Female	23	23	18	41	11	116
Total	40	51	42	80	22	235

There are three generations comprising the current workforce of the agency: The Baby Boomers who were born from 1946 to 1964; the Generation X who were born from 1965 to 1980; and the Millennials who were born from 1981 to 2000. The generational workforce differences pose a challenge to the organizational setup, as each generation's traits, beliefs, and life experiences influence how they work, communicate, and respond to change. To ensure seamless rapport between the generations present in the workforce, the agency has to strengthen its capacity development efforts to level the competencies and orientations of the age groups.

The data presented above implies that the majority of the regular employees fall within the 50-59 age group at 34%, followed by the employees aged 30-39 at 22%; the population of employees aged 40-49 comes next which sits at 18%, followed by the youngest group or the employees aged 20-29 at 17%. The minority among the age group is the bracket where employees aged 60 and above fall, which sits at 9%. As shown in the graph below, there are 11 male and 11 female employees belonging to the age group 60 and above, which implies that 22 employees are eligible and may opt for retirement in the ensuing year.

EDUCATIONAL ATTAINMENT

	Male	Female	Percentage
Doctoral	4	3	3%
Masteral	12	6	8%
Bachelor	62	64	54%
Unit Earner	6	4	4%
College Undergraduate	11	6	7%
Vocational/ Associate	10	29	17%
Vocational/ Associate Undergraduate	1	1	1%
High School	11	2	6%
Elementary	2	1	1%

Majority of the workforce are bachelor's degree graduates (54%), followed by vocational/associate/short-term courses graduates (17%), masteral degree graduates (8%), bachelor's degree undergraduates (7%), high school graduates (5%), bachelor's degree graduates with earned masteral units (4%), doctoral degree graduates (3%), elementary graduates (1%) and vocational/associate/short M term course undergraduates (1%).

YEARS IN SERVICE

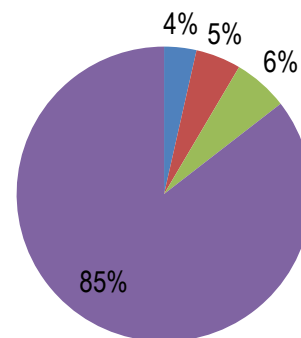
	Below 1 Year	1-10	11-20	21-30	31-40	41 above	Total
Male	20	60	15	14	9	1	119
Female	18	55	11	18	14		116
Total	38	115	26	32	23	1	235

As to years in service, the data above reveal that the majority of the workforce (49%) is new in government service, as they belong to the 1-10 year bracket. This figure was followed by the employees who have been recently employed whose service is below 1 year, which sits at 16%; followed by employees who have been in the service for 21-30 years which sits at 14%; followed by employees who have been in the service from 11-20 years which sits at 11%; and finally, the employees who have been employed as regular employees for 31-40 years come last, occupying 10% of regular employees.

■ LGBTQA+ ■ Solo Parents ■ PWDs ■ The rest of employees

LGBTQA+, SOLO PARENTS AND PWDs

	Male	Female	Total
Solo Parents	7	21	28
PWD	20	14	34
LGBTQ+	12	8	20
Rest of Employees	262	221	483
Total	301	264	565



A virtual survey conducted by the Human Resource Management Office with the municipal government offices as respondents reveal that 4% of the workforce are members of the LGBTQ+, 5% are solo parents, and 6% are Persons with Disability (15% out of the entire workforce). While the MGOP has a conscious effort to promote the Equal Employment Opportunity Principle in its HR procedures, as can be vouched by the approved EEOP Guidelines of the agency, there is still a lack of representation of indigenous people (IP) community in the municipal government workforce at the present.

NUMBER OF NEWLY-CREATED POSITIONS IN 2022

OFFICE	2nd Level (Executive)	2nd Level	First Level
MO		1	5
a. GSO			
b. MZD			
c. SOD			
d. SCO			
e. MENRMD			
f. MO - THCAU			
g. MO - BAC			
BPLO	1		
OVM			2
MAdO			1
HRMO	1		
MPDO		1	
MCRO			
MBO			
MAccO			
MTO			
MAssO			
MDRRMO	2		1
MHO		1	
MSWDO		1	1
MAgO			
MEO			
MOD			
Total	4	4	10

In the year 2022, 18 new positions were created to 9 out of 24 offices (38%) in the MGOP. 4 of these positions are executive/managerial positions in the second level positions, all of which require a 2nd level eligibility; 4 are second level positions, requiring second level eligibility or appropriate RA 1080 license; and 10 positions are first level positions, of which only 1 position requires a 1st level eligibility, 1 is a Category II position requiring a skill eligibility, 1 is a Category IV position requiring a professional license, and 7 are Category III positions which do not require any eligibility.

**Vital Facts and Figures on
RECRUITMENT, SELECTION AND PLACEMENT**

APPOINTEES IN 2022

	Executive/ Managerial	2nd Level	1st Level	Total
Male	3	3	16	22
Female	2	7	20	29
Total	5	10	36	51

APPOINTEES BY STATUS AND NATURE OF APPOINTMENT IN 2022

	Original	Promotion	Reappointment	Reemployment	Transfer	Total
Permanent	32	16	4	1	0	53
Temporary	1	1	2	0	0	4
Coterminous	0	0	4	0	0	4
Total	33	17	10	1	0	61

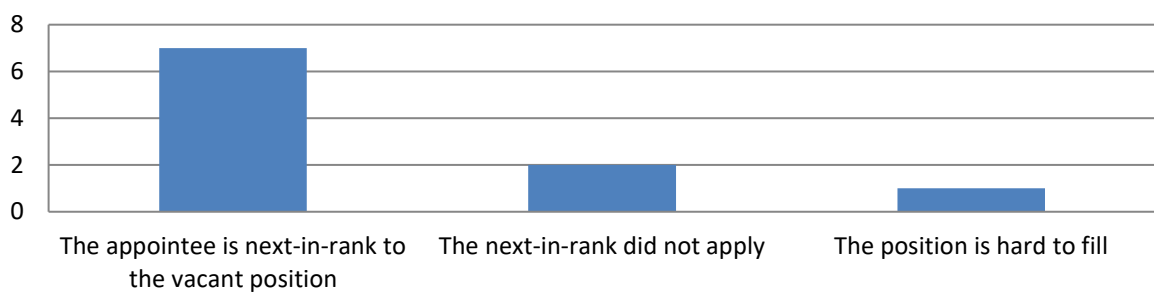
In 2022, a total of 61 appointments were issued by the appointing authorities of the agency (the Mayor and the Vice Mayor), consisting of 33 original appointments, 17 promotions, 1 reemployment, and 10 reappointments, from which 17 out of 24 offices benefited. In total, 68 vacancies were recorded during the year, including 18 newly-created positions and 50 natural vacancies resulting from promotion and separation from service of the former incumbents of the positions. The Office of the Municipal Mayor got the highest percentage of vacancies filling up for the year at 11.76%, since the office has had the highest number of vacancies, with 6 new additional plantilla and 3 natural vacancies. It is worth highlighting that 3 Municipal Government Department Heads (MDRRMO, HRMO, and BPLO) were filled up during the year, all of which were newly-created positions in 2022.

As of December 31, 2022, 51 vacancies were filled up, while the appointment of candidates in 11 vacancies that have been screened by the HRMPSB was already finalized to take effect on January 16, 2023. These figures total to 62 vacancies with appointments issued and finalized for issuance as of December 31, 2022, as shown in column number 7, and represent 24.22% of the total number of plantilla positions in 2022 (256 positions). With 68 vacancies within the year and 62 vacancies which are considered filled, it can be noted that the agency was able to address the vacancies in the organizational structure at the rate of 91%. Column number 8 also presents the percentage by which vacancies in individual offices were addressed during the year.

The way the agency addresses the gaps in the organizational structure not only speaks about the agency's commitment to the attainment of its goals and vision but also reflects on the agency's dedication to the welfare of its current manpower. While unfilled positions in an agency would mean savings in the agency budget, it is also true that the gap incurred by unfilled positions causes organizational strain. At some point, employees at all levels bear the weight of making up the work of unfilled roles, which in time shall cause stress and burnout. With the figures presented above, it can be safe to state that the Municipal Government of Pinamalayan has a high rating in terms of addressing the vacancies in the organization.

Of the 17 promotional appointments issued in 2022, 7 were promoted coming from a first level to a higher first-level position; 2 first-level holders were promoted to second-level positions; 3 second-level position holders were promoted to higher second level positions; 2-second level position holders were promoted to executive positions; and 3 executive position holders were promoted to a higher executive level position. Of the same figure, 41% or 7 were issued within the 3 salary grade limitation, while 59% or 10 were issued beyond the limit. This 59% ranges from 4 to 12 salary grade leaps from the previously-held position to the current position of the appointee.

The 2017 Omnibus Rules on Appointment and Other Human Resource Actions (Revised 2018) or the ORAOHRA discusses in Sections 97 to 99 that an employee may be promoted to a position which is not more than 3 salary grade higher than the employee's present position; otherwise, the appointments issued in violation of this policy shall be disapproved/invalidated. The same sections also enumerated the exceptions where promotional appointments may be issued beyond this limitation. As all the candidates for the positions always pass through a deep selection process with the HRMPSB, taking into consideration the educational achievements, highly specialized training, relevant work experience, and consistent performance rating/ranking, the aforementioned 10 promotional appointments which were issued beyond the limitation were justifiable by the exceptions cited in the ORAOHRA. These include the following: (a) The position occupied by the appointee is next-in-rank to the vacant position; (b) The next-in-rank did not apply for the position; and (c) The vacant position is hard-to-fill.



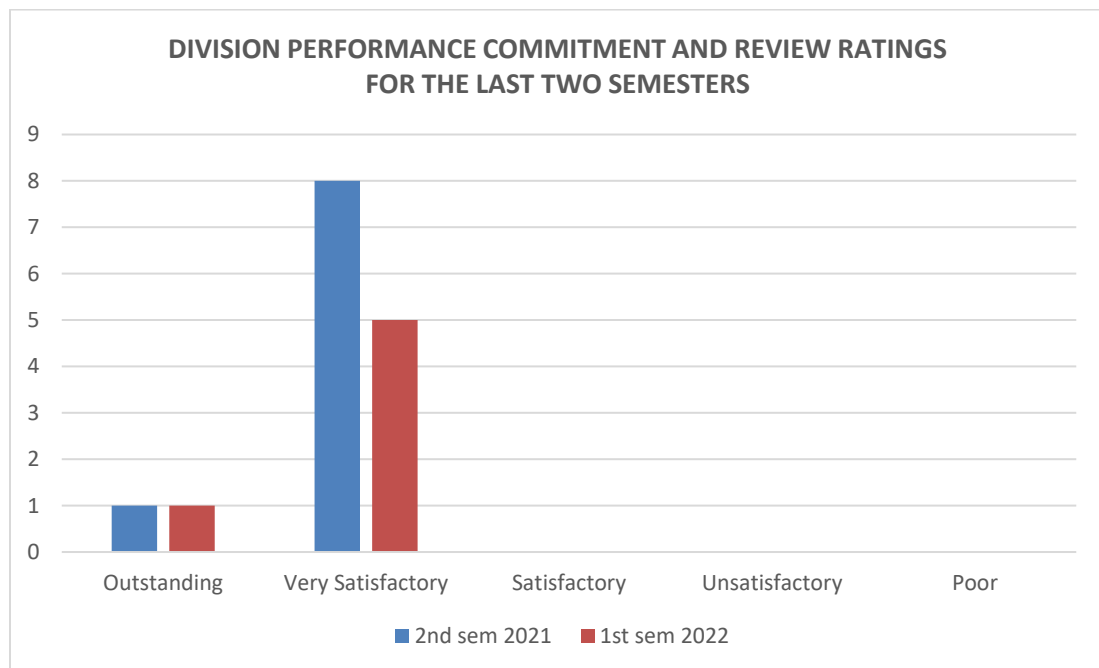
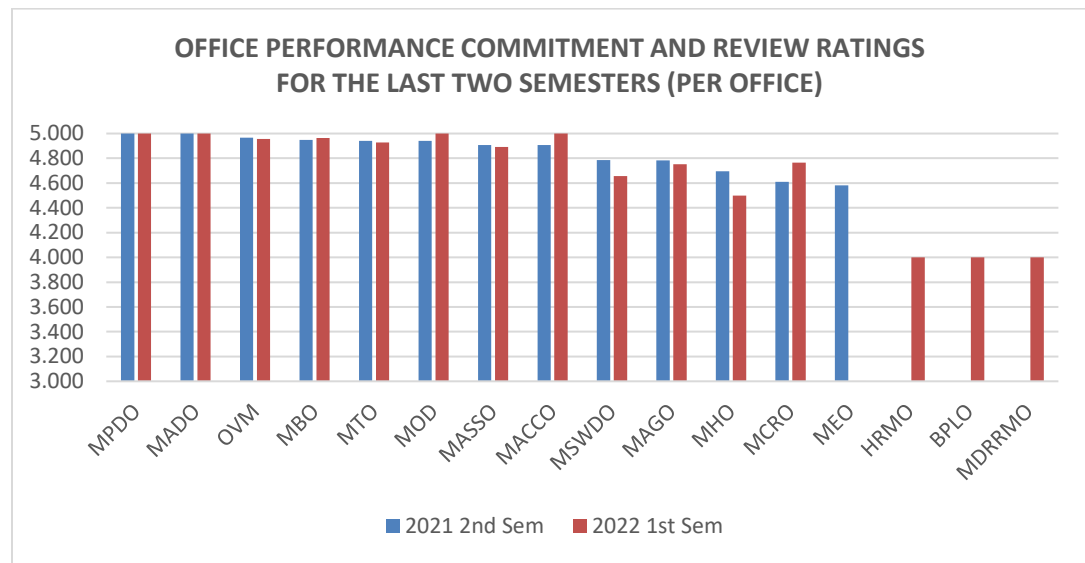
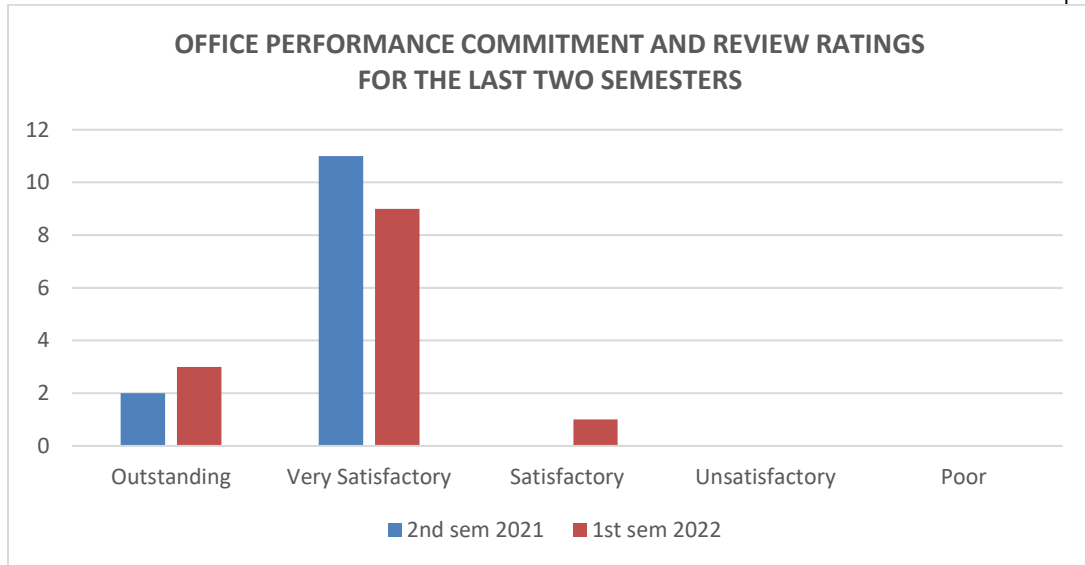
SEPARATED EMPLOYEES IN 2022

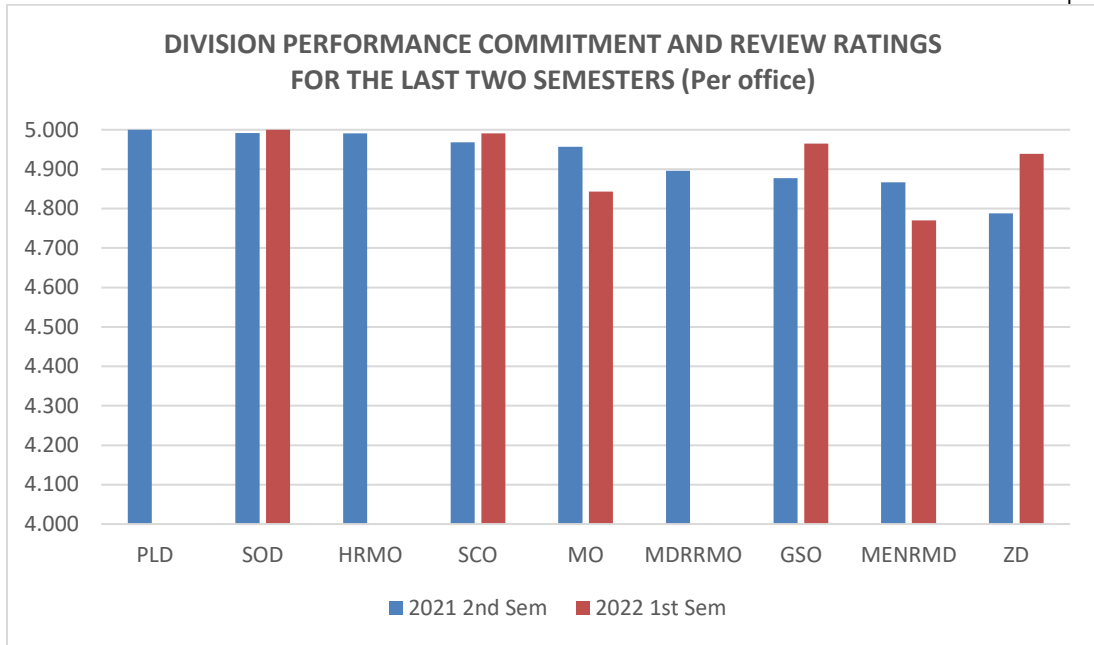
	Mandatory Retirement	Optional Retirement	Transfer of Agency	Resignation	Death	Total
Male	2	2	0	3	0	7
Female	2	1	0	1	1	5
Total	4	3	0	4	1	12

In 2022, mandatory retirement and resignation are the two most frequent modes of separation. Out of the 12 separated employees of the agency, 4 retired mandatorily, 3 availed the optional retirement, 4 resigned from the formerly-held position, while 1 employee separated from service through death.

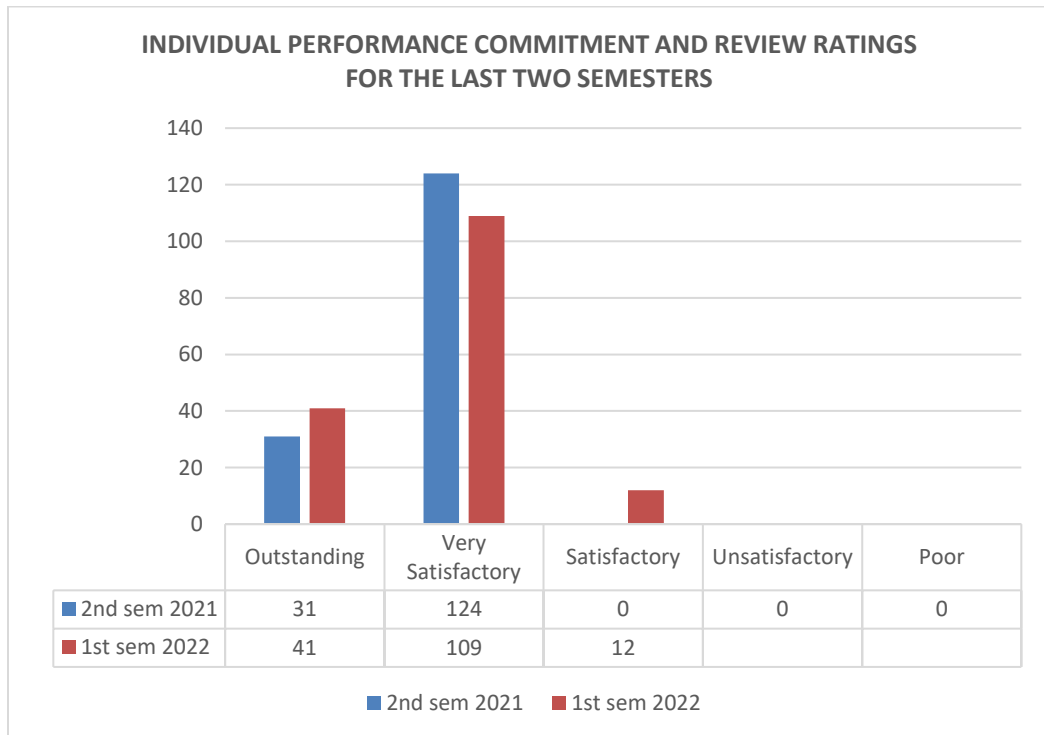
Vital Facts and Figures on PERFORMANCE MANAGEMENT

When it comes to Performance Management, it is a recognized fact that the Municipal Government of Pinamalayan has already institutionalized its processes and procedures. Through the agency-customized Performance Management Manual and Specific Guidelines adapted to the organization's needs, the implementation of SPMS has been further strengthened. As of the present, the agency follows the four cycles of performance management – Performance Planning and Commitment, Performance Mentoring and Coaching, Performance Review and Evaluation, and Performance Rewarding and Development Planning. As the validation of actual outputs of offices and employees for the Second Semester of Performance Year 2022 is currently ongoing, following the calendar of PMT-Activities for this year, the graphs below shall present the performance evaluation results for the last two semesters, the Second Semester of Performance Year 2021, and the First Semester of Performance Year 2022.





It can be observed in the graphs above that offices have consistently achieved either an Outstanding or Very Satisfactory Adjectival Rating for the last two consecutive semesters except for one office who have achieved a Satisfactory Rating on the First Semester of PY 2022 due to the imposition of penalty upon violation to the performance management Specific Guidelines. For the Division Performance Commitment and Review (DPCR), significant changes can be observed in the number of offices upon the elevation of three offices namely the Human Resource Management Division, the Permits and Licenses Division, and the Municipal Disaster Risk Reduction and Management Division from a mere division under the Office of the Municipal Mayor to a full-fledged department effective January 01, 2022. Unfortunately, the performance ratings of the said offices for the First Semester of PY 2022 were drastically affected due to the imposition of a fixed rating below the lowest validated 2022 O/DPCR Rating as a consequence of failure to submit on time the approved calibrated 2022 OPCR resulting from delayed calibration of OPCR Commitment as departments, hence achieved the final rating of 4.001.



For the Individual Performance Commitment and Review (IPCR), it can be observed that employees have shown excellent performance for the last two consecutive semesters, with a higher number of employees achieving an Outstanding Adjectival Rating in the First Semester of Performance Year 2022. However, it can be seen that twelve (12) employees have achieved a Satisfactory rating, all coming from the Municipal Engineering Office, whose performance ratings were affected by the imposition of a penalty to their office's rating.

Further, it is noteworthy that for the year 2022, to give rewards to employees consistently displaying exemplary performance, the Performance Management Team had recommended eight (8) personnel to be entitled to the grant of two steps salary increment due to meritorious performance. In addition, names of twenty (20) employees who have achieved both Outstanding Adjectival Ratings for two semesters of Performance Year 2021 were endorsed by the PMT to the PRAISE Committee for the Outstanding Employee of the Year Award which was given during the 8th Annual PRAISE Recognition Rites held on September 30, 2022.

Vital Facts and Figures on LEARNING AND DEVELOPMENT

In 2022, the Human Resource Management Office proposed 17 PPAs under the Human Resource Development Program, 9 of which are intended for capacity development and enhancement, 4 are PPAs for health and wellness, and 4 are PPAs for employee welfare. Unfortunately, due to limited HRD Fund during the year, only 9 out of the proposed 17 PPAs were funded and implemented in the agency. Priority was given to an identified mandatory activity and to such other activities that were foreseen to address the pressing needs of the employees based on the LNA conducted in 2021.

PROPOSED	FUNDED	IMPLEMENTED
Capacity Development /Enhancement		
<ul style="list-style-type: none"> • In-house trainings for both supervisors and rank-and-file employees • Orientation Programs • Employees' Day Celebration • Values Formation Program •Employees' Team Building Activity • Employees' Sports Olympics • Civil Service Month Celebration • Local Scholarship Program for Employees • Benchmarking Activity for Employees 	<ul style="list-style-type: none"> •In-house trainings •Employees' Day Celebration •Civil Service Month Celebration • Employees' Team Building Activity • Employees' Sports Olympics •Local Scholarship Program for Employees 	<ul style="list-style-type: none"> •Two (2) Onboarding Program for New Appointees conducted on April 5, 2022 and on November 09, 2022 •Employees Day celebrated on December 09, 2022 •Civil Service Month celebrated on September 1-30, 2022 •Local Scholarship Program for Employees (with 4 Local Scholarship Grantees) •Employees' Team Building Activity held last September 16, 2022 • Employees' Sports Olympics held on September with intermittent schedule •Basic Customer Service Skills Seminar-Workshop was conducted on October 25-27, 2022
Health and Wellness Program		
<ul style="list-style-type: none"> •Annual Medical Check-up for Employees •Production of IEC materials for healthy lifestyle advocacy campaign •Conduct of Healthy Lifestyle/Physical Fitness Program •Drug Testing for Employees 	<ul style="list-style-type: none"> •Drug Testing for Employees 	<ul style="list-style-type: none"> •Drug Testing for Employees on November 29, 2022
Employees Welfare		
<ul style="list-style-type: none"> •PRAISE Annual Recognition Rites •Retirement Program •E-CARE Program •Establishment of Child-minding Station 	<ul style="list-style-type: none"> •PRAISE Annual Recognition Rites •Retirement Program 	<ul style="list-style-type: none"> •PRAISE Annual Recognition Rites •Retirement Program

Vital Facts and Figures on REWARDS AND RECOGNITION

In 2022, the Municipal Government of Pinamalayan, through the PRAISE Committee, was able to confer a total of 795 awards to employees of various ranks and statuses. 44 On-the-Spot Awards were conferred during the year, with 30 recipients of the OTS for passing for Licensure and Eligibility Exams, 5 for completing Post Graduate studies, and 10 special recognitions for the awards received by the office. 443 Best Employee of Month awards were given to the best employees nominated by all offices on a monthly basis, out of whom the nominees for the Best Employee of the Quarter shall be selected. There were 24 winners of the Best Employee of the Quarter in 2022, as the top 3 awardees are being selected for regular and nonregular categories every quarter. 11 individuals received the loyalty award during the year, while 10 retirees and 1 posthumous awardee received honors during the *Salamat-Mabuhay* Program.

PROGRAM	NO. OF AWARDEES	ACTUAL COST	BENEFIT
On-the-Spot Award	44	2,200.00 (50.00/certificate x 44 awardees)	<ul style="list-style-type: none"> •Improves employee retention •Employees are getting motivated, and engaged. •Employees are getting more productive.
Monthly Recognition	443	22,150.00 (50.00/certificate x 443 awardees)	<ul style="list-style-type: none"> •Increased motivation, higher engagement, boost morale, promote healthy competition, better retention, produced higher productivity and compliant to agency and CSC policies and procedures.
Quarterly Recognition	166	8,300.00 (50.00/certificate x 166 awardees)	
	24	40,000.00 (10,000.00/quarter cash incentive)	
8 th Annual PRAISE Recognition Rites	96	568,800.00 (Supplies, Materials, Rentals and other MOOEs)	<ul style="list-style-type: none"> •Increase motivation, show appreciation, encourage friendly competition, boost morale, reduced turnover, improve productivity, boost employee retention,
		547,500.00 (Cash Incentive)	

PROGRAM	NO. OF AWARDEES	ACTUAL COST	BENEFIT
			produced higher productivity and create a positive workplace and compliant to agency and CSC policies and procedures.
Loyalty Award and Incentive	11	25,500.00 (1,700.00 x 11 Plaques) 70,000.00 (Cash incentive)	Increase in employee motivation, boost team morale, higher employee retention rates, and higher levels of productivity.
Retirement Program and Incentive	11	150,000.00 (Supplies, Materials, Rentals and other MOOEs) 276,000.00 (Cash Incentive)	<ul style="list-style-type: none"> •Reduced turnover, improve productivity and attract and retain top talent. •Help the transition from service to retirement with greater ease and success.
GRAND TOTAL	795 awardees	P1,708,500.00	

ANALYSIS MATRIX

ISSUES/ CONCERNS/ TECHNICAL FINDINGS/ OBSERVATIONS	IMPLICATION/EFFECT	POLICY OPTIONS/ PROPOSED INTERVENTION
Recruitment, Selection and Placement		
Out-dated Qualification Standards Book of the CSC; Lack of agency-customized QS	Errors in publication; high risk of invalidation of appointment; screening procedures to be repeated	Formulation of the agency's own QS Manual through a Technical Working Group.
Lack of dedicated fund for HRMPSB despite the frequency of meetings of the board	Frequent outsourcing of resources from other offices limits the smooth process flow	Fund allocation for the HRMPSB, which shall allow for the procurement of necessary equipment, office supplies and other supplies
Insufficient number of regular staff for the RSP Unit of HRMO to make room for sufficient time to research on publication, applicant scrutiny, secretariat duties to HRMPSB, appointment preparation, regular reporting to the CSC, employee exit program, among others	Multi-tasking and working in a limited time pose the risk of errors. Errors are highly unacceptable in RSP, as among the 4 HR core areas, it is only the RSP outputs that are subject to rigid scrutiny and auditing by the Civil Service Commission	Creation of plantilla position to be assigned in RSP, preferably a second level position to ensure high level of accountability: Administrative Officer II (HRMO I) (SG 11)
The number of the nonregular employees exceeds the number of the plantilla holders, which should not be the ideal case in an agency.	Duplication of tasks with permanent employees; permanent employees being accountable to the output of nonregular personnel may affect their performance (negatively or positively) and it makes their performance rating not 100% theirs	Review and assessment of the actual need for additional nonregular personnel based on the number of deliverables of the offices; updating of the compensation package for nonregular employees; formulation of guidelines on the admission of nonregular employees
Apprehension of some offices to conduct the Send Off Program for Retirees	Missed opportunity for the retiree to be recognized during the last day of service; low morale of retiree	Fund allocation for the Send-Off Program for Retiring Officials and Employees
Performance Management		
Some programmed and funded PPAs are not included as MFOs in the OPCR Commitment	Accomplished and unaccomplished PPAs are not rated in the OPCR; 'Allotted Budget' column in the OPCR is not utilized	Use of AIP and Approved Work and Financial Plan as references during the calibration sessions
Varied interpretation of SPMS Guidelines	Risk for impartiality and inconsistency	Establishment of a separate SPMS unit to facilitate single point of view and uniform standards in the conduct of validation.
Insufficient number of regular staff for the PM Unit of HRMO to make room for sufficient time to review all calibrated and validated IPCRs of all employees, to perform secretariat duties to the PMT, to act as a head-member of the expanded team of the PMT, among others; first level employee acting as the PM focal	Multi-tasking and working on a limited time poses the risk for overlooked details of the system implementation, which shall be unacceptable since PM results are the basis for HR actions such as promotion, L&D opportunities, and rewarding;	Creation of plantilla position to be assigned in PM, preferably a second level position to ensure high level of accountability: Administrative Officer IV (HRMO II) (SG 15)
Lack of established internal policy regarding the evaluation of performance of probationers	There is no basis to impose the procedure for probationers	Enhancement of specific guidelines to reflect policy regarding the performance assessment of employees under probationary period; Creation of a tool for

ISSUES/ CONCERNS/ TECHNICAL FINDINGS/ OBSERVATIONS	IMPLICATION/EFFECT	POLICY OPTIONS/ PROPOSED INTERVENTION
		behavioral assessment to ensure more comprehensive conduct of probation
Coaching and Mentoring is not maximized in the agency as a personnel empowerment and performance monitoring tool	Monthly reports for Coaching and Mentoring are mere compliance, as majority of offices do not conduct Coaching and Mentoring	Attendance of Heads-of-Office to training (or conduct of an in-house training) related to Coaching and Mentoring
Lack of established internal policy regarding identification of the top 5% of employees who shall be recommended for the grant of step increment since there are several of employees achieving Outstanding Adjectival Rating for the two semesters within a year	The current method of the agency may cause low morale to some high performing employees but were not included in the step increment award	Formulation of appropriate mechanism to identify qualified personnel to be recommended for performance-based awards and incentives
Learning and Development		
The required L&D intervention of at least 8 hours for every employee in a year is not observed in the agency	L&D opportunities are not evenly distributed to employees; low morale to some employees	Formulation of appropriate and established mechanism to identify qualified personnel to attend L&D interventions; conduct of in-house trainings facilitated by local LSPs to accommodate all employees
Unreliable LNA and IDP data, as some personnel admit that they were not the one who answered their LNA and IDP	Actual L&D need of the employees cannot be measured, hence, actual needs are not addressed	Conduct of orientation in accomplishing the LNA and IDP tools; revision of the tool into a concise, clear and accessible one
Employees are apprehensive to avail the scholarship program	Missed L&D opportunity;	Conduct of survey on why employees do not want to avail the scholarship opportunity; Revisiting of scholarship guidelines in consideration of the survey result
Limited HRD fund	Limited programs for employee capacity enhancement, welfare and wellness; required number of training hours per year cannot be provided to all employees	Additional fund allocation for HRD
Lack of dedicated fund for HRDC despite the frequency of meetings of the committee	Frequent outsourcing of resources from other offices limits the smooth process flow	Fund allocation for the HRDC, which shall allow for the procurement of necessary equipment, office supplies and other supplies
Insufficient number of regular staff for the L&D Unit of HRMO to make room for sufficient time to research on L&D interventions for employees, to facilitate the planning, implementation and monitoring of all L&D activities, to perform secretariat duties to the HRDC, among others; First level employee acting as the L&D focal	Multi-tasking and working on a limited time poses risk for errors and overlooked details of program planning, implementation and monitoring	Creation of plantilla position to be assigned in L&D, preferably a second level position to ensure high level of accountability: Administrative Officer II (HRMO I) (SG 11)
Reward and Recognition		
No additional incentive is given to awardee of Employee of the Month	Non-uniform form of incentive	Provision of additional incentives for Employee of the Month like (coupon or gift certificates)
Some offices with personnel who are qualified to the on-the-spot award do not submit required forms to the HRMO	The employees are not recognized; low morale	Preparation of promotional Materials on on-the-spot awards
Limited fund for PRAISE Annual Recognition Rites; varying budgetary requirement due to PMT-indorsed awards and additional special citations as decided by the PRAISE Committee	Necessary adjustments have to be addressed prior to the program implementation	To allocate fund for the PRAISE Annual Recognition Rites as proposed
Insufficient number of regular staff for the R&R Unit of HRMO to make room for sufficient time to research, to facilitate the planning, implementation and monitoring of the rewards programs, to perform secretariat duties to the PRAISE Committee, among others;	Multi-tasking and working on a limited time poses risk for errors and overlooked details of program planning, implementation and monitoring	Creation of plantilla position to be assigned in L&D, preferably a second level position to ensure high level of accountability: Administrative Officer IV (HRMO II) (SG 15) Administrative Aide II (Bookbinder I) (SG 2)

ISSUES/ CONCERNS/ TECHNICAL FINDINGS/ OBSERVATIONS	IMPLICATION/EFFECT	POLICY OPTIONS/ PROPOSED INTERVENTION
Lack of established guideline in providing monetary incentive for service award (retiree); lack of established guidelines in giving posthumous award	The implementation may be subject to audit findings, although relevant committee resolutions are in place	To amend policy manual which includes the grant of monetary incentives based on the number of years in service of the retiree; to include guidelines for posthumous award and other new awards in the PRAISE Manual

IV. SUMMARY FORM

PROPOSED PPAs	DESCRIPTION	TARGET PERIOD OF IMPLEMENTATION				COST
		Q1	Q2	Q3	Q4	
Recruitment, Selection and Placement						
L&D Activities for the Committee						
• In-House Training for Orientation on the Provisions of the Revised ORAOHRA	L&D Activities intended for HRMPSB members and all municipal functionaries involved in the recruitment, selection and placement process	✓				<i>(reflected in the L&D proposal)</i>
• Benchmarking Activity to agencies with higher maturity level in PRIMEHRM (Incorporated with other HR Core System such as PM, L&D and R&R)			✓			
Policy Enhancements	• Updating/Revision of the Specific Guidelines in RSP Procedures	✓				<i>(the cost is reflected in the PPA 'Provision of Other Supplies and Materials')</i>
	• Review and Enhancement of Selection Tools such as Comparative Assessment Form, Tally Sheets, BEI Questionnaire, Written Examination Format, PE Format					
	• Incorporation of awards received in the overall rating of internal applicants					
	• Inclusion of Mechanism to Provide Assistive Paraphernalia for Applicants with Special Needs					
	• Formulation of customized Agency Qualification Standards for all plantilla positions in the agency (through the HRMPSB and a Technical Working Group)	✓	✓	✓	✓	1,000,000.00
HRMPSB Meetings						<i>(the cost is reflected in the PPA 'Provision of Other Supplies and Materials')</i>
Semestral Meeting (1st month of 1st sem)	Agenda: Schedule of Activities for the Year and Policy Enhancements	✓				
Semestral Meeting (last month of 2nd sem)	Agenda: Year-End Evaluation and Planning Activity for the Ensuing Year				✓	
RSP Activities (Scheduled Screening Procedures)	Proposed 6 Batches of Screening Procedures (2-month long each or 45 working days)	✓	✓	✓	✓	
Procurement of ICT equipment:	The Preliminary Evaluation requires the use of 2 sets of projector and laptop for every proceeding; there is also a need for a dedicated external drive for HRMPSB to store the documents of all committee proceedings.	✓				
2 laptop computers		✓				200,000.00
2 projectors						120,000.00
Other Supplies and Materials:		✓				30,000.00
1 printer		✓				5,000.00
1 external drive (1TB)						
Office Supplies	Office Supplies for Reproduction of Selection Tools for every proceeding	✓	✓	✓	✓	40,000.00
Representation Expenses (MO)	AM/PM snacks and lunch provision for proposed 6 batches of Screening Procedures (3-day proceedings per batch at maximum of 20 attendees)	✓	✓	✓	✓	150,000.00
						545,000.00
Performance Management						
Creation of SPMS Unit:	Creation of a separate SPMS unit and plantilla position	✓				573,518.00
Creation of Plantilla Position Administrative Officer IV (SG-15)						
L&D Activities for the Committee						

PROPOSED PPAs	DESCRIPTION	TARGET PERIOD OF IMPLEMENTATION				COST
		Q1	Q2	Q3	Q4	
•In-House Training for Re-orientation on SPMS Concept	Learning and Development activities intended for PMT Regular and Expanded Members and other Municipal Functionaries involved in the Performance Management		✓			<i>(reflected in the L&D proposal)</i>
•Benchmarking Activity to agencies with higher maturity level or best practices in PRIME-HRM (Incorporated with other HR Core System such as RSP, L&D and R&R)			✓			
Capability Building for PMT Members			✓		✓	
Policy Enhancements	<ul style="list-style-type: none"> •Updating/Revision of Specific Guidelines for SPMS Procedures and Processes; •Review and Enhancement of forms and Performance Standard Guide •Review and Enhancement of Coaching and Mentoring Form •Provision of Recommendation to the HRDC of the Learning Needs of employees based on the PM Evaluation Analysis Report 		✓			<i>(the cost is reflected in the PPA 'Provision of Other Supplies and Materials)</i>
Procurement of ICT equipment:	Procurement of ICT equipment necessary for conduct of PM-related Activities					
•1 projector with white screen		✓				100,000.00
Other Supplies and Materials						
•4 units Hard drive (1 TB)		✓				20,000.00
PMT Meetings						
Quarterly PMT meetings	Agenda: <ul style="list-style-type: none"> •Schedule, Venue and Mode of Validation and Calibration Sessions; •Reporting of Validation Results •Other Relevant Matters 	✓	✓	✓	✓	<i>(the cost is reflected in the PPA 'Provision of Other Supplies and Materials)</i>
Validation Activities	<ul style="list-style-type: none"> •Simultaneous Validation of OPCR/DPCR/IPCR for the 2nd semester of PY 2023 •Simultaneous Validation of OPCR/DPCR/IPCR for the 1st semester of PY 2024 	✓				
Calibration Activities	Simultaneous Calibration of OPCR/DPCR and IPCR Commitment for PY 2025				✓	
Honorarium for PMT Members	Provision of Honorarium to PMT Members as per attendance on PMT-related activities	✓	✓	✓	✓	450,000.00
Provision of Office Supplies	Office Supplies for Reproduction of Reports, Resolutions, Communication letters and other relevant documents	✓	✓	✓	✓	150,000.00
Representation Expenses (MO)	Snacks and Refreshments for Attendees during meetings and conduct of PM-related activities	✓	✓	✓	✓	500,000.00
						2,293,518.00
Learning and Development						
Policy Enhancements	<ul style="list-style-type: none"> • Updating/Revision of Learning and Development Policy Manual • Updating/Revision of Enhanced Policies and Guidelines in Human Resource Development Program 	✓				
HRDC Meetings						
Weekly deliberation	HRDC deliberation of nominations to training outside the municipal government and via zoom with registration fee	✓	✓	✓	✓	
Quarterly Meeting	Agenda: Updates on Human Resource Development Program	✓	✓	✓	✓	
Deliberations (Screening and Interview)	Screening and Interview of applicants for the Local Scholarship Program		✓			
Other Meetings		✓	✓	✓	✓	

PROPOSED PPAs	DESCRIPTION	TARGET PERIOD OF IMPLEMENTATION				COST
		Q1	Q2	Q3	Q4	
Procurement of ICT equipment:	Laptop be used in every proceeding and external drive to store the files					
1 laptop computer and printer		✓				70,000.00
1 Projector		✓				60,000.00
Other Supplies and Materials						
1 external drive (2TB)		✓				5,000.00
Provision of Office Supplies	Office Supplies for reproduction of necessary documents and materials needed in every proceedings	✓				10,000.00
Representation Expenses (MO)	Snacks and Refreshments for the committee and other attendees	✓	✓	✓	✓	12,400.00
	*10 HRDC members x P60.00 Snacks x 10 meetings = 6,000.00					
	*20 attendees for the interview of LSP applicants x P320.00 Meals and Snacks = 6,400.00					
HRD Programs	See breakdown in the Proposed HRD Programs for Employees in FY 2024					14,650,000.00
						14,807,400.00
Rewards and Recognition						
L&D Activities for the Committee						
• Attendance of PRAISE Committee Members to trainings on Rewards and Recognition	L&D Activities intended for PRAISE members and all municipal functionaries involved in the rewards and recognition process		✓			
• Benchmarking Activity to agencies with higher maturity level in PRIME-HRM			✓			
Policy Enhancements	• Updating/Revision of the Specific Guidelines in R&R Procedures	✓				
	• Review and Enhancement of Selection Tools such as Nomination Forms, Rating Sheets and Consolidation Sheets	✓				
	• Institutionalizing designs of Plaques in all categories of awards	✓				
PRAISE Committee Meetings	Agenda:					
Quarterly Meeting (First Quarter)	• Policy Enhancements	✓				
	• Planning of Activity for the ensuing year					
	• Civil Service Commission: Honor Awards Program (<i>deadline of Nomination: Every last working day of March of each year</i>)					
Quarterly Meeting (Second Quarter)	• Initial Meeting for the Annual PRAISE Recognition Rites		✓			
	• Schedule of Activities for the Annual PRAISE Recognition Rites:					
	a. Nomination					
	b. Verification					
	c. Posting					
	d. Deliberation/Rating					
	e. Consolidation					
	f. Validation					
Quarterly Meeting (Third Quarter)	Agenda: Annual PRAISE Recognition Rites			✓		
Quarterly Meeting (Fourth Quarter)	Agenda: Year-End Evaluation and Schedule of Activity for the Ensuing Year				✓	
Other Meetings	Urgent meetings that are held as needed.	✓	✓	✓	✓	
Procurement of ICT equipment:						
LED Panel Wall Display (Outdoor)	Acquiring this will lower our rental costs and elevate our presentation to the next level.	✓				--
1 laptop computer	The Selection Process of candidates/nominees requires the use of laptop	✓				100,000.00
1 laptop computer	The preparation of presentation for the awarding rites requires the use of laptop	✓				100,000.00

PROPOSED PPAs	DESCRIPTION	TARGET PERIOD OF IMPLEMENTATION				COST
		Q1	Q2	Q3	Q4	
2 ADF Eco Tank 3 in 1 printer with scanner	The printing and scanning of Certificates and other required documents require the use of printer with scanner.	✓				50,000.00
Other Supplies and Materials						
2 Tripods for Video camera and DSLR	The documentation of the whole selection and awarding rites requires the use of tripod	✓				30,000.00
1 Network Attached Storage (12TB)	Need for a dedicated external drive for PRAISE to store video documentation of all committee proceedings including the awarding rites	✓				40,000.00
1 script stand	Need an interview script stand to suit script reading	✓				2,000.00
Representation Expenses (MO)	Snacks and Refreshments for Attendees:	✓	✓	✓	✓	63,000.00
	(15 attendees in a 1-day meeting 15* 350.00 = 5250 x 12 meetings)					
Other MOOE	Other supplies/materials that may be needed	✓	✓	✓	✓	30,000.00
						415,000.00
Proposed Awards and Incentives	See breakdown in the Proposed Rewards and Incentives for FY 2024					1,850,000.00
						2,265,000.00
GRAND TOTAL						18,332,400.00

RECRUITMENT PLAN

I. ACTIVITIES AND TIMELINE PER RECRUITMENT BATCH				
STEPS	RESPONSIBILITY CENTER	TIME REQUIREMENT	WORKING DAYS	ITEM/S REQUIRING BUDGET
Identification of Vacant Position	HRMO	1 working day	1	None
Instruction for Publication	Appointing Authority	1 working day	1	None
Publication of Vacancy	HRMO	4 working days upon instruction	4	Office supplies
Filing of Application	HRMO	16 to 18 calendar days	14	None
Pre-Screening of Applicants including BI and Acknowledgment of Applications	HRMO	2 working days after publication	2	Office supplies
HRMPSB Preliminary Evaluation	HRMPSB	1 working day (at least 3 working days after pre-screening)	3	Snacks and Refreshments provision for panelists; Office supplies
Notification of all Applicants (preparation, request for signature, dissemination)	HRMO	2 working days - after the PE	2	Office supplies
Written Examination	HRMO	1 working day - at least 3 working days after notification	3	Office supplies
Behavioral Event Interview and Final Deliberation of the HRMPSB	HRMPSB	2 working days - at least 3 working days after the WE	4	Snacks and Refreshments provision for panelists; Office supplies
Return of Rating Sheets	HRMPSB	2 working days after the BEI	2	None
Consolidation Period, Preparation of Resolution, Indorsement to Members	HRMO	3 working days after return of rating sheets	3	Office supplies
Submit list of top five (5) candidates	HRMO	1 working day	1	Office supplies
Final Selection of Appointee	Appointing Authority	1 working day	1	None
Notification to Candidates	HRMO	at least 2 working days after the Selection	2	Office supplies
Appointment Preparation	HRMO	at least 2 working days after the Selection	2	Office supplies
			45 working day/ batch	

II. PROPOSED SCHEDULE OF BATCHES FOR FY 2024						
RSP ACTIVITIES	BATCH 1	BATCH 2	BATCH 3	BATCH 4	BATCH 5	BATCH 6
Submission of List of Vacancies	January 02 2024	March 01 2024	May 02 2024	July 01 2024	September 02 2024	November 04 2024
Instruction for Publication	January 03 2024	March 04 2024	May 03 2024	July 02 2024	September 03 2024	November 05 2024
Publication/ Application Period	January 09-24 2024	March 08-25 2024	May 09-24 2024	July 08-23 2024	September 09-24 2024	November 11-26 2024
Pre-Screening/Background Investigation/ Notifications	January 25-26 2024	March 26-27 2024	May 27-28 2024	July 24-25 2024	September 25-26 2024	November 27-28 2024
Preliminary Evaluation	February 01 2024	April 03 2024	May 31 2024	July 30 2024	October 01 2024	December 03 2024
Notification on PE Result	February 02-05 2024	April 04-05 2024	June 03-04 2024	July 31-August 01 2024	October 02-03 2024	December 04-05 2024
Written Examination	February 08 2024	April 10 2024	June 07 2024	August 06 2024	October 07 2024	December 09 2024
Behavioral Event Interview	February 13-14 2024	April 15-16 2024	June 13-14 2024	August 12-13 2024	October 10-11 2024	December 12-13 2024
Return of Rating Sheets	February 15-16 2024	April 17-18 2024	June 17-18 2024	August 14-15 2024	October 14-15 2024	December 16-17 2024
Consolidation	February 19-21 2024	April 19-22 2024	June 19-20 2024	August 16-19 2024	October 16-18 2024	December 18-19 2024
Submission to Appointing Authority	February 22 2024	April 23 2024	June 21 2024	August 20 2024	October 21 2024	December 20 2024
Selection	February 23 2024	April 24 2024	June 24 2024	August 22 2024	October 22 2024	December 23 2024
Notification on Results	February 26-27 2024	April 26 2024	June 25-26 2024	August 23-27 2024	October 23-24 2024	December 26 2024
Appointment Preparation	February 28-29 2024	April 29-30 2024	June 27-28 2024	August 28-29 2024	October 25-28 2024	December 27 2024
Appointment Effectivity	March 01 2024	May 01 2024	July 01 2024	September 01 2024	November 02 2024	January 02 2025

III. RECRUITMENT SCHEME	
Mode of Publication	CSC Job Portal: www.csc.gov.ph/career using CS Form 9 Revised 2018
Mode of Posting	
• 3 conspicuous places in the agency	(a) HRMO PRIME-HRM Bulletin Board (b) Association of Barangay Councils (ABC) Bulletin Board (c) Agency Transparency Board at the Market Operations Department
• Online platform/s	(a) Official website of the agency: www.pinamalayan.gov.ph (b) Official social media page of HRMO: https://www.facebook.com/HRMOPinamalayan
Mode of Application	All applications shall be submitted virtually through the Job Application Portal set up by the HRMO. Individuals who have limitations on the use of the portal (due to lack of device, lack of access to the internet, limited knowledge on the use of technology, and the like) shall be assisted by the RSP Unit of the HRMO during their walk-in application. The Job Application Portal features the following: (a) the Equal Employment Opportunity Principle (EEO) statement of the agency; (b) an explanation of the RSP Process Flow; (c) a detailed description of requirements, (d) availability of downloadable forms which include position profile with Job Descriptions and requirement forms; (e) quick questionnaire related to the applicants and their application; and (f) the upload section where the requirements shall be uploaded.
Target Applicants	Internal Applicants and External Applicants of any sex, gender preference, age, ethnicity, civil status, physical condition, religious affiliation, and political connection, provided that they meet the minimum Qualification Standards (QS) of the position as required by civil service laws and other pertinent issuances Internal Applicants refer to the current employees of the Municipal Government of Pinamalayan (MGOP) regardless of their employment status, including personnel whose current position is next-in-rank to a published vacant position, who have expressed intent to apply for a published vacant position. External Applicants refer to individuals who are not employed at the MGOP, regardless of their current employment status, who have expressed intent to apply for a published vacant position.
Required Competencies	For Executive/Managerial Positions: • Leadership Competencies (Managing Performance, Building Commitment, Developing People, Partnering and Networking, Thinking Strategically, Leading Change, Coaching for Results) • Core Competencies (Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions) • Organizational Competencies (Demonstrating Personal Effectiveness, Speaking Effectively, Writing Effectively, Championing and Applying Innovation, Planning and Delivering, Managing Information) For First and Second Level Positions: • Core Competencies (Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions) • Organizational Competencies (Demonstrating Personal Effectiveness, Speaking Effectively, Writing Effectively, Championing and Applying Innovation, Planning and Delivering, Managing Information)
Mode of Screening	
• Pre-Screening by the HRMO	The RSP Unit of the HRMO shall screen the applications as to the completeness and authenticity of the documents submitted. The HRMO shall also conduct a brief background investigation as authorized by the applicant.
• Preliminary Evaluation	The Human Resource Merit Promotion and Selection Board (HRMPSB) of the agency shall convene to screen the applicants' qualifications versus the minimum requirements of the positions, while taking into consideration the possible prohibitions on appointment if they will be selected.
• Written Examination	All applicants shall be required to undergo a written examination (composition writing) on the schedule set by the MGOP. The English language shall be required for second level position applicants, while applicants of first level positions may use any of the English or Filipino languages as their medium of expression.
• Behavioral Event Interview	All applicants shall be required to undergo a Behavioral Event Interview (BEI) with the HRMPSB. The English language shall be required for second level position applicants, while applicants of first level positions may use any of the English or Filipino languages as their medium of expression. Conducting BEI is one method of developing the competencies described. The objective of a BEI is to get very detailed behavioral descriptions of how a person goes about doing his or her work. The interviewer's job is to elicit complete stories that describe the interviewee's specific behaviors, thoughts, and actions in actual situations

II. ANTICIPATED VACANCIES IN FY 2024								
POSITION TITLE	ITEM NO.		NAME OF INCUMBENT			DATE OF VACANCY	MODE OF VACANCY	TARGET DATE OF PUBLICATION
	2022	2023	LAST NAME	FIRST NAME	MIDDLE NAME			
ADMINISTRATIVE ASSISTANT IV	153	156	CLANZA	LEONIDA	INOCENCIO	1/18/2024	Mandatory Retirement	March 08-25 2024
ADMINISTRATIVE AIDE IV	189	193	ANCHETA	RENATO	DELA CRUZ	2/21/2024	Mandatory Retirement	March 08-25 2024
ADMINISTRATIVE OFFICER IV	116	119	GONZALES	EVELYN	LABAGUIS	4/22/2024	Mandatory Retirement	May 09-24 2024
ADMINISTRATIVE AIDE IV	13	10	SADIWA	EDILBERTO	BAUTISTA	9/11/2024	Mandatory Retirement	November 11-26 2024
MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (Municipal Planning and Development Coordinator)	84	86	TORIANO	ROSENIO	AYATE	12/16/2024	Mandatory Retirement	January 2025
ZONING OFFICER III	30	27	LUCBAN	ROY	CUEVAS	12/27/2024	Mandatory Retirement	January 2025

NOTE: Other vacancies for the year (including newly-created plantilla and newly-vacated positions in 2024) shall be set in a separate schedule and shall follow the same timeline and schemes.

STAFFING PLAN

PROPOSED STAFFING MODIFICATION	RATIONALE	EFFECTIVITY OF STAFFING MODIFICATION	CONCERNED PERSONNEL		QS OF THE DESIGNATION TO BE ASSUMED	QUALIFICATION OF THE INCUMBENT
			NAME	POSITION TITLE		
<ul style="list-style-type: none"> Revocation of the designations as SCO Focal Person (EO 14-2014), OIC - PESO (EO 19-2017), LEIPO and Tourism Operations Officer (EO 23-2017), and return of the incumbent of MGADH I, Item No. 85, to mother unit, Municipal Planning and Development Office Issuance of new Executive Orders to update the designations as SCO Focal Person and PESO 	ORAOHRA Section 13-C-4 states that for positions without incumbents, a designation may be made only for a maximum of 1 year. However, the designation of employees may be renewed every year in the exigency of the service but not to exceed 2 years.	January 01, 2024	RICARDO A. LIM, EnP	Municipal Government Assistant Department Head I	Not applicable (as the positions SCO Focal Person and PESO Manager do not exist in the current plantilla of the agency)	Not applicable (as the positions SCO Focal Person and PESO Manager do not exist in the current plantilla of the agency)
<ul style="list-style-type: none"> Return to mother unit, Municipal Administrator's Office (MAdO), on or before January 15, 2024 due to the expiration period of reassignment by virtue of MO Office Order 06-2023 	ORAOHRA Section 13-A-1 states that reassignment of employees with station-specific place of work indicated in their respective appointment within the geographical location of the agency shall be allowed only for a maximum period of 1 year	January 16, 2024	ELY CHRISTIAN B. BENITEZ	Process Server	Not applicable	Not applicable

PROPOSED STAFFING MODIFICATION	RATIONALE	EFFECTIVITY OF STAFFING MODIFICATION	CONCERNED PERSONNEL		QS OF THE DESIGNATION TO BE ASSUMED	QUALIFICATION OF THE INCUMBENT
			NAME	POSITION TITLE		
<ul style="list-style-type: none"> Designation as Officer-in-Charge of the Municipal Planning and Development Office (MPDO) 	To ensure smooth transition on the operations of the MPDO before and after the effectivity date of the mandatory retirement of the MPDC on December 16, 2024	December 01, 2024 until the new MPDC is appointed or designated	ORLEX H. MARAYAN, EnP	Development Management Officer IV	Education: Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course Eligibility: RA 1080 (Environmental Planner) Training: None Experience: 3 years of experience in development planning or in any related field	Education: Bachelor of Science in Computer Engineering with 42 units in Masteral in Public Administration Eligibility: RA 1080 (Environmental Planner) Training and Experience: to be determined by HRMPSB for Executive Level Positions
<ul style="list-style-type: none"> Designation as Officer-in-Charge of the Municipal Zoning Division (MZD) 	To ensure smooth transition on the operations of the MZD before and after the effectivity date of the mandatory retirement of the Zoning Officer III on December 27, 2024	December 16, 2024 until the new Zoning Officer III is appointed or designated	NORMAN T. DELA CRUZ	Zoning Officer I	Education: Bachelor's degree relevant to the job Eligibility: Career Service (Professional) Second Level Eligibility Training: 8 hours of relevant training Experience: 2 years of relevant experience	Education: Bachelor of Science in Secondary Education Eligibility: RA 1080 (Teacher) Training and Experience: to be determined by HRMPSB for Executive Level Positions

PERFORMANCE MANAGEMENT CALENDAR

PERFORMANCE MANAGEMENT CYCLE	OBJECTIVE	ACTIVITY	STRATEGY	PERSONS INVOLVED	DATE OF CONDUCT	VENUE
Performance Planning and Commitment	<ul style="list-style-type: none"> To come to agreement on the individual's job responsibilities aligned with his/her position description To remove any ambiguity of the goals and objectives that needs to be achieved To identify the competencies required for doing the job To create an appropriate performance and career development plan for each employee 	Target Setting	Group Discussion Target Evaluation	Head-of-Office Office Staff (Regular and Non-Regular Personnel)	Oct	Within Municipality/ Within the Office
		Calibration	Group Discussion Target Evaluation	PMT Members Head of Office Office Staff (Regular and Non-Regular Personnel)	Nov	Within the Municipality
Performance Monitoring and Coaching	<ul style="list-style-type: none"> To drive performance results that meet the needs of the office and the agency. To build high level of employee commitment. To develop employee's skills and abilities. To challenge employees to perform their best and as self-sufficient as 	Performance Tracking/ Providing Performance Support	Group Discussion Coaching and Mentoring Performance Monitoring Tool	Head-of-Office Office Staff (Regular and Non-Regular Personnel)	Year-Round (As the need arises)	Within the office

PERFORMANCE MANAGEMENT CYCLE	OBJECTIVE	ACTIVITY	STRATEGY	PERSONS INVOLVED	DATE OF CONDUCT	VENUE
	possible. •To increase productivity by maximizing available resources.					
Performance Review and Evaluation	<ul style="list-style-type: none"> •To review the performance of the employees over a given period; •To identify any gaps between the target measures and the actual performance •To help the management in exercising organizational control. •To strengthen the relationship and communication between superior – subordinates and management – employees. •To determine the strengths and weaknesses of each employee and identify opportunities for improvement and skills development •To provide feedback and recommendation to the employees regarding their performance during the period 	Review and Evaluation Assessment of Performance	Group Discussion One-to-One Performance Evaluation	Head-of-Office Office Staff (Regular and Non-Regular Personnel)	Jan/Jul	Within the office
		Validation	Group Discussion One-to-One Performance Evaluation	PMT Members Head of Office Office Staff (Regular and Non-Regular Personnel)	Feb-Mar/ Aug-Sept	Within the Municipality
		Capability Building	Group Discussion L&D Activity Team Building	Head-of-Office Office Staff (Regular and Non-Regular Personnel)	May/Nov	Within the Municipality/ Within the province
Performance Rewarding and Development Planning	<ul style="list-style-type: none"> •To strengthen employee engagement and loyalty to agency vision and mission. •To create and harness the power of motivation by valuing and recognizing people. •To showcase importance of teamwork, commitment and support system. 	Preparation of IDP and Learning Needs Assessment Tool	Group Discussion Coaching and Mentoring	Head-of-Office Office Staff (Regular and Non-Regular Personnel)	Oct	Within the office
		Preparation, Submission and Posting of Summary of Performance Ratings	Group Discussion	HRMO, PMT Chairperson and SPMS Champion	May/ Nov	Within the Municipal Compound
		Recommendation for Awards and Recognition	N/A	PMT Members	May	

PM CALENDAR OF ACTIVITIES FOR FY 2024

ACTIVITIES	PERSONS INVOLVED	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC
Quarterly PMT Meeting	PMT Members		2				2		2		2		
Review and Assessment of Office and Individual Accomplishments for the 2nd semester of PY 2023	Head-of-Office and Office personnel	3-4											
Submission to MPDO of Self-Rated OPCR/DPCR for the 2nd semester of PY 2023 for Validation of the PMT	Head-of-Office and MPDO		1										

ACTIVITIES	PERSONS INVOLVED	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC
Simultaneous Validation of OPCR/DPCRs and IPCRs for the 2nd semester of PY 2023	PMT Members Head-of-Office Office Staff		3-4	1-3									
Submission to HRMO of Validated IPCRs of all Regular personnel for the 2nd semester of PY 2023 for review	Head-of-Office and Office Staff		4	1-4	1-3								
Review of Validated IPCRs of all Regular personnel for the 2nd semester of PY 2023	HRMO		4	1-4	1-4								
Quarterly Performance Assessment and conduct of L&D Activities	Head-of-Office and Office personnel			4			4			4			4
Preparation and Submission to CSCFO of Summary of Performance Ratings for the 2nd semester of PY 2023 and Posting in three conspicuous places	HRMO					1							
Recommendation of Qualified Employees for Awards and Recognition	PMT Members					2							
Preparation and Submission of Terminal Report for the conduct of validation activities for the 2nd semester of PY 2023	HRMO					2-3							
Capability Building for PMT members and other municipal functionaries involved in the Performance Management	PMT Members and Other Municipal Functionaries					3							
Preparation and Submission of Performance Management Evaluation Analysis Report for the year 2023	HRMO					3-4	1-2						
Benchmarking Activity to agencies with higher maturity level or best practices in PRIME-HRM	PMT Members and Other Municipal Functionaries							2					
Review and Assessment of Office Accomplishments for the 1st semester of PY 2024	Head-of-Office and Office personnel							3-4					
Submission to MPDO of Self-Rated OPCR/DPCRs for the 1st semester of PY 2024 for Validation of the PMT	Head-of-Office and MPDO								1				
Simultaneous Validation of OPCR/DPCRs and IPCRs for the 1st semester of PY 2024	PMT Members Head-of-Office Office Staff								3-4	1-3			
Submission to HRMO of Validated IPCRs of all Regular personnel for the	Head-of-Office and Office personnel								4	1-4	1-3		

ACTIVITIES	PERSONS INVOLVED	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC
1st semester of PY 2024 for review													
Review of Validated IPCRs of all Regular personnel for the 1st semester of PY 2024	HRMO								4	1-4	1-4		
Preparation and Submission to CSCFO of Summary of Performance Ratings for the 1st semester of PY 2024 and posting in three conspicuous places	HRMO											4	
Preparation and Submission of Terminal Report for the conduct of validation activities for the 1st semester of PY 2024	HRMO											1-2	
Capability Building for PMT members and other municipal functionaries involved in the Performance Management	PMT Members and Other Municipal Functionaries											3	
Preparation of Individual Development Plan and Learning Needs Assessment	All Regular personnel										2		
Strategic Planning Session to set the Office' Commitments and Targets for PY 2025	Head-of-Office and Office personnel										2-3		
Submission to MPDO of OPCR/DPCR Commitment for Performance Year 2025 for Calibration of the PMT	Head-of-Office and MPDO										4		
Calibration of OPCR/DPCR/IPCR Commitment for PY 2025	PMT Members Head-of-Office Office Staff											1-4	1
Submission to HRMO of Calibrated IPCR Commitment of all Regular personnel for PY 2025 for review	Head-of-Office and Office personnel											2-4	1-3
Review of Calibrated IPCR Commitment for PY 2025	All Regular personnel											2-4	1-3
Re-calibration of O/DPCR Commitment due to personnel movement	PMT Members Head of Office Office Staff	<i>As need arises</i>											
Release of Official Calendar of PMT-Activities for PY 2025	HRMO												3

The number indicates the specific week in a month where the activity is proposed to be conducted.

HUMAN RESOURCE DEVELOPMENT PROGRAM

PPAs	TYPE OF L&D INTERVENTION	BUDGETARY REQUIREMENT	TARGET PARTICIPANTS	TARGET PERIOD OF IMPLEMENTATION				VENUE
				Q1	Q2	Q3	Q4	
Orientation on Agency General Policies and Guidelines	Foundation	100,000.00	All employees of the MGOP	✓				MGOP
Onboarding Program with Oath-taking Ceremony of New Appointees	Foundation	100,000.00	New appointees	✓	✓	✓	✓	MGOP
Orientation on Government Procurement Law	Foundation	50,000.00	All extended BAC Secretariat	✓				MGOP
Computer Literacy Training	Technical	100,000.00	1 regular and 1 non regular employee from each office		✓			MGOP
Training/ Workshop on Technical Writing and Effective Communication Skills	Technical	100,000.00	1 regular and 1 non regular employee from each office			✓		MGOP
Orientation on the use of Gender-Fair Language in the workplace	Foundation	150,000.00	All employees of the MGOP		✓			MGOP
Orientation on Sexual Harassment Law	Foundation	50,000.00	All employees of the MGOP		✓			MGOP
Seminar-Workshop on Coaching and Mentoring		100,000.00	Heads and Chief of Offices		✓			MGOP
Other trainings offered by CSC and other external agency		Allotment of budget per office for training expenses (external trainings)	All employees of the MGOP	✓	✓	✓	✓	Outside the MGOP/ Via Zoom
In-House Training for Re-orientation on SPMS Concept		200,000.00	PMT Regular and Expanded Members and other Municipal Functionaries involved in the Performance Management		✓			
Benchmarking Activity for Employees		100,000.00	MGOP employees			✓		Outside the MGOP
Benchmarking Activity to agencies with higher maturity level in PRIME-HRM		1,000,000.00	Members of HR committees, municipal officials and functionalities, regular staff of HRMO		✓			Outside the province
Employees' Day Celebration		500,000.00	All employees of the MGOP				✓	Within the Municipality
CS Month Celebration		400,000.00	All employees of the MGOP			✓		Municipal Government Complex
Teambuilding Activity		600,000.00	All employees of the MGOP			✓		Within the Municipality
Sports Olympics		600,000.00	All employees of the MGOP			✓		Within the Municipality
Drug Testing		150,000.00	All employees of the MGOP				✓	MGOP
Project FACE (Financial Assistance for Continuing Education)		350,000.00	14 scholars (9 Masteral Degree, 2 Baccalaureate Degree, and 3 Skilled Worker)	✓			✓	Tertiary/Vocational School within the province
Establishment of Human Resource Learning and Development Center		10,000,000.00		✓				Within the municipality
		14,650,000.00						

REWARDS AND RECOGNITION CALENDAR for FY 2024

For Monthly Recognition:

MONTH	DEADLINE OF SUBMISSION	PREPARATION OF LIST OF NOMINEES AND CERTIFICATES (Secretariat)	AWARDING (First Monday Of the Succeeding Month Except on December)
January	January 30, 2024	January 31, 2024	February 05, 2024
February	February 28, 2024	February 29, 2024	March 04, 2024
March	March 26, 2024	March 27, 2024	April 08, 2024
April	April 29, 2024	April 30, 2024	May 06, 2024
May	May 30, 2024	May 31, 2024	June 03, 2024
June	June 27, 2024	June 28, 2024	July 08, 2024
July	July 30, 2024	July 31, 2024	August 05, 2024
August	August 29, 2024	August 30, 2024	September 02, 2024
September	September 27, 2024	September 30, 2024	October 07, 2024
October	October 30, 2024	October 31, 2024	November 04, 2024
November	November 28, 2024	November 29, 2024	December 02, 2024
December	December 12, 2024	December 13, 2024	December 16, 2024

For Quarterly Recognition:

QUARTER	SUBMISSION AND DEADLINE OF NOMINATION FORMS (3days)	PREPARATION OF LIST OF NOMINEES (Secretariat) (1day)	SUBMISSION AND DEADLINE OF RATING SHEETS (2days)	CONSOLIDATION AND INDORSEMENT OF RESULT (2days)	AWARDING
First Quarter (Jan – Mar)	April 1-3, 2024	April 4, 2024	April 5-8, 2024	April 09-10, 2024	April 15, 2024 (Mon)
Second Quarter (Apr – Jun)	July 1-3, 2024	July 4, 2024	July 5-8, 2024	July 09-10, 2024	July 15, 2024 (Mon)
Third Quarter (July – Sep)	October 1-3, 2024	October 4, 2024	October 7-8, 2024	October 09-10, 2024	October 14, 2024 (Mon)
Fourth Quarter (Oct – Dec)	December 13-16, 2024	December 17, 2024	December 18-19, 2024	December 20, 2024	December 23, 2024 (Fri)

For Annual PRAISE Recognition:

PERIOD	ACTIVITY	PERSONS RESPONSIBLE
April 01 – 12, 2024	Annual PRAISE Recognition nomination period	All Department Heads and Chiefs-of-Office
April 15 – 17, 2024	Pre-screening of Nominees	PRAISE Secretariat
April 19, 2024	Deliberation and Approval of Nomination	PRAISE Committee
April 22 - 30, 2024	Posting of Official List of Nominees; Presentation of Nominees during Flag Raising Ceremony; and Distribution of Rating Forms	PRAISE Secretariat
May 01- 10, 2024	Rating period	All Department Heads and Chiefs-of-Office and Employees
May 13 – May 17, 2024	Consolidation Period	Consolidation Team
May 20, 2024	PRAISE Committee presents the List of Awardees to the PRAISE Committee for Validation	PRAISE Committee and PRAISE Committee Chairperson
May 27 – 31, 2024	Preparation of Certificates and Plaques	PRAISE Secretariat
June – September, 2024	Process of Procurement and Cash Incentives	PRAISE Secretariat
September 27, 2024 (Friday)	10 th Annual PRAISE Recognition Rites	PRAISE Committee and Secretariat
First to Second week of November 2024	Tribute to Retirees (<i>Salamat-Mabuhay</i>)	PRAISE Secretariat, Department Heads and Chiefs-of-Office of the Retirees

REWARDS AND INCENTIVES CALENDAR for FY 2024

PROPOSED REWARDS AND INCENTIVES FOR FY 2024

TYPE OF ACTIVITY	FORM OF INCENTIVE	REWARDS	EXPECTED NO. OF RECIPIENTS	ESTIMATED COST	TARGET DATE	REMARKS
A. Planned Awards						
MAJOR AWARDS						
1. Hall of Fame Awards (Office and Personnel)						
a. 3 years	Monetary Incentive	Cash Incentives	no. varies	5,000/ awardee	September 2024	Depending on the no. of awardees that may qualify for the award.
	Non-Monetary Incentive	Personalized Plaque for Individual and Office Awardees		Indi: 2,500.00 Office:2,800.00 /awardee		
		Certificate of Nomination for all nominees		100.00/nominee		
b. 6 years (Platinum)	Monetary Incentive	Cash Incentives	no. varies	10,000.00 / awardee	September 2024	Depending on the no. of awardees that may qualify for the award.
	Non-Monetary Incentive	Personalized Plaque for Individual and Office Awardees		Indi: 3,100.00 Office:3, 400.00 / awardee		
		Certificate of Nomination for all nominees		100.00/nominee		
c. 9 years (Service Excellence)	Monetary Incentive	Cash Incentives	no. varies	15,000/ awardee	September 2024	Depending on the no. of awardees that may qualify for the award.
	Non-Monetary Incentive	Personalized Plaque for Individual and Office Awardees		Indi: 3,700.00 Office:4,000.00 / awardee		
		Certificate of Nomination for all nominees		100.00/nominee		
2. Dangal ng Bayan (Executive Citation for Exemplary Leadership Award)						
a. Awardee	Monetary Incentive	Cash Incentives	1 winner	10,000.00/ awardee	September 2024	
	Non-Monetary Incentive	Personalized Plaque for Awardees	1 winner	3,100.00/awardee		
		Certificate of Nomination for all nominees	22 nominees	100.00 / nominee		
b. Finalist	Monetary Incentive	Cash Incentives	4 finalists	5,000/ finalist	September 2024	
	Non-Monetary Incentive	Personalized Plaque for Awardees		3,100.00/awardee		
		Certificate of Nomination for all nominees		100.00/ nominee		
3. Huwarang Lingkod-Bayan <i>Creativity and Innovations (3)</i> <i>Efficiency and Productivity (3)</i> <i>Courtesy and Responsiveness (3)</i> <i>Dedication & Commitment (3)</i> <i>Honesty and Integrity (3)</i>	Monetary Incentive	Cash Incentives	15 winners	3,000.00/ awardee	September 2024	
	Non-Monetary Incentive	Personalized Plaque for Awardees		2,150.00/ awardee		
		Certificate of Nomination for all nominees	no. of nominees varies	100.00/ nominee		
4. Other Agency Awards: <i>Best Driver (2)</i> <i>Messenger (2)</i> <i>Administrative Staff (2)</i> <i>Technical Staff (2)</i> <i>PACD Officer (2)</i> <i>Field Worker (2)</i> <i>Utility Worker (2)</i>	Monetary Incentive	Cash Incentives	14 winners for each category	2,500.00/ awardee	September 2024	
	Non-Monetary Incentive	Personalized Plaque for Awardees		2,000.00/ awardee		
		Certificate of Nomination for all nominees	no. of nominees vary	100.00/nominees		

TYPE OF ACTIVITY	FORM OF INCENTIVE	REWARDS	EXPECTED NO. OF RECIPIENTS	ESTIMATED COST	TARGET DATE	REMARKS
5. Best Employee Awards						
1. Best Employee of the Year	Monetary Incentive	Cash Incentives	2 winners	5,000/awardee	September 2024	
	Non-monetary Incentive	Personalized Plaque for Awardees		2,750/awardee		
		Certificate of Nomination for all nominees	8 nominees	100.00/certificate		
2. Best Employee of the Quarter (Four Quarters)	Non-monetary Incentive	Cash Incentives	6 winners	2,500 - Best 1,500 - Top 2 1,000 - Top 3	Every Quarter	Charged to Employee Recognition Fund
	Non-monetary Incentive	Certificates for Awardees		100.00/awardee		
		Certificates for Nominees	no. of nominees vary	50.00/certificate w/o holder		
3. Best Employee of the Month	Non-monetary Incentive	Certificates for Nominees	no. of nominees vary	50.00/certificate w/o holder	Every first Monday of the Month	
6. PM-indorsed Awards						
a. Outstanding Employee of the Year (PMT-indorsed w/ Outstanding Adjectival Rating)	Monetary Incentive	Cash Incentives	no. varies	5,000 / awardee	September 2024	Estimated cost and actual expense depends on the Summary List of IPCR Rating for PY 2023
	Non-Monetary Incentive	Personalized Plaque for Awardees		2,500.00 / awardee		
		Certificate of Recognition	no. varies	100.00/nominee		
b. Best Organizational Unit						
i. Top 5 Department	Monetary Incentive	Cash Incentives	5	15,000 - Best 10,000 - Top 2 7,000 - Top 3 5,000 - Top 4 3,000 - Top 5	September 2024	Estimated cost and actual expense depends on the Approved Summary List of OPCR Rating for PY 2023
	Non-Monetary Incentive	Personalized Plaque for Awardees		3,100.00 / awardee		
ii. Top 3 Division	Monetary Incentive	Cash Incentives	3	15,000 - Best 10,000 - Top 2 5,000 - Top 3	September 2024	Estimated cost and actual expense depends on the Approved Summary List of DPCR Rating for PY 2023
	Non-Monetary Incentive	Personalized Plaque		3,100.00/awardee		
7. Other awards as may be deemed necessary	Monetary Incentive	Cash Incentives	no. varies	Amount to be determined by the PRAISE Committee and approved by the LCE	September 2024	Other awards that maybe introduced by PRAISE Committee.
	Non-Monetary Incentive	Certificate/Personalized Plaque for Awardees				
SPECIAL AWARDS, RECOGNITION AND INCENTIVES						
SERVICE AWARDS						
1. Retirees	Non-monetary Incentive	Cash Incentives	no. varies	1,000.00 per years of service/awardee	December 2024	Charged to Retirement Program Fund
		Personalized Plaque		2,275.00 /awardee		
		Lei for the Honorees		600/awardee		

TYPE OF ACTIVITY	FORM OF INCENTIVE	REWARDS	EXPECTED NO. OF RECIPIENTS	ESTIMATED COST	TARGET DATE	REMARKS
INCENTIVES						
1. Step Increment (NOSI):						
a. Due to Length of Service	Monetary Incentive	n/a	no. varies	n/a	depends on the original date of appointment	Granted to qualified personnel for every three (3) years of continuous satisfactory service in the present position
b. Due to Meritorious Performance <i>(The maximum number of employees that may be granted Step Increment/s Due to Meritorious Performance in any given year shall be limited to five percent (5%) of all incumbent officials and employees in an agency.)</i>						
b.1. Two (2) Step Increments due to Meritorious Performance	Monetary Incentive	n/a	no. varies	n/a	Every 1st July of the succeeding performance year (see. <i>PMT Resolution No. 1 s. 2022</i>)	Granted to qualified official or employee who has attained 2 ratings of "Outstanding" during the 2 consecutive rating periods within a calendar year.
b.2. One (1) Step Increment due to Meritorious Performance	Monetary Incentive	n/a	no. varies	n/a	Every 1st July of the succeeding performance year (see. <i>PMT Resolution No. 1 s. 2022</i>)	Granted to qualified official or employee who has attained 1 rating of "Outstanding" and 1 rating of "Very Satisfactory", during the 2 consecutive rating periods within a calendar year.
2. Salary Adjustment (NOSA)	Monetary Incentive	n/a	no. varies	n/a	depends on the effectivity date of salary adjustment	
3. Loyalty Pay	Monetary Incentive	Cash for every milestone year	no. varies	depends on the milestone year		Charged to Loyalty Pay Benefits Fund
	Non-monetary Incentive	Personalized Plaque		1,700.00/awardee		
Special Citations for External Recognitions (Individual and Office) <i>(Refer to PRAISE Resolution No. 07 s. 2021 adopted by SB Resolution No. 294 s. 2021 and the amendments set forth on PRAISE Resolution No. 09 s. 2022 adopted by SB Resolution No. 272 s. 2022.)</i>						
a. International Level (Competition)	Monetary Incentive	Cash Incentives	No. varies	1 st : 50,000.00 2 nd : 40,000.00 3 rd : 30,000.00	September 2024	Depending on the no. of awardees that may qualify for the award.
		Non-Monetary Incentive		Personalized Plaque		
b. National Level (Competition)	Monetary Incentive	Cash Incentives	No. varies	1 st : 35,000.00 2 nd : 25,000.00 3 rd : 15,000.00	September 2024	
		Non-Monetary Incentive		Personalized Plaque		

TYPE OF ACTIVITY	FORM OF INCENTIVE	REWARDS	EXPECTED NO. OF RECIPIENTS	ESTIMATED COST	TARGET DATE	REMARKS
c. Regional Level (Competition)	Monetary Incentive	Cash Incentives	No. varies	1 st : 25,000.00 2 nd : 15,000.00 3 rd : 10,000.00	September 2024	
	Non-Monetary Incentive	Personalized Plaque		2,750.00/ awardee		
d. Provincial (Competition)	Monetary Incentive	Cash Incentives	No. varies	1 st : 15,000.00 2 nd : 10,000.00 3 rd : 5,000.00	September 2024	
	Non-Monetary Incentive	Personalized Plaque		2,450.00/ awardee		
e. Non-winners (4 th and above)	Non-Monetary Incentive	Personalized Plaque only	No. varies	Int: 3,100.00 Nat: 3,050.00 Reg: 2,750.00 Prov:2,450.00/ awardee	September 2024	
f. Non-Competition	Monetary Incentive	Cash Incentives	No. varies	Int: 35,000.00 Nat:25,000.00 Reg:15,000.00 Prov:5,000.00 / awardee	September 2024	
	Non-Monetary Incentive	Personalized Plaque only		Int: 3,100.00 Nat: 3,050.00 Reg: 2,750.00 Prov:2,450.00/ awardee		
Recognition of personnel who had been elected to a vital post in their respective organizations, councils and leagues relative to their position for fiscal year 2023.	Non-Monetary Incentive	Certificates	No. varies	200.00/ certificate	September 2024	
B. Unplanned Awards						
On-the-Spot Award						
1. Recognition for Licensure and Eligibility Exams and Post-Graduate Studies	Non-monetary Incentive	Certificate of Recognition	No. varies	100.00/ certificate	During the tradition flag raising ceremony	Estimated cost and actual expense depend on the number of certificates awarded
C. Awarding Rites						
1. RENTALS: Venue Decoration, Sound, Lights and Recording System	n/a	n/a	n/a	300,000.00	---	
2. Supplies and Materials	n/a	n/a	n/a	50,000.00	---	
3. Cash Prizes	n/a	n/a	n/a	1,000,000.00		
4. Other Supplies (Glass Plaques)	n/a	n/a	n/a	350,000.00	---	
5. Other Maintenance and Operating Expenses (Meals and Snacks)	n/a	n/a	n/a	150,000.00		
			Total	1,850,000.00		

Inventory of Human Resource as of December 31, 2022

DEPARTMENT/OFFICE/ DIVISION	REGULAR EMPLOYEES																					JOB ORDER	CONTRACT OF SERVICE			GRAN D TOTAL			
	Position Level						Tenure Status												Total				M	F	T		M	F	T
	1st Level			2nd Level			Elective			Permanent			Temporary			Coterminous													
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T											
OFFICE OF THE MUNICIPAL MAYOR	9	5	14	2	1	3	1		1	8	6	14	1	0	1	2	0	2	12	6	18	16	12	28	1		1	47	
a. General Services Division	4	2	6	1	0	1			0	5	2	7	0	0	0	0	0	0	5	2	7	7	8	15			0	22	
b. Zoning Division/Motorpool Operations	2	2	4	2	0	2			0	4	2	6	0	0	0	0	0	0	4	2	6	10	2	12	1		1	19	
c. Slaughterhouse Operations Division	2	0	2	1	1	2			0	3	1	4	0	0	0	0	0	0	3	1	4	5	1	6			0	10	
d. Special Concerns Division	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	3			0	3	
e. Municipal Environment and Natural Resources Management Division	1	0	1	0	1	1			0	1	1	2	0	0	0	0	0	0	1	1	2	13	15	28			0	30	
f. MO - Tourism History Culture & Arts Units	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0	3	1	4			0	4	
g. MO - Office of the BAC Secretariat (Special Body)	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0	1	6	7			0	7	
BUSINESS PERMITS AND LICENSES OFFICE	3	3	6	2	0	2			0	5	3	8	0	0	0	0	0	0	5	3	8	3	3	6			0	14	
OFFICE OF THE MUNICIPAL VICE-MAYOR	7	2	9	0	2	2	11		11	6	4	FA10	0	0	0	1	0	1	18	4	22	19	10	29	1		1	52	
MUNICIPAL ADMINISTRATOR'S OFFICE	1	3	4	0	2	2			0	1	4	5	0	0	0	0	1	1	1	5	6	1	2	3			0	9	
HUMAN RESOURCE MANAGEMENT OFFICE	0	3	3	1	2	3			0	1	5	6	0	0	0	0	0	0	1	5	6	1	4	5		1	1	12	
MUNICIPAL PLANNING AND DEVELOPMENT OFFICE	3	2	5	6	2	8			0	9	4	13	0	0	0	0	0	0	9	4	13	2	2	4	2	1	3	20	
MUNICIPAL CIVIL REGISTRAR OFFICE	0	5	5	0	1	1			0	0	6	6	0	0	0	0	0	0	0	6	6	3	9	12			0	18	
MUNICIPAL BUDGET OFFICE	1	5	6	0	3	3			0	1	8	9	0	0	0	0	0	0	1	8	9	2	5	7	2		2	18	
MUNICIPAL ACCOUNTING OFFICE	3	6	9	1	4	5			0	4	10	14	0	0	0	0	0	0	4	10	14	1	10	11	1		1	26	
MUNICIPAL TREASURY OFFICE	6	9	15	3	3	6			0	9	12	21	0	0	0	0	0	0	9	12	21	4	5	9	2		2	32	
MUNICIPAL ASSESSOR'S OFFICE	4	4	8	2	0	2			0	6	4	10	0	0	0	0	0	0	6	4	10	4	6	10			0	20	
MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	5	2	7	3	0	3			0	8	1	9	0	1	1	0	0	0	8	2	10	27	0	27			0	37	
MUNICIPAL HEALTH OFFICE	5	13	18	5	3	8			0	10	16	26	0	0	0	0	0	0	10	16	26	8	10	18	1	9	10	54	
MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE	1	6	7	1	3	4			0	2	9	11	0	0	0	0	0	0	2	9	11	3	5	8	1	1	2	21	
MUNICIPAL AGRICULTURE OFFICE	0	0	0	4	7	11			0	4	7	11	0	0	0	0	0	0	4	7	11	11	6	17			0	28	
MUNICIPAL ENGINEERING OFFICE	10	2	12	3	1	4			0	12	3	15	1	0	1	0	0	0	13	3	16	6	6	12	2	1	3	31	
MARKET OPERATIONS DEPARTMENT	3	4	7	0	2	2			0	3	6	9	0	0	0	0	0	0	3	6	9	17	5	22			0	31	
TOTAL	70	78	148	37	38	75	12	0	12	10	11	216	2	1	3	3	1	4	11	11	23	16	13	30	14	13	27	565	

*as of December 31, 2022

with personnel designated in other office

with reassigned personnel

with personnel appointed temporary in a Category II position

Number of Filled Vacancies Per Office in 2022

NO.	DEPARTMENT/ OFFICE/ DIVISION	Total Number of Appointments Issued in 2022 (including Reappointments)	Vacancies with appointments issued as of December 31 2022	Percentage	Total Vacancies in 2022 (including newly-created positions and vacancies resulting from promotion and separation)	Vacancies with appointments issued and finalized for issuance as of December 31 2022	Percentage of addressed vacancies per office in FY 2022	Other HR Action Issued to Personnel in 2022
1	2	3	4	5	6	7	8	9
1	MO	9	6	11.76%	9	8	88.89%	1
2	a. GSO	0	0	0.00%	0	0		
3	b. MZD	1	1	1.96%	1	1	100.00%	1
4	c. SOD	0	0	0.00%	0	0		1
5	d. SCO	0	0	0.00%	0	0		1
6	e. MENRMD	1	1	1.96%	1	1	100.00%	
7	f. MO - THCAU	0	0	0.00%	0	0		
8	g. MO - BAC (Special Body)	0	0	0.00%	0	0		
9	BPLO	3	3	5.88%	3	3	100.00%	
10	OVM	6	5	9.80%	6	6	100.00%	1
11	MAdO	3	2	3.92%	2	2	100.00%	
12	HRMO	3	2	3.92%	3	2	66.67%	
13	MPDO	5	5	9.80%	6	6	100.00%	
14	MCRO	0	0	0.00%	0	0		1
15	MBO	1	1	1.96%	1	1	100.00%	2
16	MAccO	3	3	5.88%	3	3	100.00%	
17	MTO	3	3	5.88%	5	5	100.00%	
18	MAssO	3	3	5.88%	5	5	100.00%	
19	MDRRMO	4	4	7.84%	7	5	71.43%	3
20	MHO	6	5	9.80%	7	7	100.00%	
21	MSWDO	4	4	7.84%	4	4	100.00%	1
22	MAgO	1	1	1.96%	3	1	33.33%	
23	MEO	5	2	3.92%	2	2	100.00%	
24	MOD	0	0	0.00%	0	0		
	17 out of 24 offices	61	51	100.00%	68	62	91%	12

Number of Newly-Created Positions in 2022 and their Status as of December 31 2022

NO.	DEPARTMENT/ OFFICE/ DIVISION	Newly-Created Position in FY 2022					Status as of December 31, 2022		
		Position Title	Item No.	SG	Level	Required Eligibility	Filled Up/ Published	Remarks	
1	MO	COOPERATIVES DEVELOPMENT SPECIALIST I	6	11	2nd level	2nd level eligibility	Not yet published	Vacant as of 12/31/2022	
		ADMINISTRATIVE AIDE IV (DRIVER I)	15	4	1st level	CSC MC 10- 2013 Category IV - Professional Driver's License	Filled up as of 4/1/2022	Gerardo M. Manao	
		ADMINISTRATIVE AIDE IV (BOOKBINDER II)	16	4	1st level	CSC MC 10- 2013 Category III -	Filled up as of 4/1/2022	Gizelle F. Marmol	
		ADMINISTRATIVE AIDE II (MESSENGER)	18	2	1st level	None Required	Filled up as of 4/1/2022	Elvin M. Bernardo	

NO.	DEPARTMENT/ OFFICE/ DIVISION	Newly-Created Position in FY 2022					Status as of December 31, 2022	
		Position Title	Item No.	SG	Level	Required Eligibility	Filled Up/ Published	Remarks
		ADMINISTRATIVE AIDE I (UTILITY WORKER I)	21	1	1st level		Filled up as of 4/1/2022	Cristine Mae G. Menorca
		ADMINISTRATIVE AIDE I (UTILITY WORKER I)	22	1	1st level		Filled up as of 4/1/2022	Denver M. Manalo
2	a. GSO	None						
3	b. MZD	None						
4	c. SOD	None						
5	d. SCO	None						
6	e. MENRMD	None						
7	f. MO - THCAU	None						
8	g. MO - BAC (Special Body)	None						
9	BPLO	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I	39	24	2nd level (executive/ managerial)	2nd level eligibility	Filled up as of 9/1/2022	Edwin C. Miciano
10	OVM	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	69	3	1st level	CSC MC 10- 2013 Category III - None Required	Filled up as of 4/1/2022	Michael R. Hernandez
		ADMINISTRATIVE AIDE II (MESSENGER)	70	2	1st level		Filled up as of 4/1/2022	Christian Fermin G. Pacia
11	MAdO	PROCESS SERVER	74	1	1st level	CSC MC 10- 2013 Category III - None Required	Filled up as of 3/16/2022	Ely Christian G. Benitez
12	HRMO	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I	77	24	2nd level (executive/ managerial)	2nd level eligibility	Filled up as of 3/16/2022	Nemia B. Monsanto
13	MPDO	ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)	90	15	2nd level	2nd level eligibility	Filled up as of 3/16/2022	Ruth D. Maling
14	MCRO	None						
15	MBO	None						
16	MAccO	None						
17	MTO	None						
18	MAssO	None						
19	MDRRMO	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I	163	24	2nd level (executive/ managerial)	2nd level eligibility	Filled up as of 3/16/2022	Marlo C. Rosales
		MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD I	164	22	2nd level (executive/ managerial)	2nd level eligibility	Filled up as of 3/16/2022	Daniel Q. Fruelda
		ADMINISTRATIVE AIDE VI (COMMUNICATIONS EQUIPMENT OPERATOR II)	170	6	1st level	CSC MC 10- 2013 Category II	Filled up as of 3/16/2022	Gina D. Escarez
20	MHO	MEDICAL TECHNOLOGIST II	179	15	2nd level	RA 1080 (Medical Technologist)	Filled up as of 3/16/2022	Dave Erwin M. Festin, RN, RMT
21	MSWDO	ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	206	11	2nd level	2nd level eligibility	Filled up as of 9/1/2022	Emil Jay F. Mamba
		ADMINISTRATIVE ASSISTANT II (ADMINISTRATIVE ASSISTANT)	256	8	1st level	1st level eligibility	Filled up as of 11/2/2022	Angelica M. Lontoc
22	MAgO	None						
23	MEO	None						

NO.	DEPARTMENT/ OFFICE/ DIVISION	Newly-Created Position in FY 2022					Status as of December 31, 2022	
		Position Title	Item No.	SG	Level	Required Eligibility	Filled Up/ Published	Remarks
24	MOD	None						
	9 out of 24 offices	18 positions						

NUMBER OF TRAINING ATTEND BY EMPLOYEES

As of December 31, 2022

NO.	OFFICE	SEX	NO. OF TRAINING ATTENDED
OFFICE OF THE MUNICIPAL MAYOR			
1	HON. ARISTEO A. BALDOS, JR.	M	3
2	JOHN DAVE M. DELOS SANTOS	M	4
3	ELOISA H. LAMBON	F	2
4	RANDY S. RODIL	M	6
5	JEZREEL M. BERNADIT	M	3
6	EDCEL L. MARMOL	M	3
7	GIRLIE C. MAMPUSTI	F	1
8	MENEFHIE J. SALAMAT	F	2
9	EDILBERTO B. SADIWA	M	2
10	RODEL L. LINGON	M	
11	ROBERTO M. SALENDREZ	M	
12	EDMARK DELAVEGA	M	1
13	ELVIN BERNARDO	M	2
14	DENVER MANALO	M	1
15	GIZELLE F. MARMOL	F	1
16	MERLITA P. PALERMO	F	
17	JHON FIEL P. PRIVADO	M	5
GENERAL SERVICES OFFICE			
18	RONE MADRID	M	1
19	GINA S. LANOT	F	2
20	ANGELICA J. LONTOC	F	2
21	NESTOR C. JANDA	M	
22	IAN M. MONTEALEGRE	M	
23	LEONILO V. MENDEZ	M	
24	HERMOGENES M. LONTOC, SR.	M	
HUMAN RESOURCE MANAGEMENT OFFICE			
25	NEMIA B. MONSANTO	F	7
26	EUNICE P. MAGCULANG	F	8
27	KOLLINS A. LOLONG	M	8
28	CAMILLE M. MALACAS	F	4
29	JULIE ANN G. ABLING	F	5
30	CATHERINE O. SAPUSAO	F	3
PERMITS and LICENSING DIVISION			
31	EDWIN C. MICIANO	M	
32	AARON ACHILLES A. ABEL	M	1
33	SONNY B. MALING	M	
34	FERDINAND T. MAYORES	M	1
35	RIZZA S. DELA VEGA	F	
36	BERNARDITA S. REYES	F	
37	FLORIFEL F. FABREGAS	F	1
SPECIAL CONCERNS DIVISION			
38	RICARDO A. LIM	M	2
SLAUGHTERHOUSE OPERATIONS DIVISION			
39	ALAN MICHAEL ANSALDO	M	
40	ANNE MARIELLE A. GALVEZ	F	2
41	PAUL JOHN D. MAMPUSTI	M	
42	MACARIO T. RODIL	M	
ZONING DIVISION			
43	ROY C. LUCBAN	M	

NO.	OFFICE	SEX	NO. OF TRAINING ATTENDED
44	NORMAN T. DELA CRUZ	M	1
45	ARLENE C. ARTILLAGA	F	
46	FERDANTHUR L. JACINTO	M	
47	RUBI LYN Z. SANTOS	F	
MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT DIVISION			
48	MARLO C. ROSALES	M	4
49	DANIEL Q. FRUELDA	M	5
50	NIEL ADRIAN C. ABRENICA	M	4
51	ROLANDO S. LABAY JR.	M	3
52	EDISON A. DE LAS ALAS	M	4
53	GINA D. ESCAREZ	F	1
54	JHON RUSSEL J. SADIWA	M	1
55	MANNY M. DELA CRUZ	M	2
56	RODEL M. JASA	M	2
57	LORELYN Q. MAAS	F	2
MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES MANAGEMENT DIVISION			
58	ANGELA CAMILLE F. SAMARITA	F	4
59	RUBI LYN T. SANTOS	F	2
60	EDGAR D. ABARQUEZ	M	1
OFFICE OF THE MUNICIPAL VICE-MAYOR			
61	ARNEL ABRENICA	M	1
62	MARIA CORAZON F. MARAYAN	F	2
63	ANA LIZA S. MAHAGUAY	F	
64	REX SALENDRES	M	
65	KATHRIN FAYE M. DELOS SANTOS	F	1
66	JHORDAN M. MACUHA	M	
67	LOUVEN G. VIDAL	M	2
68	MICHAEL R. HERNANDEZ	M	1
69	FRANCIS JAY C. SALCEDO	M	1
70	CHRISTIAN FERMIN G. PACIA	M	1
71	JASMIN J. TUGADI	F	2
72	GILBERT L. GALICIA	M	
ELECTIVE			
73	HON. RODOLFO M. MAGSINO	M	
74	HON. ARNOLDO M. MADRID	M	
75	HON. MA. THERESA H. TESNADO	F	
76	HON. RIO S. MERCENE	M	
77	HON. JOSEPH T. RODIL	M	
78	HON. SEVERINO NARITO	M	
79	HON. NAPOLEON MANGARING	M	
80	HON. JEOFFREY PAUL A. UMBAO	M	
81	HON. LEONARDO L. PEDRAZA	M	
82	HON. ANTONIO VICTOR R. OLYMPIA	M	
83	HON. JOVEN S. VELASCO	M	
MUNICIPAL ADMINISTRATOR'S OFFICE			
84	MIRASOL SANTOS	F	5
85	LYN T. OZAR	F	5
86	ANA ROSE E. MORALES	F	1
87	ROSARIO M. SALENDREZ	F	
88	ELY CHRISTIAN B. BENITEZ	M	2
MUNICIPAL PLANNING & DEVELOPMENT OFFICE			
89	ROSENIO A. TORIANO	M	6
90	PATRICIO L. DEL VALLE	M	4
91	VIRGILIO M. KING	M	11
92	FREDELINO A. TORIANO, JR.	M	13
93	ORLEX H. MARAYAN	M	12
94	RUTH D. MALING	F	7
95	ROMEL T. MARAYAN	M	10
96	MA. LORRAINE F. FESTIN	F	1
97	JAN-NEIL H. EVANGELISTA	M	8
98	MARIANNE L. LUARCA	F	3

NO.	OFFICE	SEX	NO. OF TRAINING ATTENDED
99	JOHN ERIC G. MONDOÑEDO	M	9
MUNICIPAL CIVIL REGISTRY			
100	ELOISA S. SILLA	F	4
101	ASTRID ANNE F. MARAYAN	F	7
102	SCHIENY MAE U. MENDEZ	F	7
103	CECILIA M. NABONG	F	3
104	MARILAC D. MOGOL	F	4
105	ZORAIDA J. VIRTUCIO	F	2
MUNICIPAL BUDGET OFFICE			
106	ZAIDA D. MICIANO	F	4
107	NORMITA R. GUBOT	F	
108	MA. CORAZON P. DINGLASAN	F	3
109	EVA CRISTETA L. METIN	F	
110	ENONE M. GALLARDO	F	
111	FE M. MAGCAMIT	F	1
112	LOVELY JANE V. BASCO	F	
113	DAYABA ROSE M. TADEO	F	1
114	WILBERT L. MORALES	M	
MUNICIPAL ACCOUNTING OFFICE			
115	JUDY DG. MORENTE	F	3
105	ACE BRIAN A. ALIMURONG	M	5
106	EVELYN L. GONZALES	F	2
107	SONIA A. ABEL	F	
108	GEMMA F. CUIPADO	F	
109	DICKSEL M. HERNANDEZ	M	
110	SUSAN P. DE OCAMPO	F	
111	MARIA ANGELE ANN F. CASAPAO	F	1
112	JUDITH M. HERNANDEZ	F	1
113	CHONA G. PORTO	F	
114	KHRISTIAN D. LAURESTA	M	
	KAREN V. LOLONG	F	2
115	ELVER S. LOLONG	M	
116	HELEN T. DELOS SANTOS	F	
MUNICIPAL TREASURY OFFICE			
117	PLARIDEL S. CUIPADO	M	2
118	EDEN ARTILLAGA	F	
119	AEVAN HAESAN A. PALUSTRE	M	
120	ANTONIO ANAVIC N. MOCLING	M	2
121	JANICA C. MANZO	F	1
122	AGNES M. MALAPOTE	F	1
123	ROEL O. DE MESA	M	
124	MARILOU M. CASTILLO	F	
125	VIRGINIA M. GARCIA	F	
126	BERNARDO M. MEJICO	M	
127	EMELITA M. MEJICO	F	
128	LAURO O. MOGOL	M	
129	MARY ANN L. LATOMBO	F	
130	MA. FATIMA G. LIWANAG	F	
131	REDENTOR P. LEONAR	M	
132	JAN WILBERT F. TESURERO	M	1
133	NANCY N. HALIMBAWA	F	
134	GLENN O. MADRID	M	
135	VIVIAN T. RAMOS	F	
136	LOTIS L. DAVID	F	
137	LOIDA S. DE LA ROSA	F	
MUNICIPAL ASSESSORS OFFICE			
138	CARLITO M. MEJICO	M	3
139	ENRIQUE N. MOCLING	M	6
140	LEONIDA I. CLANZA	F	2
141	DIOMEDES S. GARCIA	M	
142	CONRADO M. BALDOZA	M	

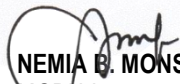
NO.	OFFICE	SEX	NO. OF TRAINING ATTENDED
143	EUFRESENIO D. PRIELA	M	
144	DAISY N. SARABIA	F	1
145	MARIA JENNEZA C. MAGADIA	F	2
146	NERISSA M. JUMPAY	F	1
147	SULPICIO M. CONDE	M	
MUNICIPAL HEALTH OFFICE			
147	DR. NIÑA KRISTINNE L. PUNZALAN	F	4
148	MARC JAYSON F. CASTRO	M	4
149	KATRIN ALMA VICTORIA M. ALANO	F	4
150	ELIZABETH M. MANOY	F	
151	ROMER M. MACARAIG	M	2
152	DAVE ERWIN M. FESTIN	M	4
153	MICHAEL P. NAADAT	M	6
154	LETICIA A. MONTARIL	F	
155	AYREEN A. PAUNILLAN	F	
156	CHRISTINE P. MOGOL	F	1
157	OFELIA D. JALOS	F	4
158	JESS F. VITTO	M	
159	GISELA H. GRANTOZA	F	
160	RENATO D. ANCHETA	M	
161	KAREN H. REY	F	
162	MARVEL D. BIBAL	M	
163	EDWIN L. VILLAMARIN	M	
164	BERNADETTE L. MASCULINO	F	
165	MARILYN R. PEDRAZA	F	
166	ZENAIDA DG. JANDA	F	
167	MELVIE P. ABEL	F	2
168	ISABEL A. ELEVERA	F	
169	JEANETTE S. CAPIO	F	
170	MYLA MONTEJO RM	F	1
171	YOLENDA S. ROSALES	F	2
172	JOSE LARRY U. DELOS SANTOS	M	
MUNICIPAL SOCIAL WELFARE DEVELOPMENT OFFICE			
173	GRACE EUNICE F. FABELLA	F	4
174	MARICEL M. RODIL	F	8
175	ANGELINA L. DE GUZMAN	F	2
176	ELVIRA A. TORIANO	F	
177	MARILOU L. AGAMATA	F	2
178	MERNALYN F. GODOY	F	
179	ANGELICA M. DE MESA	F	1
180	ANIELOR A. HALIMBAWA	F	9
181	ARIS A. LAMBOLOTO	M	
MUNICIPAL AGRICULTURE OFFICE			
182	DANNY S. VILLACRUSIS	M	3
183	RODEL L. POMPA	M	6
184	MILA DG. LIM	F	2
185	JOHN ALDRICH R. VINZON	M	2
186	RICHELLE M. DEGALA	F	2
187	HIDY C. FLORES	F	
188	KEY ANN N. MOCLING	M	2
189	ILUMINADO C. ALMAREZ	M	
190	EDLIE O. ESPELIMBERGO	F	1
191	IAN PAUL A. PANTOJA	M	4
192	KRISTINE JOY M. TORRES	F	3
MUNICIPAL ENGINEERING OFFICE			
193	ENGR. MANOLITO E. MASCULINO	M	6
194	ENGR. ERIC Z. STA ROMANA	M	4
195	ENGR. RHEA ANN T. CULLA	F	4
196	ENGR. BERNARD F. GABAYNO	M	4
197	JOEMER L. ROMERO	M	5
198	RICHARD Z. GARCIA	M	1

NO.	OFFICE	SEX	NO. OF TRAINING ATTENDED
199	MARY ANN JOYCE B. FRASDILLA	F	3
200	FRANCISCO H. MORALES	M	
201	RICO N. MENDEZ	M	
202	MARTE M. MAOG	M	
203	HERMOGENES A. DACIAN, JR.	M	
204	DENNIS Y. VERTUCIO	M	1
205	ROBYLYN B. MANGCUPANG	F	
206	BENEDICTO M. LACAY	M	
207	GERARDOM. DE GUZMAN	M	
MARKET OPERATION DEPARTMENTS			
208	ESMERALDA M. PEREZ	F	5
209	MARCELA U. SANTOC	F	
210	MICHELLE M. SULIT	F	5
211	JOSEPH J. ALCAYDE	M	1
212	JEANIAH Y. MEMBROT	F	
213	LAILANI Q. MALUBAG	F	2
214	ROFEL J. DE CHAVEZ	F	3
215	MARIA RUZELL M. SEDANO	F	
216	RANDY M. AGBAY	M	1
217	JOHN MICHAEL O. DEOCAMPO	M	

Prepared by:

Reviewed by:

Approved by:


NEMIA B. MONSANTO
 MGDH-I


ROSENIO A. TORIANO, EnP.
 Municipal Planning & Development Coordinator


ZAIDA D. MICIANO
 Municipal Budget Officer


HON. ARISTEO A. BALDOS, JR.
 Municipal Mayor



RESOLUTION NO. 01 – 2021

A RESOLUTION APPROVING BOTH MONETARY AND NON-MONETARY REWARDS AS FORM OF AWARDS AND INCENTIVES IN ALL CATEGORIES OF AWARD TO QUALIFIED EMPLOYEES AND PERSONNEL OF THE MUNICIPAL GOVERNMENT OF PINAMALAYAN WHO HAVE EXHIBITED EXEMPLARY PERFORMANCE, BEHAVIOR AND WORK ETHICS UNDER THE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE).

WHEREAS, the Program on Awards and Incentives for Service Excellence (PRAISE) Committee of the Municipal Government of Pinamalayan is created by virtue of Executive Order No. 021-2019, pursuant to the Revised Policies on Employees Suggestions and Incentives Awards System (ESIAS) provided under CSC Resolution No. 010112 of 2001;

WHEREAS, the Municipal Government adheres to principles of providing incentives and awards based on exemplary performance and behavior and innovative ideas and suggestions to motivate and inspire public servants to uphold the highest ethical standards of ethics and excellence in public service;

WHEREAS, the PRAISE Committee of the Municipal Government of Pinamalayan has convened on 27 May 2021 and 22 July 2021 to deliberate the agency existing awards and its respective form of incentives;

WHEREAS, the PRAISE Committee has approved the Conferment of the following awards, to wit:

For Major Awards:

- Hall of Fame Award – Awarded to regular and non-regular employees who had been recognized three times (3x) in the same category of award;
- Dangal ng Bayan (Executive Citation for Exemplary Leadership) – Top 5 from among all the Department Heads and Chiefs-Of-Offices;
- Huwarang Lingkod-Bayan for Creativity and Innovation, Efficiency and Productivity, Dedication and Commitment, Courtesy and Responsiveness, Honesty and Integrity – Top 1 from both regular and non-regular nominees for each category;
- Agency Exemplars – Top one (1) awardee both for regular and non-regular nominees for the following awards shall be conferred: 2-Best Utility Worker (Field & Office Work), 2-Best Field Worker, 2-Best Messenger, 2-Best Driver, 2-Best PACD Officer, 2-Best Administrative Staff and 2-Best Technical Staff.

Best Employee Award:

- Best Employee of the Year – conferred to the top 1 of both regular and non-regular employee who has demonstrated exemplary performance continually during the year and who excelled from among all those who had been named as Employee of the Quarter;
- Best Employee of the Quarter - conferred to the Top 1 of both regular and non-regular employee who has demonstrated exemplary performance continually during the quarter and who excelled from among all those who had been named as Employee of the Month;

Best Employee of the Quarter	2	PHP 2,500.00 each
Top 2	2	PHP 1,500.00 each
Top 3	2	PHP 1,000.00 each
For Performance Management Team (PMT) - Indorsed Award:		
Outstanding Employees	No. varies	PHP 5,000.00 each
Best Organizational Unit		
Best Department	1	PHP 15,000.00
Top 2	1	PHP 10,000.00
Top 3	1	PHP 7,000.00
Top 4	1	PHP 5,000.00
Top 5	1	PHP 3,000.00
Best Division	1	PHP 15,000.00
Top 2	1	PHP 10,000.00
Top 3	1	PHP 5,000.00
Other Agency Awards (amount to be determined by the PRAISE Committee and approved by the Local Chief Executive)		

WHEREAS, pursuant to the criteria and guidelines set in the Agency PRAISE Manual, the Committee has approved the following as forms of incentive for all categories of awards, to wit:

- Monetary reward
- Personalized Plaque of Recognition
- Certificate of Nomination and of Recognition
- Other forms of reward as approved by the Local Chief Executive, upon the recommendation of the agency PRAISE Committee

NOW THEREFORE, RESOLVED as it is hereby resolved by the PRAISE Committee of the Municipal Government of Pinamalayan to approve the conferment of awards and the respective monetary and non-monetary forms of rewards and incentives to qualified employees and personnel of the Municipal Government of Pinamalayan under the Program on Awards and Incentives for Service Excellence in pursuance to the prescribed criteria and guidelines in the Agency PRAISE Manual and Specific Guidelines and Rewards and Recognition (R & R) procedures.

APPROVED UNANIMOUSLY, by all those present in the PRAISE Committee Meeting held this 22nd day of July, 2021 at the Municipal Government Complex, Pinamalayan, Oriental Mindoro.

ROMEL T. MARAYAN
Project Evaluation Assistant
PRAISE First Level Representative
Date: JUL 30 2021

RONE B. MADRID
Administrative Officer IV
PRAISE Second Level Representative
Date:

NEMIA B. MONBANTO
Human Resource Management Officer III
PRAISE Member
Date: July 27, 2021

MARLO C. ROSALES
Local DRRM Officer III
PRAISE Member
Date:

Best Employee of the Month - conferred to an individual who has demonstrated exemplary performance in a particular period.

For Performance Management Team (PMT) - Indorsed Award:

- Outstanding Employee of the Year Award – conferred to employees who accomplished two (2) "Outstanding" adjectival rating based on Individual Performance Commitment and Review (IPCR) rating of the performance year.
- Best Organizational Unit Award – conferred to the Top 5 Best Department and Top 3 Best Division as reflected in Office Performance Commitment and Review (OPCR) rating of the performance year.

Special Award, Recognition and Incentive:

- Service Award and Incentive;
 - Tribute to Retirees (Salamat-Mabuhay) Program
 - Loyalty Pay
- Recognition of both personnel and unit/office who are recipients of either provincial, regional or national awards given by any recognized award giving bodies, or elected as officers in provincial, regional and national level councils or organizations.

WHEREAS, the PRAISE Committee has approved the conferment of the following monetary incentives for various categories of awards, to wit:

Type of Awards	No. of Recipient	Amount
Major Awards:		
Hall of Fame Award (Office & Personnel)		
3 years	No. varies	PHP 5,000.00 each
6 years	No. varies	PHP 10,000.00 each
9 years	No. varies	PHP 15,000.00 each
Dangal ng Bayan Award	1	PHP 10,000.00
Finalist	1	PHP 5,000.00
Finalist	1	PHP 5,000.00
Finalist	1	PHP 5,000.00
Finalist	1	PHP 5,000.00
Huwarang Lingkod-Bayan		
Creativity and Innovation	2	PHP 3,000.00 each
Efficiency and Productivity	2	PHP 3,000.00 each
Dedication and Commitment	2	PHP 3,000.00 each
Courtesy and Responsiveness	2	PHP 3,000.00 each
Honesty and Integrity	2	PHP 3,000.00 each
Agency Exemplars :		
Best Driver	2	PHP 2,500.00 each
Best Utility Worker	2	PHP 2,500.00 each
Best Messenger	2	PHP 2,500.00 each
Best Administrative Staff	2	PHP 2,500.00 each
Best Technical Staff	2	PHP 2,500.00 each
Best PACD Officer	2	PHP 2,500.00 each
Best Field Worker	2	PHP 2,500.00 each
Best Employee Award:		
Best Employee of the Year	2	PHP 5,000.00 each

Not able to attend
DR. NINA KRISTINNE L. PUNZALAN
Municipal Health Officer
PRAISE Member
Date:

JUDY G. MORENTE
Municipal Accountant
PRAISE Member
Date:

DANNY S. VILLACRUS
Municipal Agriculturist
PRAISE Member
Date:

ROSENI0 A. TORIANO, EdD
Municipal Planning and Development Coordinator
PRAISE Member
Date: JUL 30 2021

Not able to attend
HON. RIO S. MERCENE
SB Member, Committee on Good Governance
PRAISE Member
Date:

Approved by:
HON. ARISTEO A. BALDOS, JR.
Municipal Mayor
Chairperson, PRAISE Committee
Date:



REPUBLIC OF THE PHILIPPINES
PROVINCE OF ORIENTAL MINDORO
MUNICIPALITY OF PINAMALAYAN
OFFICE OF THE SANGGUNIANG BAYAN

Telephone No. (043) 281-4317 Email Address: csccomm@pinamalayan.gov.ph
Office of Vice Mayor/Sangguniang Bayan 2nd Floor Municipal Building, Mahal Bldg., Pinamalayan, Oriental Mindoro

RESOLUTION NO. 169-2021

A RESOLUTION ADOPTING PRAISE RESOLUTION NO. 01 S. 2021 ENTITLED "A RESOLUTION APPROVING BOTH MONETARY AND NON-MONETARY REWARDS AS FORM OF AWARDS AND INCENTIVES IN ALL CATEGORIES OF AWARD TO QUALIFIED EMPLOYEES AND PERSONNEL OF THE MUNICIPAL GOVERNMENT OF PINAMALAYAN WHO HAVE EXHIBITED EXEMPLARY PERFORMANCE, BEHAVIOR AND WORK ETHICS UNDER THE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)" OF THE MUNICIPAL GOVERNMENT OF PINAMALAYAN, ORIENTAL MINDORO.

WHEREAS, the Program on Awards and Incentives for Service Excellence (PRAISE) Committee of the Municipal Government of Pinamalayan has created by virtue of Executive Order No. 021-2019 pursuant to the Revised Policies on Employees Suggestions and Incentives Awards System (ESIAS) provided under CSC Resolution No. 010112 of 2001;

WHEREAS, "the PRAISE shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of employees through formal and informal mode. For this purpose, the system shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings" pursuant to Memorandum Circular (MC) No. 01 s. 2001 and CSC Res. No. 010112 s. of 2001;

WHEREAS, the Municipal Government of Pinamalayan adheres to principles of providing incentives and awards on exemplary performance and behavior and innovative ideas and suggestions to motivate and inspire public servants to uphold the highest ethical standards of ethics and excellence in public service;

WHEREAS, this August Body recognizes the importance of the adoption of PRAISE Resolution No. 01, s. 2021, hence this resolution is being executed for its adoption and approval;

NOW THEREFORE:

On motion of Hon. Rio S. Mercene seconded by all Sangguniang Bayan Members present-

RESOLVED as it is HEREBY RESOLVED to adopt PRAISE Resolution No. 01, s. 2021 entitled "A Resolution Approving Both Monetary and Non-Monetary Rewards as Form of Awards and Incentives in All Categories of Award to Qualified Employees and Personnel of the Municipal Government of Pinamalayan Who Have Exhibited Exemplary Performance, Behavior and Work Ethics under the Program on Awards and Incentives for Service Excellence (PRAISE)" of the Municipal Government of Pinamalayan, Oriental Mindoro.

APPROVED UNANIMOUSLY this 6th day of September 2021.

HON. ARNOLDO M. MADRID
SB Member

HON. DUMILIL MARCELLO M. DELMO V
SB Member

HON. RIO S. MERCENE
SB Member

HON. JOSEPH T. RODIL
SB Member

1 | Res. No. 169-2021



REPUBLIC OF THE PHILIPPINES
PROVINCE OF ORIENTAL MINDORO
MUNICIPALITY OF PINAMALAYAN
OFFICE OF THE SANGGUNIANG BAYAN

Telephone No. (043) 284-4317 Email Address: csccomm@pinamalayan.gov.ph
Office of Vice Mayor/Sangguniang Bayan 2nd Floor Municipal Building, Mahal Bldg., Pinamalayan, Oriental Mindoro

HON. NAPOLEON M. MANGARING
SB Member

HON. ANJUNE A. ZAMORA
SB Member

HON. LEONARDO L. PEDRAZA
SB Member

HON. ANTONIO VICTOR R. OLYMPIA
ABC President SB Member

HON. JOVEN S. VELASCO
SKMF President/SB Member

Attested:

ARNEL S. ABRENICA
Secretary to the Sanggunian

Certified Correct:

HON. RODOLFO M. MAGSINO
Municipal Vice Mayor, Presiding Officer

Approved :

HON. ARISTEO APASAN BALDOS, JR.
Municipal Mayor

2 | Res. No. 169-2021



PRAISE COMMITTEE
of the Municipal Government of Pinamalayan
PRAISE SECRETARIAT
(043) 7389-454 hrmo@pinamalayan.gov.ph

RESOLUTION NO. 24 – 2022

A RESOLUTION RECOMMENDING THE GRANT OF MONETARY INCENTIVE FOR RETIREES AND POSTHUMOUS AWARDEE FOR FY 2022 AND THE YEARS THEREAFTER OF THE MUNICIPAL GOVERNMENT OF PINAMALAYAN UNDER THE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE).

WHEREAS, the Program on Awards and Incentives for Service Excellence (PRAISE) Committee of the Municipal Government of Pinamalayan is created by virtue of Executive Order No. 021-2019, pursuant to the Revised Policies on Employees Suggestions and Incentives Awards System (ESIAS) provided under CSC Resolution No. 010112 of 2001;

WHEREAS, the Municipal Government adheres to principles of providing incentives and awards based on exemplary performance and behavior and innovative ideas and suggestions to motivate and inspire public servants to uphold the highest ethical standards of ethics and excellence in public service;

WHEREAS, the agency, in order to promote uniformity and consistency in the implementation of the awards and incentives program, intends to revise and expand the coverage of MGOP PRAISE pursuant to the provisions of Rule X of the Omnibus Rules Implementing Book V of Executive Order No. 292 and pertinent provisions of Republic Act (RA) No. 6713;

WHEREAS, the agency Revised PRAISE Manual and Specific Guidelines has been approved for implementation by the CSC Region Office IV on March 11, 2022;

WHEREAS, the agency has been conferred with PRIME-HRM Bronze Award in December 2018 for achieving Maturity Level II status in all four HR Systems;

WHEREAS, Service Award and Incentive under section 5.ii.1 – Tribute to Retirees (*Salamat - Mabuhay* Program) is conferred on retirees whether under optional or compulsory retirement schemes held during a fitting ceremony on or before the date of their retirement or before the end of the current year and shall be awarded in the form of **monetary and non-monetary incentives** which are subject to availability of funds.

WHEREAS, the PRAISE Committee has recommended the grant of monetary incentive to retired employee and posthumous awardee amounting to P1, 000.00 per year of service.

NOW THEREFORE, RESOLVED as it is hereby resolved by the PRAISE Committee of the Municipal Government of Pinamalayan to recommend the grant of monetary incentives for retirees and posthumous awardee for FY 2022 and the years thereafter, under the Program on Awards and Incentives for Service Excellence in pursuance to the prescribed criteria and guidelines in the Agency PRAISE Manual and Specific Guidelines and Rewards and Recognition (R & R) procedures.

APPROVED UNANIMOUSLY on the 19th day of December 2022 at the Municipal Government Complex, Pinamalayan, Oriental Mindoro.

ELY CHRISTIAN B. BENITEZ
Administrative Aide V
PRAISE First Level Representative

ENGR. ANGELA CAMILLE F. SAMARITA
Environmental Management Specialist I
PRAISE Second Level Representative

MARCEL M. RODIL
Social Welfare Officer III
PRAISE Member

DR. KATHRYN ALMA VICTORIA M. ALANO-GASTRO
Medical Officer III
PRAISE Member

EDEN M. ARTILLAGA
MGADH
PRAISE Member

NEMIA B. MONTANTO
MEDH
PRAISE Member

JUDY S. NORENTE
MGCM II / Municipal Accountant
PRAISE Member

ROSENIO A. TORIANO, EnP
Municipal Planning and Development Coordinator
PRAISE Member

DANIEL Q. FRUELDA
MGADH / OIC-Municipal Administrator
PRAISE Member

HON. RIO S. MERCENE
SB Member, Committee on Good Governance
PRAISE Member

Approved by:

HON. ARISTEO A. BALDOS, JR.
Municipal Mayor
Chairperson, PRAISE Committee

REPUBLIC OF THE PHILIPPINES
MUNICIPALITY OF PINAMALAYAN
OFFICE OF THE SANGGUNIANG BAYAN

Total Pph 100,000.00
Section IX. **DISBURSEMENT OF FUNDS:** The disbursement of funds provided herein shall strictly adhere to COA rules and regulations.

Section X. **EFFECTIVITY:** This Ordinance shall take effect upon approval.
UNANIMOUSLY ENACTED this 27th day of December 2022 on motion Hon. Rio S. Mercene and seconded by all Sangguniang Bayan Members present.

HON. RIO S. MERCENE SB Member
HON. ANGELO MARLO D. MADRID SB Member
HON. ANJUNEA ZAMORA SB Member
HON. JEOFFREY PAUL A. UMBAO SB Member
HON. ANTONIO VICTOR R. OLYMPIA ABC President, SB Member
HON. DUNHILL MARCELO M. DELMO V SB Member
HON. MAURO P. HELERA SB Member
HON. EDWIN G. HERNANDEZ SB Member
HON. NARCIS LEON M. MANGARING SB Member
HON. JOVEN S. VELASCO SKMF Pres./SB Member
Attested: MARIA CORAZON F. MARAYAN Acting Secretary to the Sanggunian

Certified Correct:
HON. ROLFO M. MAGSINO Mun. Vice Mayor, Presiding Officer
Approved:
HON. ARTISTE APASAN BALDOS, JR. Municipal Mayor

3 | Appropriation Ordinance No. 45-2022

REPUBLIC OF THE PHILIPPINES
MUNICIPALITY OF PINAMALAYAN
OFFICE OF THE SANGGUNIANG BAYAN
PRAISE COMMITTEE
of the Municipal Government of Pinamalayan
PRAISE SECRETARIAT
(043) 7389-454 hrmp@pinamalayan.gov.ph

RESOLUTION NO. 13 - 2022

A RESOLUTION INDORSING THE QUALIFIED RECIPIENTS FOR THE 8TH ANNUAL RECOGNITION RITES FOR BOTH REGULAR AND NON-REGULAR PERSONNEL FOR PERFORMANCE YEAR 2021 OF THE MUNICIPAL GOVERNMENT OF PINAMALAYAN UNDER THE AGENCY PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)

WHEREAS, the Program on Awards and Incentives for Service Excellence (PRAISE) Committee of the Municipal Government of Pinamalayan is created by virtue of Executive Order No. 021-2019, pursuant to the Revised Policies on Employees Suggestions and Incentives Awards System (ESIAS) provided under CSC Resolution No. 010112 of 2001;

WHEREAS, the Municipal Government adheres to principles of providing incentives and awards based on exemplary performance and behavior and innovative ideas and suggestions to motivate and inspire public servants to uphold the highest ethical standards of ethics and excellence in public service;

WHEREAS, the agency, in order to promote uniformity and consistency in the implementation of the awards and incentives program, intends to revise and expand the coverage of MGOP PRAISE pursuant to the provisions of Rule X of the Omnibus Rules Implementing Book V of Executive Order No. 292 and pertinent provisions of Republic Act (RA) No. 6713;

WHEREAS, the agency has been conferred with PRIME-HRM Bronze Award in December 2018 for achieving Maturity Level II status in all four HR Systems;

WHEREAS, the agency Revised PRAISE Manual has been approved for implementation by the CSC Region Office IV on March 11, 2022;

WHEREAS, the PRAISE Committee has opened the nomination process for the 8th Annual PRAISE Recognition Rites through HR-MEMO-26 s. 2022 with nomination period beginning July 12, 2022 until July 22, 2022;

WHEREAS, the PRAISE Committee of the Municipal Government of Pinamalayan has convened on 27 July and 03 August 2022 to deliberate on the eligibility of the nominees in all categories of awards as to tenure, employment status during the covered period, appropriateness of the category and other eligibility requirements;

2 | Resolution No. 507-2022

REPUBLIC OF THE PHILIPPINES
PROVINCE OF ORIENTAL MINDORO
MUNICIPALITY OF PINAMALAYAN
OFFICE OF THE SANGGUNIANG BAYAN

APPROPRIATION ORDINANCE NO. 45-2022

AN ORDINANCE APPROVING GENERAL FUND SUPPLEMENTAL BUDGET NO. 05-2022 OF PINAMALAYAN, ORIENTAL MINDORO.

By the powers vested upon the Sangguniang Bayan of Pinamalayan, Oriental Mindoro, be it enacted in session assembled -

T H A T -

Section I. **TITLE:** This Ordinance shall be known as Appropriation Ordinance No. 45, series of 2022, Supplemental Budget No. 05 of Pinamalayan, Oriental Mindoro.

Section II. **PURPOSE:** This Ordinance shall provide for the granting of Service Recognition Incentive (SRI) to government employees for Fiscal Year 2022 as per Administrative Order No. 01-2022 dated December 16, 2022 and Budget Circular No. 04-2022 dated December 20, 2022 and for the granting of Gratuity Pay to Contract of Service and Job Order Workers in Government for Fiscal Year 2022 as per Administrative Order No. 03 dated of December 23, 2022, for granting of Rice Assistance and for other purposes.

Section III. **SOURCE OF FUND:** The principal source of fund for this Supplemental Budget shall be as follows, to wit:

PERSONAL SERVICES SAVINGS (JULY 1-DEC. 31, 2022) (Exhibit 1)	Pph	4,504,000.00
UNAPPROPRIATED BALANCE (MOOE) (Exhibit 2)	Pph	3,361,250.00
TOTAL	Pph	7,865,250.00

Section IV. **APPROPRIATION:** The amount of Seven Million, Eight Hundred Sixty-Five Thousand Two Hundred Fifty (Pph 7,865,250.00) pesos is hereby appropriated or so much part thereof as maybe necessary for the granting of SRI to government employees, for the granting of Gratuity Pay to Contract of Service and Job Order Workers in the government for Fiscal Year 2022, granting of Rice Assistance and for other purposes, to wit:

GENERAL FUND		
I. GENERAL SERVICES DIVISION		
A. Current Operating Expenses		
1. Maintenance & Other Operating Expenses		
Other General Services	Pph	1,210,000.00
Repair & Maint.- Parks, Plazas & Monuments		30,000.00
Repair & Maint.- Buildings	Pph	90,000.00
II. HUMAN RESOURCE AND MANAGEMENT DIVISION		
A. Current Operating Expenses		
1. Personal Services		
Other Bonuses and Allowances		
Services Recognition Incentive (SRI)	Pph	4,212,000.00
Other Personal Benefits	Pph	292,000.00
2. Maintenance & Other Operating Expenses		
Other Professional Services	Pph	170,000.00
Environment/Sanitary Services	Pph	130,000.00

REPUBLIC OF THE PHILIPPINES
PROVINCE OF ORIENTAL MINDORO
MUNICIPALITY OF PINAMALAYAN
OFFICE OF THE SANGGUNIANG BAYAN

Security Services	Pph	25,000.00
Other MOE		
Rice Assistance		706,250.00

III. OFFICE OF THE MUNICIPAL ENGINEER	
A. Current Operating Expenses	
1. Maintenance & Other Operating Expenses	
Electricity Expense	Pph 1,000,000.00
TOTAL	Pph 7,865,250.00

LOCAL ECONOMIC ENTERPRISES

MARKET OPERATIONS DEPARTMENT

Section V. **SOURCE OF FUND:** The principal source of fund for this Supplemental Budget shall be as follows, to wit:

Personal Services Savings	Pph	141,000.00
Unappropriated Balance (MOOE)	Pph	39,000.00
Total	Pph	180,000.00

Section VI. **APPROPRIATION:** The amount of One Hundred Eighty Thousand (Pph 180,000.00) Pesos is hereby appropriated or so much part thereof as maybe necessary for the granting of Service Recognition Incentive (SRI) to government employees for Fiscal Year 2022, to wit:

A. Current Operating Expenses	
1. Personal Services	
Other Bonuses and Allowances	
Service Recognition Incentive (SRI)	Pph 180,000.00
Total	Pph 180,000.00

SLAUGHTERHOUSE DIVISION

Section VII. **SOURCE OF FUND:** The principal source of fund for this Supplemental Budget shall be as follows, to wit:

Personal Services	Pph	80,000.00
Unappropriated Balance (MOOE)		20,000.00
Total	Pph	100,000.00

Section VIII. **APPROPRIATIONS:** The amount of One Hundred Thousand (Pph 100,000.00) Pesos is hereby appropriated or so much part thereof as maybe necessary for the granting of Service Recognition Incentive (SRI) and granting of Gratuity Pay to Contract of Service and Job Order Workers to government employees for Fiscal Year 2022, to wit:

A. Current Operating Expenses	
1. Personal Services	
Other Bonuses and Allowances	
Service Recognition Incentive (SRI)	Pph 80,000.00
2. Maintenance & Other Operating Expenses	
Other General Services	Pph 20,000.00

WHEREAS, the PRAISE Committee indorsed by majority on the 4th day of August 2022 through PRAISE Resolution No. 9 s. 2022, amending PRAISE Resolution no. 07 s. 2021 with SB Resolution No. 294 s. 2021 for the inclusion of international level on the grant of cash incentive and plaque of recognition to non-winners to the municipal offices and personnel who had received awards from government agencies and institutions in the national, regional and provincial level for the performance year 2021 and the years thereafter and; PRAISE Resolution No. 10 s. 2022, recommending disqualification of offices who failed to submit on the prescribed deadline of submission and nominees with lack of tenure prior to nomination and ineligibility to the category of award.

WHEREAS, the PRAISE Committee indorsed by majority on the 4th day of August 2022 through PRAISE Resolution No. 12 s. 2022, the qualified personnel that will undergo rating procedure.

WHEREAS, the PRAISE Secretariat on the period of August 08-12, 2022 posted the official list of nominees in the PRIME-HRM Bulletin Board.

WHEREAS, the PRAISE Secretariat through HR-MEMO-30 s. 2022 issues online rating procedure for the 8th Annual PRAISE Recognition Rites with submission period beginning August 15 until August 18, 2022;

WHEREAS, through the Ranking-based system assessment of the Employees and All Department Heads and Chiefs-of-Offices, qualified nominees' ratings were consolidated into Final Consolidation Sheet.


WHEREAS, the PRAISE Committee has convened on 22 August to validate the results before presenting the validated list of awardees to the Local Chief Executive for approval.

WHEREAS, pursuant to the criteria and guidelines set in the Agency Manual, the Committee has approved monetary or non-monetary incentives to the annual recipient subject to availability of funds, to wit:

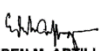
- Certificate of Nomination/Recognition;
- Plaque of Recognition and;
- Cash Incentive

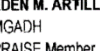
NOW, THEREFORE, RESOLVED, as it is hereby resolved by the PRAISE Committee of the Municipal Government of Pinamalayan, to endorse the list of recipients for the 8th Annual PRAISE Recognition Rites of performance year 2021, as reflected in the Consolidation Sheets attached hereto.

INDORSED UNANIMOUSLY on the 24th day of August 2022.


ELY CHRISTIAN B. BENITEZ
Administrative Aide IV
PRAISE First Level Representative



ENGR. ANGELA CAMILLE P. SAMARITA
Environmental Management Specialist I
PRAISE Second Level Representative


MARICEL M. RODIL
Social Welfare Officer III
PRAISE Member


EDEN M. ARTILLAGA
MGADH
PRAISE Member


JUDY G. MORENTE
MGPH / Municipal Accountant
PRAISE Member


DANIEL Q. FRUELDA
MGADH / OIC-Municipal Administrator
PRAISE Member


DR. KATHRIN ALMA VICTORIA M. ALANO
Medical Officer III
PRAISE Member


NEMA B. WONSANTO
MGDA I
PRAISE Member


ROSENIO A. TORIANO, EnP
Municipal Planning and Development Coordinator
PRAISE Member


HON. RIO S. MERCENE
SB Member, Committee on Good Governance
PRAISE Member

Approved by:


HON. ARISTEO A. BALDOS, JR.
Municipal Mayor
Chairperson-PRAISE Committee



PRAISE COMMITTEE
of the Municipal Government of Pinamalayan
PRAISE SECRETARIAT
(043) 7389-454 /hrmo@pinamalayan.gov.ph

RESOLUTION NO. 14 – 2022

A RESOLUTION INDORSING THE PERFORMANCE MANAGEMENT (PM) – INDORSED AWARDEES, LIST OF QUALIFIED RECIPIENTS FOR THE SPECIAL RECOGNITION FOR MUNICIPAL OFFICES AND PERSONNEL WHO HAD RECEIVED AWARDS FROM GOVERNMENT AGENCIES AND INSTITUTIONS IN THE INTERNATIONAL, NATIONAL, REGIONAL AND PROVINCIAL LEVEL AND; HALL OF FAME AWARDEES FOR PERFORMANCE YEAR 2021 OF THE MUNICIPAL GOVERNMENT OF PINAMALAYAN UNDER THE AGENCY PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)

WHEREAS, the Program on Awards and Incentives for Service Excellence (PRAISE) Committee of the Municipal Government of Pinamalayan is created by virtue of Executive Order No. 021-2019, pursuant to the Revised Policies on Employees Suggestions and Incentives Awards System (ESIAS) provided under CSC Resolution No. 010112 of 2001;

WHEREAS, the Municipal Government adheres to principles of providing incentives and awards based on exemplary performance and behavior and innovative ideas and suggestions to motivate and inspire public servants to uphold the highest ethical standards of ethics and excellence in public service;

WHEREAS, the agency, in order to promote uniformity and consistency in the implementation of the awards and incentives program, intends to revise and expand the coverage of MGOP PRAISE pursuant to the provisions of Rule X of the Omnibus Rules Implementing Book V of Executive Order No. 292 and pertinent provisions of Republic Act (RA) No. 6713;

WHEREAS, the agency has been conferred with PRIME-HRM Bronze Award in December 2018 for achieving Maturity Level II status in all four HR Systems;

WHEREAS, the agency Revised PRAISE Manual has been approved for implementation by the CSC Region Office IV on March 11, 2022;

WHEREAS, the PRAISE Secretariat has received the indorsement of Performance Management (PM) – based awardees for both Office and Individual Performance Commitment and Review (I/PCR) for performance year 2021 on July 15, 2022 as follows;

- For Best Organizational Unit (Department):
- Top 1: Municipal Planning and Development Office (Outstanding)
 - Top 2: Office of the Municipal Administrator (Very Satisfactory)
 - Top 3: Municipal Budget Office (Very Satisfactory)
 - Top 4: Market Operations Department (Very Satisfactory)
 - Top 5: Office of the Municipal Vice-Mayor (Very Satisfactory)
- For Best Organizational Unit (Division):
- Top 1: Permits and Licenses Division (Very Satisfactory)
 - Top 2: Slaughterhouse Operations Division (Very Satisfactory)
 - Top 3: Human Resource Management Office (Very Satisfactory)
- For Employees with Outstanding Adjectival Ratings:
- 1. Patricio L. Del Valle
 - 2. Virgilio M. King
 - 3. Marcela U. Santoc
 - 4. Fredelino A. Toriano, Jr.
 - 5. Orlex H. Marayan
 - 6. Jan-Neil H. Evangelista
 - 7. Lyn T. Ozar
 - 8. Ruth D. Maling
 - 9. Michelle M. Sult
 - 10. Romel T. Marayan
 - 11. Joseph J. Alcayde
 - 12. Leonida I. Clanza
 - 13. Jeaniah Y. Membrot
 - 14. John Eric G. Mondofoedo
 - 15. Rizza S. Dela Vega
 - 16. Bernardia S. Reyes
 - 17. Catherine O. Sapusao
 - 18. Floribel F. Fabregas
 - 19. Randy M. Agbay
 - 20. Nerissa M. Jumpay

Page 1 of 5

WHEREAS, the PRAISE Committee has opened the nomination for Special Recognition of Individual/Office for PY 2021 through HR-MEMO-21 s. 2022 with nomination period beginning June 20 until, 2022 until June 24, 2022;

WHEREAS, the PRAISE Committee of the Municipal Government of Pinamalayan has convened on 11 July 2022 to screen and approve the nomination for the aforementioned award as to level of award, rank, award-giving body, date awarded and type of recognition as follows;

WHEREAS, the PRAISE Secretariat has received the nomination of Municipal Social Welfare and Development Office dated August 03 thru the indorsement of the Office of the Municipal Administrator's on August 5 requesting for the inclusion of their nomination for the Annual PRAISE Recognition Rites and to submit recommendation on the action of the PRAISE Committee members;

Page 2 of 5

WHEREAS, the PRAISE Committee of the Municipal Government of Pinamalayan has convened on 22 August 2022 to screen the nomination for the aforementioned award as to level of award, rank, award-giving body, date awarded and type of recognition;

WHEREAS, the PRAISE Committee recommended the additional nomination to the list of special recognition as the concerned office only receives the aforementioned recognition after the nomination period although the date awarded is inclusive for performance year 2021, to wit:

NO.	NAME OF AWARDEE	RANK	LEVEL OF AWARD RECEIVED
FOR INDIVIDUAL:			
1	RICARDO A. LIM, EnP	n/a	National Level (Non-Competition)
2	ROSENIO A. TORIANO, EnP	n/a	National Level (Non-Competition)
3	JAN-NEIL H. EVANGELISTA	n/a	National Level (Non-Competition)
4	ROSENIO A. TORIANO, EnP	n/a	International Level (Non-Competition)
5	ROSENIO A. TORIANO, EnP	n/a	National Level (Non-Competition)
6	JAN-NEIL H. EVANGELISTA	n/a	National Level (Non-Competition)
7	MARILOU L. AGAMATA	n/a	Regional Level (Non-Competition)
FOR OFFICE:			
8	MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE	n/a	Regional Level (Non-Competition)
9	MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE	n/a	Regional Level (Non-Competition)
10	MUNICIPAL AGRICULTURE OFFICE	3rd	Provincial Level Competition
11	MUNICIPAL AGRICULTURE OFFICE	4th	Provincial Level Competition
12	MUNICIPAL AGRICULTURE OFFICE	4th	Provincial Level Competition
13	MUNICIPAL AGRICULTURE OFFICE	5th	Provincial Level Competition
14	MUNICIPAL HEALTH OFFICE	1st	Provincial Level Competition

WHEREAS, pursuant to the Agency Manual, Item Number 1 (iv) Hall of Fame Award is awarded to the following individual and office, to wit:

NO	NAME	AWARD
1	JAN-NEIL H. EVANGELISTA	Outstanding Employee of the Year (2019-2021)
2	PATRICIO L. DEL VALLE	Best Technical Staff (2019-2021)
3	NEMIA B. MONSANTO*	Dangal ng Bayan - Executive Citation for Exemplary Leadership (2016-2021)
4	ZAIDA D. MICIANO*	Dangal ng Bayan - Executive Citation for Exemplary Leadership (2015-2018 and 2020-2021)

Legend: *Platinum Awardee for 6 Years

Page 3 of 5

For Office:

NO	OFFICE	AWARD
1	Municipal Administrator's Office	Best Organizational Unit Award (2019-2021)
2	Municipal Accounting Office	Best Organizational Unit Award (2019-2021)

WHEREAS, pursuant to the criteria and guidelines set in the Agency Manual, the Committee has approved monetary or non-monetary incentives to the annual recipient subject to availability of funds, to wit:

- Certificate of Nomination/Recognition;
- Plaque of Recognition and;
- Cash Incentive

NOW, THEREFORE, RESOLVED, as it is hereby resolved by the PRAISE Committee of the Municipal Government of Pinamalayan, to endorse the Performance Management (PM) – indorsed awardees, list of qualified recipients for the Special Recognition and Hall of Fame Awardees for the 8th Annual PRAISE Recognition Rites of performance year 2021;

INDORSED UNANIMOUSLY on the 25th day of August 2022.

ELY CHRISTIAN B. BENITEZ
Administrative Aide V
PRAISE First Level Representative

ENGR. ANGELA CAMILLE R. SAMARITA
Environmental Management Specialist
PRAISE Second Level Representative

MARICEL M. RODIL
Social Welfare Officer III
PRAISE Member

DR. KATHRIN ALMA VICTORIA M. ALANO
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MGADH I
PRAISE Member

NEMIA B. MONSANTO
MGADH I
PRAISE Member

Page 4 of 5

JUDY S. MORENO
MGADH I Municipal Accountant
PRAISE Member

ROSENIO A. TORIANO, EnP
Municipal Planning and Development Coordinator
PRAISE Member

DANIEL Q. FRUELDA
MGADH / OIC-Municipal Administrator
PRAISE Member

HON. RIO S. MERCENE
SB Member, Committee on Good Governance
PRAISE Member

Approved by:

HON. ARISTEO A. BALDOS, JR.
Municipal Mayor
Chairperson, PRAISE Committee