



# CHRMO



**MID-YEAR ASSESSMENT,**



**PLANNING & CAPABILITY  
BUILDING 2022**

Pico De Loro, Nasugbu, Batangas  
June 8-10, 2022

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Republic of the Philippines  
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San Jose City -3121  
-oOo-

**CITY HUMAN RESOURCE MANAGEMENT OFFICE**

**MID-YEAR ASSESSMENT, PLANNING  
AND CAPABILITY BUILDING  
(TERMINAL REPORT)**

June 8-10, 2022



**INTRODUCTION**

It is a painstaking task to maintain the efficiency of an organization. Apart from defining core functions and each member's duties, the management shall ensure that everyone is consistently aligned to the group's objectives, strategies, and processes.

For the City Human Resource Management Office (CHRMO), it is essential to understand the Four (4) Human Resource Systems. These systems outline the standard procedures related to various Human Resource activities.

Through the training conducted by Mr. Romeo S. Yacan Jr., City Human Resource Management Officer, the following topics, which are all focused on the said systems, were discussed:

1. Recruitment, Selection and Placement (RSP);
  - a. Process of Recruitment from Inventory of Vacant Position to Publication to Background Investigation to Screening Process.
  - b. Implementation of Onboarding Program
  - c. Employee Handbook
2. Learning and Development (L and D);
  - a. Conduct of Training Needs Assessment, IDP to Career Pathing
  - b. Preparation of Training Design
  - c. What Needs to Be Considered/Prepared for the Conduct of Training
    - i. Planning
    - ii. Leading
    - iii. Organizing and Coordination



3. Strategic Performance Management and Evaluation System (SPMES);
  - a. Reiterate the Duties and Function of the Performance Management Team
  - b. Orientation of the PMT Sub-Committee
  - c. Monthly Timeline
4. Rewards and Recognition
  - a. Goals of the R and R

Apart from discussing updates on the HR Systems, a seminar about the importance of individual and group assessment was also held. Conducted by Mr. Romeo S. Yacan, Jr., City Human Resource Management Officer, the talk emphasized ways how to balance and handle one's personal and professional lives, and how such harmony can improve the overall relationship of the members of the team. These are all vital to ensuring the productivity and efficiency of the organization.

The speaker further presented how to properly evaluate a team and a program, and discussed the seven habits of highly effective people as identified by Stephen R. Covey. The crucial role of managers was also emphasized, alongside the core skills needed in effective management and task delegation.

#### **CALENDAR OF ACTIVITIES**

<b>Date</b>	<b>Time</b>	<b>Activities</b>
June 8, 2022 (Day 1)	3:30 AM	Departure at City Hall Compound, San Jose City
	9:00 AM	Environmental Scanning
	2:00 PM	ETA at Nasugbu, Batangas
	3:00 PM	Check-in time at Pico de Loro
	4:30 PM	Registration and Opening Prayer
	4:45 PM	Assessment Session and Presentation of Accomplishment for the First Semester January to June 2022
	6:30 PM	Dinner
June 9, 2022 (Day 2)	7:00 PM	Dinner
	8:00 AM	Registration
	9:00 AM	Prayer/Energizer
	9:15 AM 12:00 NN	Discussion on Four (4) Human Resource (HR) System
	12:00 NN	Lunch Break
	1:30 PM	Capability Building Activities
June 10, 2022 (Day 3)	6:00 PM	Dinner
	7:00 AM	Breakfast
	8:00 AM	Planning and Goal Setting for 2 <sup>nd</sup> Semester of 2022 and for the Year 2023 "MOVING FORWARD"
	11:00 AM	Departure from Nasugbu, Batangas and Environmental Scanning

#### **REFLECTION**

Delivering high-quality service and performance should be the goal of any organization. To meet this objective, each member should assess themselves and ponder whether their performance complies with the group's predetermined standards or needs to be improved further. For the evaluation to be really effective, one must primarily know the group's functions and their respective individual responsibilities.

Through the training, the CHRMO employees of San Jose City learned how to improve their work performance both as an individual and as a team.

During the three-day activity, one of the participants' key learnings is the role of effective and clear communication. As members of an office tasked to manage the City Government's human resources, they learned that communications are



especially critical to ensure that the services rendered by the organization as a whole are of excellent quality. Hence, every self-assessment must touch on their performance when it comes to communicating within and outside the CHRMO.

As much as communication is important, the participants also learned that abiding by precise instructions is also vital to maintaining the productivity and harmonious relationships of the organization and its clients. With excellence and integrity, each member of the organization must obey what they are mandated to do.

Self-growth was also brought up, emphasizing how identifying one's strengths and weaknesses are key in the optimal development of any individual — within and beyond their profession.

### **CONCLUSION**

Holding an assessment and capability-building activity is important in determining where the team stands in terms of fulfilling its mandate — and equipping its members with the necessary skills and knowledge to perform their tasks. This kind of activity also boosts the morale and camaraderie of the CHRMO.

It is also vital to one's professional growth as it teaches the effective and efficient way of performing one's duty.

By achieving all these, the CHRMO employees will gain a better understanding of their jobs, of their colleagues, and of themselves. This ultimately leads to a more functional and productive CHRMO, which plays a significant role in improving the LGU's overall service provision.

### **RECOMMENDATION**

It is highly recommended to have assessment and capability-building activities to enhance the knowledge of each personnel within an organization and reiterate how vital their roles are in their organizational growth.

These activities also provide an avenue where members can identify their areas for improvement and where the management can be instrumental in enhancing these areas both for their personal and professional growth.

Prepared by:

**HERMOGENES M. GARCIA**  
Administrative Assistant I

Attested by:

**ROMEO S. YACAN JR.**  
City Human Resource Management Officer

# Appendices



# Appendix A

**CITY HUMAN RESOURCE MANAGEMENT OFFICE  
MID-YEAR ASSESSMENT, PLANNING  
AND CAPABILITY BUILDING  
(TERMINAL REPORT)  
June 8-10, 2022**



Ronald R. Ignacio  
Michael M. Gelacio  
Ernesto S. Magno

Artemio T. Sajor  
Irvyn E. Urmatan  
Hermogenes M. Garcia  
Marco Domingo

Gemma C. Ladia  
Pinky C. Domingo  
Claudene Frances D. Lardizabal  
Patrick Mike G. Enriquez

Gerwen S. Rosario  
Glenn Edward T. Celestino  
Romeo S. Yacan Jr.  
James Victor F. Patacsil



Patrick Mike G. Enriquez  
Glenn Edward T. Celestino  
Artemio T. Sajor  
Marco Domingo  
Claudene Frances D. Lardizabal  
Gemma C. Ladia  
James Victor F. Patacsil  
Irvyn E. Urmatan

Romeo S. Yacan Jr.  
Ronald R. Ignacio  
Gerwen S. Rosario  
Ernesto S. Magno  
Hermogenes M. Garcia  
Michael M. Gelacio  
Pinky C. Domingo



# Appendix B

**CITY HUMAN RESOURCE MANAGEMENT OFFICE  
MID-YEAR ASSESSMENT, PLANNING  
AND CAPABILITY BUILDING  
(TERMINAL REPORT)  
Day 1 – June 8, 2022**



Prayer before departure  
at City Hall Compound



Stop over at NLEX  
before entering Skyway



# Appendix C

**CITY HUMAN RESOURCE MANAGEMENT OFFICE**  
**MID-YEAR ASSESSMENT, PLANNING**  
**AND CAPABILITY BUILDING**  
**(TERMINAL REPORT)**  
Day 1 – June 8, 2022



Environmental Scanning  
At Tagaytay City





**CITY HUMAN RESOURCE MANAGEMENT OFFICE  
MID-YEAR ASSESSMENT, PLANNING  
AND CAPABILITY BUILDING  
(TERMINAL REPORT)  
Day 1 – June 8, 2022**



Environmental Scanning  
At Tagaytay City





**CITY HUMAN RESOURCE MANAGEMENT OFFICE  
MID-YEAR ASSESSMENT, PLANNING  
AND CAPABILITY BUILDING  
(TERMINAL REPORT)  
Day 1 – June 8, 2022**

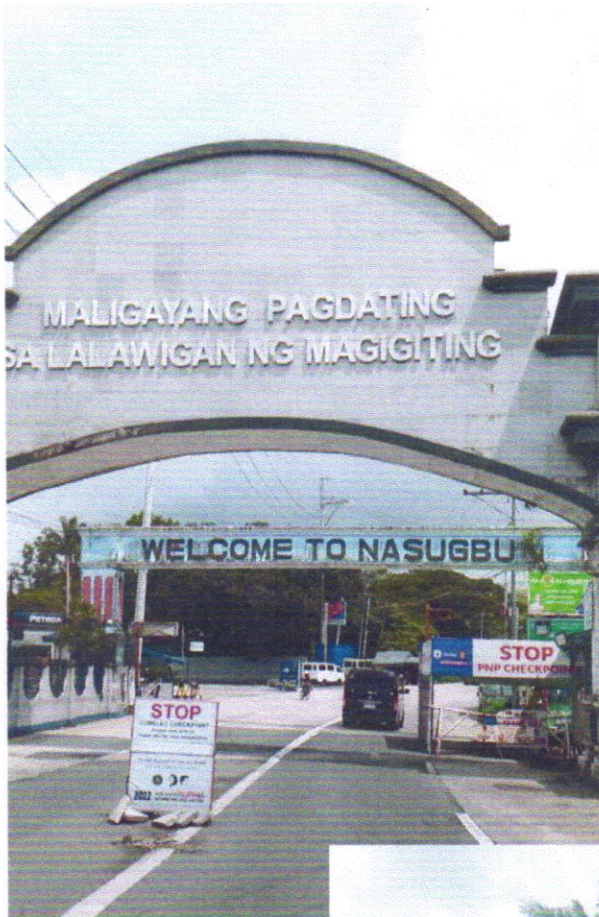
Environmental Scanning  
At Tagaytay City





# Appendix D

**CITY HUMAN RESOURCE MANAGEMENT OFFICE  
MID-YEAR ASSESSMENT, PLANNING  
AND CAPABILITY BUILDING  
(TERMINAL REPORT)  
Day 1 – June 8, 2022**



Entering Nasubu, Batangas



Arrival at Pico de Loro



**CITY HUMAN RESOURCE MANAGEMENT OFFICE  
MID-YEAR ASSESSMENT, PLANNING  
AND CAPABILITY BUILDING  
(TERMINAL REPORT)  
Day 1 – June 8, 2022**



Check-in and Registration  
at Pico de Loro





**CITY HUMAN RESOURCE MANAGEMENT OFFICE  
MID-YEAR ASSESSMENT, PLANNING  
AND CAPABILITY BUILDING  
(TERMINAL REPORT)  
Day 1 – June 8, 2022**



Check-in and Registration  
at Pico de Loro





# Appendix E

CITY HUMAN RESOURCE MANAGEMENT OFFICE  
MID-YEAR ASSESSMENT, PLANNING  
AND CAPABILITY BUILDING  
(TERMINAL REPORT)  
Day 1 – June 8, 2022



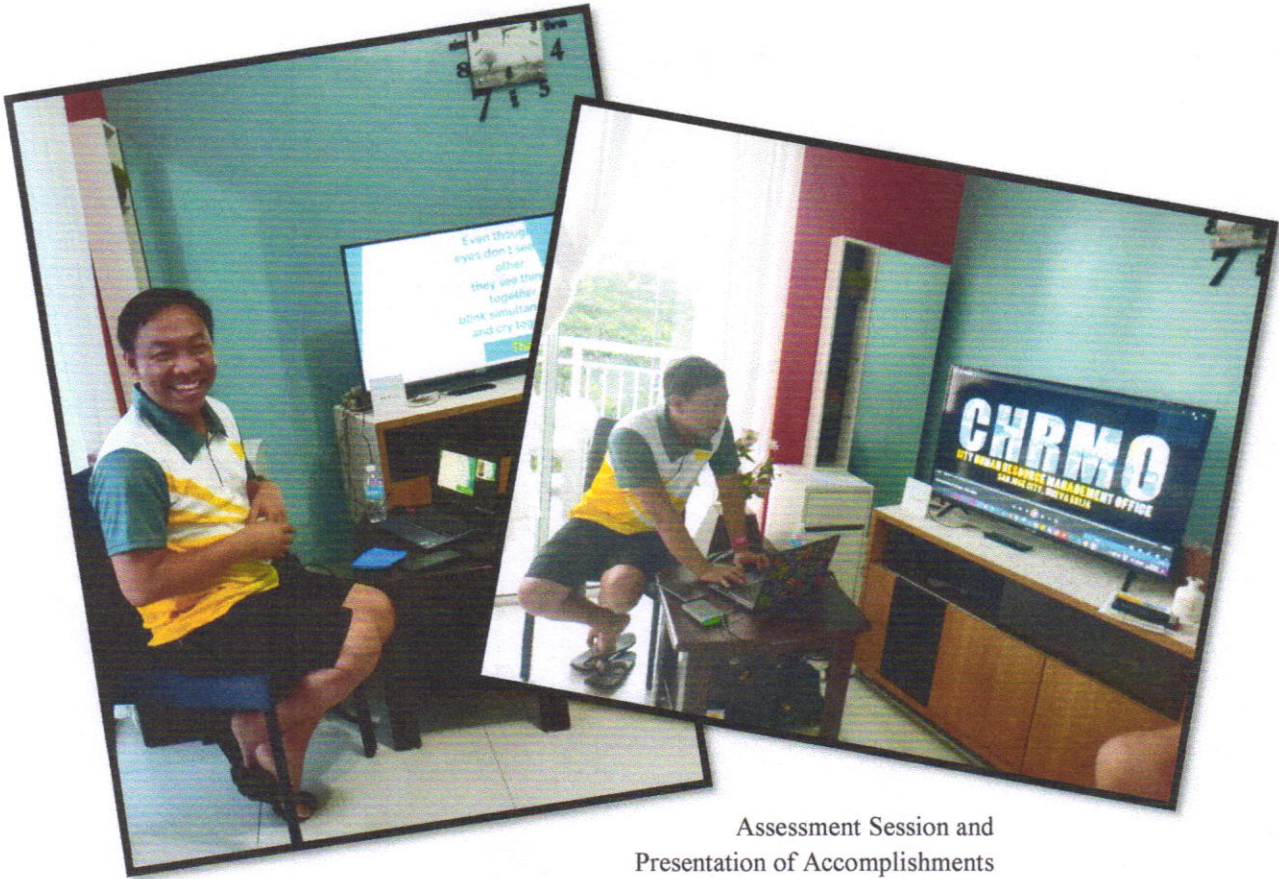
Opening Prayer  
for the Discussions



Assessment Session and  
Presentation of Accomplishments  
for the first semester  
January to June 2022



**CITY HUMAN RESOURCE MANAGEMENT OFFICE**  
**MID-YEAR ASSESSMENT, PLANNING**  
**AND CAPABILITY BUILDING**  
**(TERMINAL REPORT)**  
Day 1 – June 8, 2022



Assessment Session and  
Presentation of Accomplishments  
for the first semester  
January to June 2022





# Appendix F



**CITY HUMAN RESOURCE MANAGEMENT OFFICE  
MID-YEAR ASSESSMENT, PLANNING  
AND CAPABILITY BUILDING  
(TERMINAL REPORT)  
Day 1 – June 8, 2022**



Capability Building Activity



# Appendix G



**CITY HUMAN RESOURCE MANAGEMENT OFFICE  
MID-YEAR ASSESSMENT, PLANNING  
AND CAPABILITY BUILDING  
(TERMINAL REPORT)  
Day 2 – June 9, 2022**



Going to Pico Beach





CITY HUMAN RESOURCE MANAGEMENT OFFICE  
MID-YEAR ASSESSMENT, PLANNING  
AND CAPABILITY BUILDING  
(TERMINAL REPORT)  
Day 2 – June 9, 2022

HR Personnel  
at Pico Beach





**CITY HUMAN RESOURCE MANAGEMENT OFFICE  
MID-YEAR ASSESSMENT, PLANNING  
AND CAPABILITY BUILDING  
(TERMINAL REPORT)  
Day 2 – June 9, 2022**



Different Areas  
around Pico Beach





**CITY HUMAN RESOURCE MANAGEMENT OFFICE  
MID-YEAR ASSESSMENT, PLANNING  
AND CAPABILITY BUILDING  
(TERMINAL REPORT)  
Day 2 – June 9, 2022**

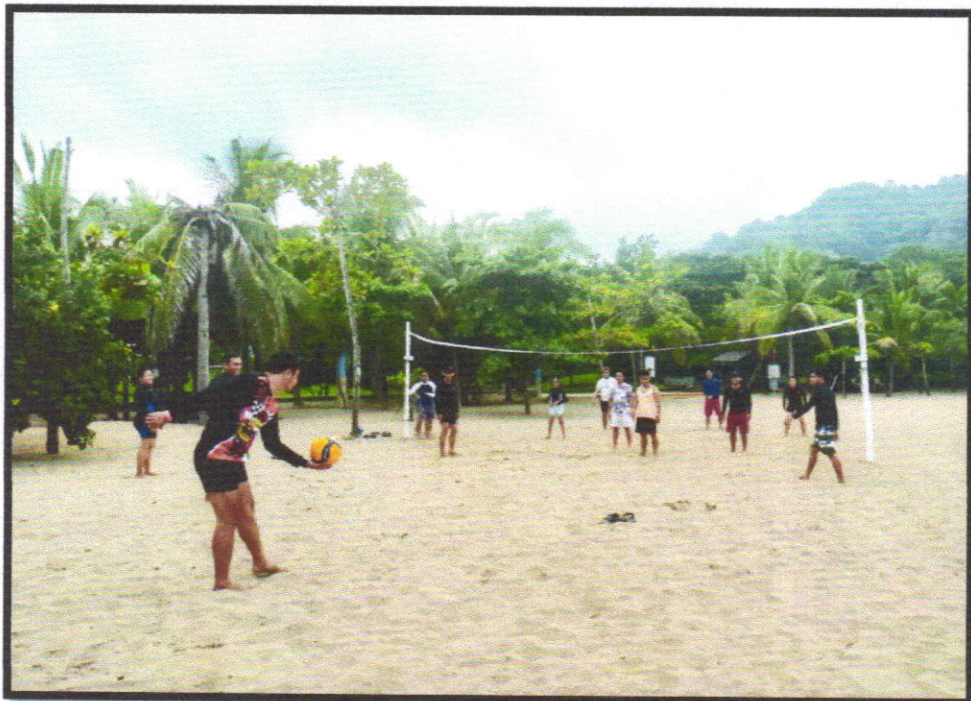


Capability Building Activity





**CITY HUMAN RESOURCE MANAGEMENT OFFICE  
MID-YEAR ASSESSMENT, PLANNING  
AND CAPABILITY BUILDING  
(TERMINAL REPORT)  
Day 2 – June 9, 2022**



Capability Building Activity

# Appendix H



**CITY HUMAN RESOURCE MANAGEMENT OFFICE  
MID-YEAR ASSESSMENT, PLANNING  
AND CAPABILITY BUILDING  
(TERMINAL REPORT)  
Day 2 – June 9, 2022**



Discussion on  
Four (4) Human Resource  
(HR) System





CITY HUMAN RESOURCE MANAGEMENT OFFICE  
MID-YEAR ASSESSMENT, PLANNING  
AND CAPABILITY BUILDING  
(TERMINAL REPORT)  
Day 2 – June 9, 2022



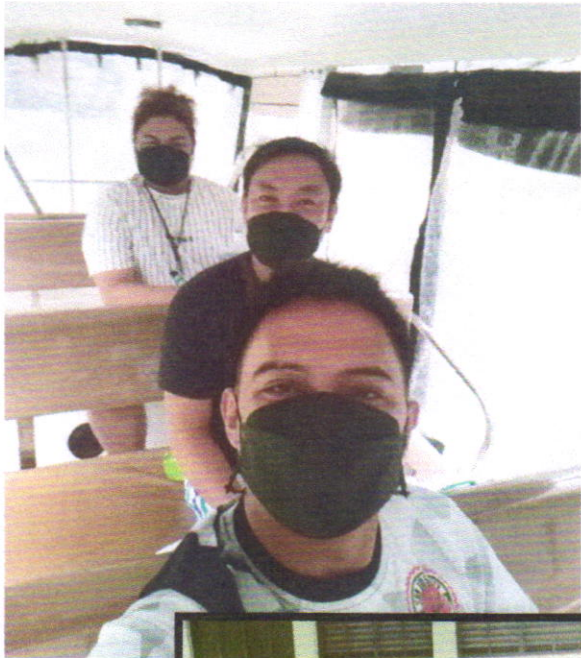
Discussion on  
Four (4) Human Resource  
(HR) System





# Appendix I

**CITY HUMAN RESOURCE MANAGEMENT OFFICE  
MID-YEAR ASSESSMENT, PLANNING  
AND CAPABILITY BUILDING  
(TERMINAL REPORT)  
Day 2 – June 9, 2022**



Capability Building Activity





# Appendix J

**CITY HUMAN RESOURCE MANAGEMENT OFFICE  
MID-YEAR ASSESSMENT, PLANNING  
AND CAPABILITY BUILDING  
(TERMINAL REPORT)  
Day 3 – June 10, 2022**

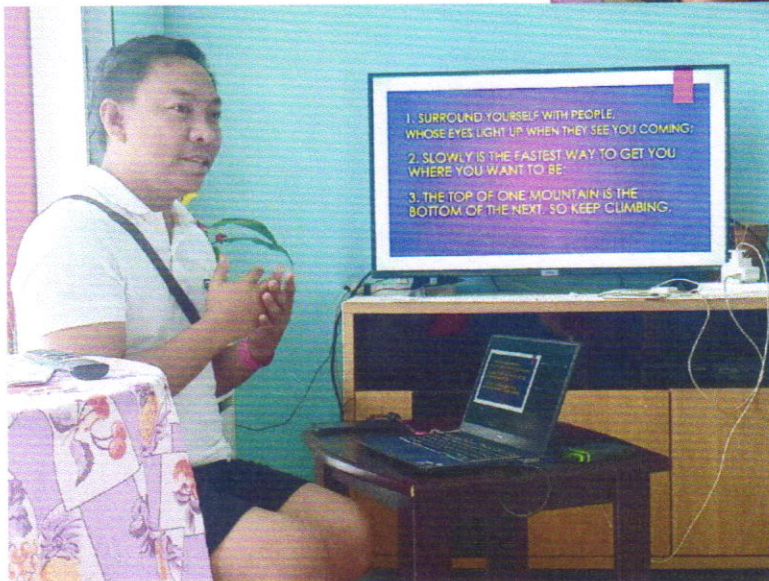


Planning and Goal Setting  
For 2<sup>nd</sup> Semester of 2022 and  
Year 2023



**CITY HUMAN RESOURCE MANAGEMENT OFFICE  
MID-YEAR ASSESSMENT, PLANNING  
AND CAPABILITY BUILDING  
(TERMINAL REPORT)  
Day 3 – June 10, 2022**

Planning and Goal Setting  
For 2<sup>nd</sup> Semester of 2022 and  
Year 2023





**CITY HUMAN RESOURCE MANAGEMENT OFFICE**  
**MID-YEAR ASSESSMENT, PLANNING**  
**AND CAPABILITY BUILDING**  
**(TERMINAL REPORT)**  
Day 3 – June 10, 2022



Planning and Goal Setting  
For 2<sup>nd</sup> Semester of 2022 and  
Year 2023



Closing prayer for the Discussions  
and prayer before departure  
at Pico de Loro





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## **CITY HUMAN RESOURCE MANAGEMENT OFFICE**

### **MID-YEAR ASSESSMENT AND CAPABILITY BUILDING OF THE CITY HUMAN RESOURCE MANAGEMENT PERSONNEL AT NASUGBU, BATANGAS ON JUNE 8-10, 2022**

#### **RATIONALE**

This Mid-Year Assessment and Capability Building session is designed to objectively evaluate the performance of the Local Government Unit (LGU)'s HR personnel during the last few months. It further aims to develop a common goal that the team is set to accomplish for the rest of the year. Both the assessment and capability building are key parts of the LGU's Learning and Development program. By understanding areas that need to be improved, identifying realistic targets, and enhancing relevant skills, the team will be able to deliver better output, which, in turn, will help the LGU in providing better services to the public.

This three-day event, which is proposed to be held from June 8 to 10, 2022 in Nasugbu Batangas, is also considered an important avenue where members of the City Human Resource Management Office (CHRMO) can foster camaraderie and enhance their teamwork. As they complete team-building activities in an out-of-office and a more relaxed environment, the staff will also improve their mental wellness and physical fitness, which are both vital to enhancing productivity at work.

#### **OBJECTIVES:**

At the end of the assessment and capability building, the participants are expected to:

1. Review the performance target of HR employees for the 1<sup>st</sup> semester and identify areas to be improved regarding the performance of their duties and functions.
2. Be updated about the new provisions of the Human Resource Management System and other relevant policies:
  - a. Revised Rewards and Recognition (R and R) Program
  - b. Revised Merit Selection Plan (MSP)
    - Onboarding Program
      - o Onboarding Monitoring Team
    - Implementation of Employee Handbook
  - c. Revised CODI
  - d. Revised Grievance Machinery

- e. Revised Provisions on Equal Employment Opportunity Policy (EEOP)
3. Be capable and empowered to deliver a more efficient service to fellow employees and San Joseños.
  4. Prepare an annual plan for the year 2023.

**CALENDAR OF ACTIVITIES:**

- **Day 1: June 8, 2022 (Wednesday)**
  - 3:00 AM – Assembly at the City Social Circle
  - 4:00 AM – Departure from San Jose City to Nasugbu, Batangas
  - 2:30 PM – Mid-year Assessment Session
    - Opening Prayer – Artemio Sajor
    - Assessment Session – Romeo S. Yacan Jr.
    - Open Forum
- **Day 2: June 9, 2022 (Thursday)**
  - 8:30 AM – Lectures on Updates on Revised HRM System
    - 8:30 AM – Prayer: Irvyn Urmatan
    - 8:35 AM – Lectures on the following:
      - Revised Rewards and Recognition (R and R) Program
      - Revised Merit Selection Plan (MSP)
        - Onboarding Program
          - Onboarding Monitoring Team
        - Implementation of Employee Handbook
      - Revised CODI
      - Revised Grievance Machinery
      - Revised Provisions on Equal Employment Opportunity Policy (EEOP)
        - Open Forum
  - 12:00 NN – Lunch Break
  - 1:00 to 6:00 PM – Capability Building
- **Day 3: June 10, 2022 (Friday)**
  - 8:00 AM – Planning session for the year 2023
  - 2:00 PM – Departure from Nasugbu, Batangas to San Jose City

**METHODOLOGY:**

A series of lectures will be held to discuss the abovementioned HRM System. As stated, open-forum discussions will also be incorporated to fully maximize the transfer of learning during the event.

**TARGET PARTICIPANTS:**

The target participants of this Mid-Year Assessment and Capability Building event are the CHRMO Personnel.

**VENUE AND DURATION:**

The Mid-Year Assessment and Capability Building will be conducted from June 8 to 10, 2022 in Nasugbu, Batangas.



**BUDGETARY REQUIREMENTS:**

The funding for this Learning and Development Program will be sourced from the Training and Maintenance and Other Operating Expense (MOOE) of the City Human Resource Management Office (CHRMO).


Below is the breakdown of the program expenses:

<b>❖ Travelling and Accommodation Expense</b>	<b>P 82,500.00</b>
Day 1: June 8, 2022	33,000.00
15 persons at 2,200.00/person/day (3 Casual (plantilla) and 12 Permanent employees)	
Day 2: June 9, 2022	33,000.00
15 persons at 2,200.00/person/day (3 Casual (plantilla) and 12 Permanent employees)	
Day 3: June 10, 2022	16,500.00
15 persons at 1,100.00/person/day (3 Casual (plantilla) and 12 Permanent employees)	
<b>GRAND TOTAL</b>	<b>P 82,500.00</b>

P 5,500.00 x 15 pay

Done this 19<sup>th</sup> day of May 2022 at San Jose City, Nueva Ecija.

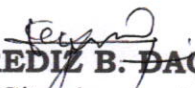
Prepared by:

  
**ROMEO S. YACAN, JR.**  
 City Human Resource Management Officer

Appropriations Available:

  
**CYRUS WILSON VIZCARRA**  
 City Budget Officer  
*Amo prais Exp.*


Allotments Available:

  
**FREDIZ B. DAQUILA**  
 City Accountant

Recommending Approval:

  
**ALEXANDER GLEN E. BAUTISTA**  
 City Administrator & Chairman  
 Human Resource Development Committee

APPROVED:

  
**MARIO O. SALVADOR**  
 City Mayor



Republic of the Philippines  
San Jose City – 3121  
-oOo-

**CITY HUMAN RESOURCE MANAGEMENT OFFICE**

May 19, 2022

**HON. MARIO O. SALVADOR**

City Mayor  
San Jose City

Sir:

May I respectfully request permission to go on official travel together with all the City Human Resource Management Office (CHRMO) personnel and staff on June 8-10, 2022 at Pico De Loro, Nasugbu, Batangas for the Mid-year Assessment, Planning and Capability Building of the office using for the purpose any available government vehicle, to wit;

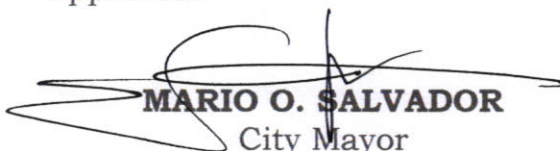
1. Ms. Claudene Frances D. Lardizabal
2. Mr. James Victor F. Patacsil
3. Mr. Irvyn E. Urmatan
4. Mr. Michael M. Gelacio
5. Ms. Gemma C. Ladia
6. Mr. Hermogenes G. Garcia
7. Mr. Glenn Edward T. Celestino
8. Mr. Artemio T. Sajor
9. Mr. Ronald R. Ignacio
10. Mr. Ernesto S. Magno
11. Mr. Patrick Mike G. Enriquez
12. Ms. Pinky C. Domingo
13. Mr. Gerwen S. Rosario - driver
14. Mr. Marco A. Domingo - driver

This travel will be undertaken on official time with allowable traveling expenses as well as per diem relative thereto chargeable against local fund appropriated for the purpose subject to usual accounting and auditing procedures.

Very truly yours,

**ROMEO S. YACAN, JR.**  
City Human Resource Mgt. Officer

Approved:

  
**MARIO O. SALVADOR**  
City Mayor

cc:

The City Treasurer  
The City Accountant  
Both of San Jose City



## Cash Transaction Slip

Currency  Peso  US Dollar  Others

Date 5/23/2022

Use separate slips(s) for each type of transaction.

Denomination Pieces Amount

FIVE HUNDRED 28 14,000.00

Till Cash In :		
Device Cash In :		
Total Cash In :	144,000.00	
Total Cash Out :	0.00	
		144,000.00

Deposits Account Name

Current Account No.

Savings Account No.

Time Deposit/  
Placement

For Account  
With Deposit  
Reference  
Facility

Account Name Nicole Voll/Jennie Voll

Account No. 001670059780

Payor's Name 001670059780

Reference No.

Bills Payment Company Name

Institution Code Product Code

Subscriber's Name Subscriber's Account No.

Cash Card Cardholder's Name/Contact No.

Cash Card No.

Sale  Reload

Payment Borrower's Name Promissory Note No. / Trade Reference No.

Loan  Trade

Machine Validation SAVINGS Acct, Cash Deposit PHP 14,000.00

001670059780 Cash In: 14,000.00

JENNIE B VOLL

00199 CD

Ref#: Dep Ref Fee:

Date: 23 May 2022 23-05-22 09:28:02 211N 199 601 62 S0025

Override ID : 601 601

167: MARIKINA - SUMULONG HIGHWAY Host accepted





Republic of the Philippines  
 NUEVA ECIJA  
 SAN JOSE CITY

CPD 3-3225

OBLIGATION REQUEST		No.		
		100-2022-05-06907		
Payee	ROMEO S. YACAN, JR.			
Office	Human Resource Management - M.O.O.E.			
Address	SAN JOSE CITY			
Responsibility Center	Particulars	F.P.F	Account Code	Amount
1032-200	CASH ADVANCE FOR MID-YEAR ASSESSMENT AND CAPABILITY BUILDING OF CHRMO AT NASUGBU, BATANGAS ON JUNE 8-10, 2022 Training Expenses		5 02-02-010	82,500.00
			<b>TOTAL</b>	<b>82,500.00</b>
<input checked="" type="checkbox"/> <b>A. Certified</b> <input type="checkbox"/> Charges to appropriation/allotment necessary, lawful and under my direct supervision <input type="checkbox"/> Supporting documents valid, proper and legal		<input checked="" type="checkbox"/> <b>B. Certified</b> Existence of available appropriation		
Signature		Signature		
Printed Name	ROMEO S. YACAN, JR	Printed Name	CYRUS WILSON F. VIZCARRA	
Position	CITY GOVT. DEPT HEAD 1 - CHRMC Head, Requesting Office/Authorized Representative	Position	City Budget Officer Head, Budget Unit/Authorized Representative	
Date		Date	05/23/2022	

TIN: 100-2022-05-06907 TIN Date: 05/23/2022

Prepared by: Ana Macadangang Run Date: 5/23/2022 Run Time: 3:35:03 PM


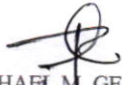

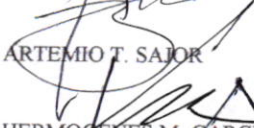

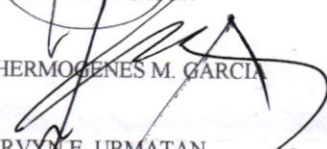
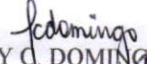
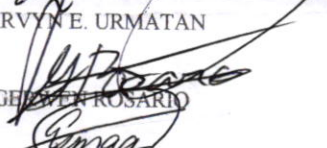
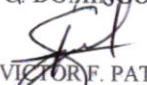


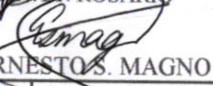

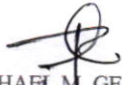

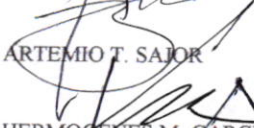

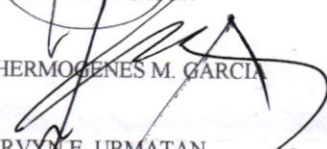
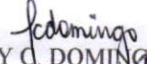
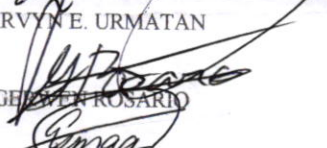
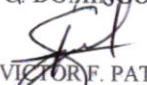


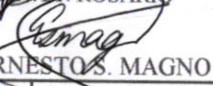
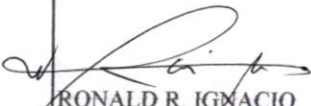


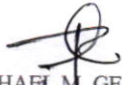

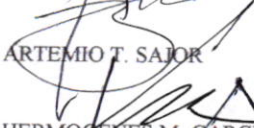

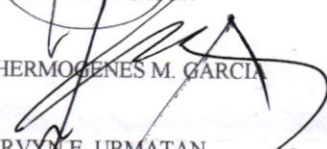
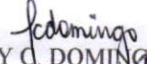
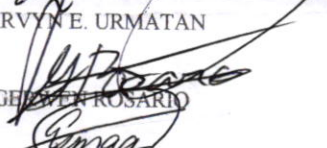
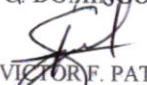


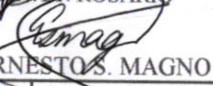


Republic of the Philippines  
**San Jose Local Government**  
 San Jose City, Nueva Ecija - 3121

**DISBURSEMENT VOUCHER**

No. **10-2022-05-4809**

Mode of Payment	Check <input type="checkbox"/> Cash <input type="checkbox"/> Others <input type="checkbox"/>
Payee	<b>ROMEO S. YACAN JR.</b>
Address	SAN JOSE CITY
Office/Unit/Project	Responsibility Center <b>10-2022-05-06907</b> Code <b>1070-202</b>

EXPLANATION	AMOUNT												
To Cash Advance expenses re: Mid-Year Assessment and Capability Building of the City Human resource Mgt. Personnel at Nasugbu, Batangas on June 8-10, 2022 as per supporting papers hereto attached in the amount of.....	<b>P 82,500.00</b>												
<table border="0"> <tr> <td> CLAUDENE FRANCES D. LARDIZABAL</td> <td> MICHAEL M. GELACIO</td> </tr> <tr> <td> GEMMA C. LADIA</td> <td> ARTEMIO T. SAJOR</td> </tr> <tr> <td> GLENN EDWARD T. CELESTINO</td> <td> HERMOGENES M. GARCIA</td> </tr> <tr> <td> PINKY C. DOMINGO</td> <td> IRVYN E. URMATAN</td> </tr> <tr> <td> JAMES VICTOR F. PATACSIL</td> <td> GERWIN ROSARIO</td> </tr> <tr> <td> MARCO A. DOMINGO</td> <td> ERNESTO S. MAGNO</td> </tr> </table>	 CLAUDENE FRANCES D. LARDIZABAL	 MICHAEL M. GELACIO	 GEMMA C. LADIA	 ARTEMIO T. SAJOR	 GLENN EDWARD T. CELESTINO	 HERMOGENES M. GARCIA	 PINKY C. DOMINGO	 IRVYN E. URMATAN	 JAMES VICTOR F. PATACSIL	 GERWIN ROSARIO	 MARCO A. DOMINGO	 ERNESTO S. MAGNO	 RONALD R. IGNACIO   PATRICK MIKE ENRIQUEZ  <b>P 82,500.00</b>
 CLAUDENE FRANCES D. LARDIZABAL	 MICHAEL M. GELACIO												
 GEMMA C. LADIA	 ARTEMIO T. SAJOR												
 GLENN EDWARD T. CELESTINO	 HERMOGENES M. GARCIA												
 PINKY C. DOMINGO	 IRVYN E. URMATAN												
 JAMES VICTOR F. PATACSIL	 GERWIN ROSARIO												
 MARCO A. DOMINGO	 ERNESTO S. MAGNO												

<b>A. Certified</b> <input type="checkbox"/> Allotment obligated for the purpose as indicated above <input type="checkbox"/> Supporting Documents	<b>B. Certified</b> Funds Available
---	--

Signature	Signature
Printed Name <b>FREDIZ B. BAQUILA</b> Date <b>5/24</b>	Printed Name <b>ARNOLD A. ESCUADRO</b> Date
Position City Accountant	Position City Treasurer

<b>C. Approved for Payment</b>	<b>D. Received Payment</b>
Signature	Check No. Bank Name Date
Printed Name <b>HON. MARIO O. SALVADOR</b> Date	Signature Printed Name <b>ROMEO S. YACAN JR.</b>
Position City Mayor	OR / Other Documents JEV No. Date
Position Agency Head / Authorized Representative	



# LIQUIDATION REPORT

San Jose City

No: 10-2022-00-17872

Date: 6-17-2022

Responsibility Center

## PARTICULARS

## AMOUNT

To liquidate cash advance re: Mid-Year Assessment and Capability Building of the City Human Resource Mgt. Personnel at Nasugbu Batangas on June 8-10, 2022 as per supporting papers hereto attached in the amount of . . . . . ₱ 88,473.00

**EXPENDITURE FUND**

TOTAL AMOUNT SPENT 88,473.00

AMOUNT OF CASH PER DV NO. \_\_\_\_\_ DTD. \_\_\_\_\_ 82,500.00

AMOUNT REFUNDED PER OR NO DTD. \_\_\_\_\_ 5,973.00

### AMOUNT TO BE REIMBURSED

**A** Certified: Correctness of above data

**B** Certified: Purpose of Travel/Cash Advance duly accomplished

**C** Certified: Supporting documents complete and proper

ROMEO S. YACAN JR.  
CHRMO  
Claimant

HON. MARIO O. SALVADOR  
City Mayor  
Immediate Supervisor

FREDIZ B. DAQUILA  
City Accountant  
Head, Accounting Unit

APPENDIX "B"  
CERTIFICATE OF TRAVEL COMPLETED

June 13, 2022  
(Date)

HON. MARIO O. SALVADOR

(Name)

City Mayor

(Position)

I HEREBY CERTIFY that I have completed the travel authorized in the  
itinerary of Travel Order No. \_\_\_\_\_ dated June 8-10, 2022  
under conditions indicated below.

- Strictly in accordance with the itinerary
- Cut short as explained below. Excess payment in the amount of P \_\_\_\_\_ was refunded on O.R. No. \_\_\_\_\_ dated \_\_\_\_\_
- Extended as explained below. Additional itinerary was submitted.
- Other deviation as explained below.

Explanation or Justification: Copy of Cash Advance, Terminal Report

Official Receipts

CLAUDENE FRANCES LARDIZABAL  
JAMES VICTOR BATACSIL      IRVYN URMATAN  
MICHAEL GELACIO              GEMMA LADIA  
ARTEMIO SAJOR              GLEN EDWARD CELESTINO  
HERMOGENES GARCIA      RONALD IGNACIO  
ERNESTO MAGNO              PINKY DOMINGO

Respectfully yours,

ROMEO S. YACAN JR.  
CHRMO

On evidence and information of which I have knowledge, the travel was  
actually undertaken,

PATRICK MIKE ENRIQUEZ

GERWEN ROSARIO

HON. MARIO O. SALVADOR

(Chief of Office)

MARCOA DOMINGO

City Mayor



Republic of the Philippines  
 NUEVA ECLEJA  
 SAN JOSE CITY

CD 5-7225

OBLIGATION REQUEST No. 100-2022-05-06907

Payee: ROMEO S. YACAN, JR.  
 Office: Human Resource Management - M.O.O.E.  
 Address: SAN JOSE CITY

Responsibility Center	Particulars	F.P.F	Account Code	Amount
1032-200	CASH ADVANCE FOR MID-YEAR ASSESSMENT AND CAPABILITY BUILDING OF CHRMO AT NASUGBU, BATANGAS ON JUNE 8-10, 2022 Training Expenses		5 02-02-010	82,500.00
<b>TOTAL</b>				<b>82,500.00</b>



<input checked="" type="checkbox"/> <b>A. Certified</b> <input type="checkbox"/> Charges to appropriation/allotment necessary, lawful and under my direct supervision <input type="checkbox"/> Supporting documents valid, proper and legal		<input checked="" type="checkbox"/> <b>B. Certified</b> Existence of available appropriation	
Signature		Signature	
Printed Name	ROMEO S. YACAN, JR	Printed Name	CYRUS WILSON F. VIZCARRA
Position	CITY GOVT DEPT. HEAD 1 - CHRMO Head, Requesting Office/Authorized Representative	Position	City Budget Officer Head, Budget Unit/Authorized Representative
Date		Date	05/23/2022

TIN: 100-2022-05-06907 TIN Date: 05/23/2022  
 Prepared by: Ana Maclangdang Run Date: 5/23/2022 Run Time: 3:35:03 PM

ROMEO S. YACAN JR.  
 CHRMO

APPROVED:  
MARIO O. SALVADOR

travel is necessary to the service, (3) the period covered is reasonable, (4) the expenses are properly claimed.

100-2022-05-1732

**DISBURSEMENT VOUCHER**

No. *u-2022-05-4809*

Mode of Payment	<input checked="" type="checkbox"/> Check	<input type="checkbox"/> Cash	<input type="checkbox"/> Others
Payee	<b>ROMEO S. YACAN JR.</b>		Obligation Request No. <i>u-2022-05-06907</i>
Address	SAN JOSE CITY	Office/Unit/Project	Responsibility Center <i>1020-202</i>
EXPLANATION		Code	

To Cash Advance expenses re: Mid-Year Assessment and Capability Building of the City Human resource Mgt. Personnel at Nasugbu, Batangas on June 8-10, 2022 as per supporting papers hereto attached in the amount of.....

**P 82,500.00**

<i>[Signature]</i> CLAUDENE FRANCES D. LARDIZABAL	<i>[Signature]</i> MICHAEL M. GELACIO		<i>[Signature]</i> RONALD R. IGNACIO
<i>[Signature]</i> GEMMA C. LADIA	<i>[Signature]</i> ARTEMIO T. SAJON		<i>[Signature]</i> PATRICK MIKE ENRIQUEZ
<i>[Signature]</i> GLENN EDWARD T. CELESTINO	<i>[Signature]</i> IRVING GARCIA		
<i>[Signature]</i> PINKY C. DOMINGO	<i>[Signature]</i> GEMMA C. LADIA		
<i>[Signature]</i> JAMES VICTOR F. PATACIL	<i>[Signature]</i> MARCO A. DOMINGO		
			<b>P 82,500.00</b>

<b>A. Certified</b> <input type="checkbox"/> Allotment obligated for the purpose as indicated above <input type="checkbox"/> Supporting Documents		<b>B. Certified</b> Funds Available	
Signature		Signature	
Printed Name	<i>[Signature]</i> <b>FREDIZ B. DAQUILA</b>	Printed Name	<i>[Signature]</i> <b>ARNOLD A. ESCUADRO</b>
Position	City Accountant <i>8/21</i>	Position	City Treasurer
<b>C. Approved for Payment</b> Signature: <i>[Signature]</i> Printed Name: <b>HON. MARIO O. SALVADOR</b> Position: City Mayor / Agency Head / Authorized Representative		<b>D. Received Payment</b> Check No. <i>1121078</i> Bank Name: <i>LBP</i> Date: <i>8/27/22</i> Signature: <i>[Signature]</i> Printed Name: <b>ROMEO S. YACAN JR.</b> Position: OR / Other Documents	

ROMEO S. YACAN JR.  
 CHRMO

APPROVED:  
*[Signature]*  
**MARIO O. SALVADOR**  
 City Mayor

the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable, (4) the expenses are properly claimed.



Republic of the Philippines

San Jose City – 3121

-o0o-

**APPENDIX "A"**

ROMEO S. YACAN JR.

(Name)

June 13, 2022

(Date)

CHRMO

(Position)

POPCOM

(Official Station)

**PURPOSE OF TRAVEL :**

NAME	DATE	PLACE TO BE VISITED	TIME		Means of Transportation	Per Diem	Daily Allowance	Total Amount
			Departure	Arrival				
ROMEO S. YACAN JR	June 8, 2022	San Jose City, To Batangas	03:30 AM	3:00pm	Gov't. Vehicle	/	2,200.00	2,200.00
	June 9,2022	Still in	Nasugbu	Batangas		/	2,200.00	2,200.00
	June 10, 2022	Batangas to San Jose City	11:00 AM	12:00 MN	-do-	/	1,100.00	<u>1,100.00</u>
								<b>5,500.00</b>
CLAUDENE FRANCES D. LARDIZABAL	-do-	-do-	-do-	-do-	-do-			5,500.00
MICHAEL M. GELACIO	-do-	-do-	-do-	-do-	-do-			5,500.00
JAMES VICTOR PATACASIL	-do-	-do-	-do-	-do-	-do-			5,500.00
GEMMA C. LADIA	-do-	-do-	-do-	-do-	-do-			5,500.00
ARTEMIO T. SAJOR	-do-	-do-	-do-	-do-	-do-			5,500.00
GLENN EDWARD T. CELESTINO	-do-	-do-	-do-	-do-	-do-			5,500.00
HERMOGENES M. GARCIA	-do-	-do-	-do-	-do-	-do-			5,500.00
IRVYN E. URMATAN	-do-	-do-	-do-	-do-	-do-			5,500.00
RONALD R. IGNACIO	-do-	-do-	-do-	-do-	-do-			5,500.00
ERNESTO S. MAGNO	-do-	-do-	-do-	-do-	-do-			5,500.0
PINKY C. DOMINGO	-do-	-do-	-do-	-do-	-do-			5,500.00
GERWEN ROSARIO	-do-	-do-	-do-	-do-	-do-			5,500.00
PATRICK MIKE ENRIQUEZ	-do-	-do-	-do-	-do-	-do-			5,500.00
MARCO A. DOMINGO	-do-	-do-	-do-	-do-	-do-			5,500.00
	Nothing follows				Toll Fees			1,973.00
					Gas			4,000.00

**GRAND TOTAL : 88,473.00**

1. Prepared by:

ROMEO S. YACAN JR.

CHRMO

2. I certify that: (1) I have received the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable, (4) the expenses are properly claimed.

APPROVED:

**MARIO C. SALVADOR**

City Mayor



FIRST COASTAL FUEL CORPORATION  
CALTEX SERVICE STATION

Lumil, Silang, Cavite  
VAT Reg. TIN: 004-680-270-00000

CASH INVOICE

No 479133B

Date 06/10/22

Sold to \_\_\_\_\_  
Address \_\_\_\_\_  
Bus. Style \_\_\_\_\_ TIN: \_\_\_\_\_

QTY.	DESCRIPTION	UNIT	AMOUNT
37.25	DIESEL W/ TECHRON D	8095	3,000
	PLATINUM W/ TECHRON		
	SILVER W/ TECHRON		
		VATable Sales	2678.75
		VAT Exempt Sales	
		Zero-Rated Sales	
		VAT Amount	920.75

Printer's Accr.#051MP2019000000010  
Date of Accr.: 01/30/2019 Exp.Date: 01/29/2024  
Total Amount Due P 3.00

2000 bkts. (50x2) B452501-552500  
OCN 54AAU20210000000926  
Date of ATP: 08/10/2021 Expiry Date: 08/09/2026  
JAMMA Printing Services 13-A Camia St., Pasay City  
VAT Reg. TIN: 117-554-904-00000  
By: \_\_\_\_\_  
Authorized Signature

THIS CASH INVOICE SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP

1405 DORIS COMPANY  
Owned & Operated by: 1405 DORIS COMPANY  
VATREG TIN #010-361-405-000  
Eugenio St., Rueda, San Jose City, Nueva Ecija, Philippines  
Tel #: NULL

1405 DORIS COMPANY  
Owned & Operated by: 1405 DORIS COMPANY  
VATREG TIN #010-361-405-000  
Eugenio St., Rueda, San Jose City, Nueva Ecija, Philippines  
Tel #: NULL

06/07/2022(Tue) 21:36:55

06/07/2022(Tue) 21:37:15

1085623 RCPT\_CNT#0  
E#3552 SN#:9400229  
#: 19091909562856280  
F:Andrie Agustin

R #1085624 RCPT\_CNT#0  
TORE#3552 SN#:9400229  
IN #: 19091909562856280  
TAF:Andrie Agustin

Acknowledgement Receipt \*\*  
\*\*\* Duplicate Copy \*\*\*

\*\* Acknowledgement Receipt \*\*  
\*\*\* Duplicate Copy \*\*\*

Reference No: 2215-8608-5575  
Account No: 520033538066  
To: Kiosk\_BillsPayment

Reference No: 2215-8608-1582  
Account No: r976228  
To: Kiosk\_BillsPayment

CONNECT 1000.00

-CONNECT 973.00

33538066  
1644124  
1644124

376228  
3321644124  
3321644124

Amount: 1000  
Convenience Fee: 0  
Total Amount: 1000  
PAY 24/7 SUPPORT:  
5165851/ 02-76220260/  
-9171601 /  
pay@7-eleven.com.ph

Amount: 960  
Convenience Fee: 13  
Total Amount: 973  
PAY 24/7 SUPPORT:  
2-76165851/ 02-76220260/  
339-9171601 /  
pay@7-eleven.com.ph

1 (1) 1000.00  
CASH 1000.00  
CHANGE 0.00

Total (1) 973.00  
CASH 1000.00  
CHANGE 27.00

To: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
TIN: \_\_\_\_\_

Sold To: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
TIN: \_\_\_\_\_

Philippine Seven Corporation  
3rd Floor The Columbia Tower  
Ortigas Avenue, Mandaluyong City  
Tel: 000-390-189-000  
Accr #  
00039018900034619602  
Date: 08/01/2020-07/31/2025  
Permit #:  
P092019-23A-0229296-00000

Philippine Seven Corporation  
3rd Floor The Columbia Tower  
Ortigas Avenue, Mandaluyong City  
Tel: 000-390-189-000  
IR Accr #  
11600039018900034619602  
Permit Date: 08/01/2020-07/31/2025  
Permit #:  
P092019-23A-0229296-00000

RECEIPT SHALL BE VALID FOR (5) YEARS FROM THE DATE OF PERMIT TO USE.

THIS RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF PERMIT TO USE.

GEAR UP YOUR GAME with 7-Eleven. Get a chance to win gaming accessories when you buy P100 worth of participating items. Per DTI FAIR TRADE Permit Number: 142343 Series of 2022. facebook.com/711philippines

GEAR UP YOUR GAME with 7-Eleven. Get a chance to win gaming accessories when you buy P100 worth of participating items. Per DTI FAIR TRADE Permit Number: 142343 Series of 2022. facebook.com/711philippines

THIS IS AN OFFICIAL RECEIPT - THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX

THIS IS AN OFFICIAL RECEIPT - THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX



Valucore Business Ventures Corporation  
Dealer: Valucore Business Ventures Corporation  
Km23 North Luzon Expressway Llas Marilao Bulacan  
VAT REG TIN: 008-497-158-000  
POS S/N:5ZF3GL2/MIN:18011010572560218

SALES INVOICE

Date: 06/10/2022 Time: 21:37:58  
S.I.# 100010/901

Name: \_\_\_\_\_  
TIN: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Style: \_\_\_\_\_

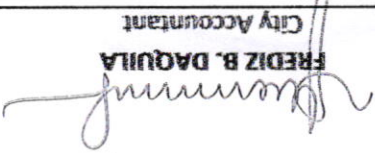
Description	Qty.	Price	Amount
*Diesel/Mtax (P: 14)	12.25	Php81.65	Php1,000.00
Discount amount w/o VAT			Php-0.00
Total (incl. VAT)			Php1,000.00
Zero Rated Sale			Php0.00
VAT Exempt Sale			Php0.00
VATable Sales			Php892.86
VAT Amount			Php107.14
Payment:	Cash Tended		Php1,000.00

Cashier: Jennica Bartolo

SMARTPE TRO INC.  
4/F CAEG Building Dela Rosa Street  
Brgy. Pio Del Pilar, Makati City  
VAT REG TIN: 007-845-312-00000  
Accred. No.: 0-80078-453122017070/68  
Date Issued: 08/10/2017 Valid Until: 07/31/2025  
P.T.U. No.: FP012018-25B-015-4082-00000  
Date Issued: 01/11/2018 Valid Until: 07/31/2025  
"THIS INVOICE SHALL BE VALID FOR 5 YEARS FROM THE DATE OF PERMIT TO USE."

HOW WAS YOUR PETRON EXPERIENCE TODAY?  
Text: Send a message to 0977-8738766  
Voice: Dial #PETRON (#738766)  
Email: TALK2US@petron.com



JOURNAL ENTRY VOUCHER		San Jose City Agency Name		Date:	
NO.100-2022-					
Collection	Check Disbursement	Cash Disbursement	Others	ACCOUNTING ENTRIES	
Responsibility	Center	ACCOUNT AND EXPLANATION	Account Code	PR	AMOUNT
					Debit
					Credit
		Traveling Expenses	5 02 01 010		82,500.00
		Training Expense	5 02 02 010		-
		Advances for Officers & Employees	1 03 05 040		82,500.00
		To record liquidation of cash advances			
		team bidg at batangas on June 8-10			
					82,500.00
Prepared by:		Approved by:			
		 FREDIZ B. DAQUILA City Accountant			

Republic of the Philippines  
San Jose City – 3121

-o0o-

**APPENDIX "A"**

ROMEO S. YACAN JR.

(Name)

June 13, 2022

(Date)

CHRMO

(Position)

POPCOM

(Official Station)

**PURPOSE OF TRAVEL :**

NAME	DATE	PLACE TO BE VISITED	TIME		Means of Transportation	Per Diem	Daily Allowance	Total Amount
			Departure	Arrival				
ROMEO S. YACAN JR	June 8, 2022	San Jose City, To Batangas	03:30 AM	3:00pm	Gov't. Vehicle	/	2,200.00	2,200.00
	June 9, 2022	Still in	Nasugbu	Batangas		/	2,200.00	2,200.00
	June 10, 2022	Batangas to San Jose City	11:00 AM	12:00 MN	-do-	/	1,100.00	<u>1,100.00</u>
								<b>5,500.00</b>
CLAUDENE FRANCES D. LARDIZABAL	-do-	-do-	-do-	-do-	-do-			5,500.00
MICHAEL M. GELACIO	-do-	-do-	-do-	-do-	-do-			5,500.00
JAMES VICTOR PATACSIL	-do-	-do-	-do-	-do-	-do-			5,500.00
GEMMA C. LADIA	-do-	-do-	-do-	-do-	-do-			5,500.00
ARTEMIO T. SAJOR	-do-	-do-	-do-	-do-	-do-			5,500.00
GLENN EDWARD T. CELESTINO	-do-	-do-	-do-	-do-	-do-			5,500.00
HERMOGENES M. GARCIA	-do-	-do-	-do-	-do-	-do-			5,500.00
IRVYN E. URMATAN	-do-	-do-	-do-	-do-	-do-			5,500.00
RONALD R. IGNACIO	-do-	-do-	-do-	-do-	-do-			5,500.00
ERNESTO S. MAGNO	-do-	-do-	-do-	-do-	-do-			5,500.0
PINKY C. DOMINGO	-do-	-do-	-do-	-do-	-do-			5,500.00
GERWEN ROSARIO	-do-	-do-	-do-	-do-	-do-			5,500.00
PATRICK MIKE ENRIQUEZ	-do-	-do-	-do-	-do-	-do-			5,500.00
MARCO A. DOMINGO	-do-	-do-	-do-	-do-	-do-			5,500.00
	Nothing follows				Toll Fees			1,973.00
					Gas			4,000.00

**GRAND TOTAL : 88,473.00**

1. Prepared by:

ROMEO S. YACAN JR.

CHRMO

2. I certify that: (1) I have received the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable, (4) the expenses are properly claimed.

APPROVED:

**MARIO O. SALVADOR**  
City Mayor



## REFLECTION

As the newest member of the team, I am so excited to be part of the Mid-Year Assessment, Planning and Capability Building held at Pico De Loro, Nasugbu, Batangas last June 8-10, 2022. I have no idea what it is all about but I'm sure that I will learn and gain knowledge from it.

Sa tatlong araw ng ating team building, doon ko po nasaksihan na sobrang solid po ng samahan ng CHRMO, sa loob at labas ng opisina may pagkakaisa at parang pamilya na ang turingan. Life is a learning process po talaga lalo na sa maikling panahon ng ating pagsasama, marami po akong natutunan. Hindi po pala ganun kadali maging part ng CHRMO, mula sa recruitment hanggang sa rewards and recognition kailangang pag-isipang mabuti sapagkat doon po nakasalalay ang magiging performance ng isang employee. Kapag maganda ang performance ng employee, for sure naman pong magiging maganda lalo ang ating Lungsod. Kumplikado ang mga sistema, pero kaya naman pong matutunan.

Dati ang gusto ko lang po ay makapasok ng trabaho dito sa ating Lungsod para mas malapit po sa pamilya. Ang babaw, opo. Ngayon na mas natututo po ako, gusto ko pong magtrabaho ng may purpose. Magtrabaho para sa ikabubuti ng ating Lungsod at ng mga kapwa ko empleyado. Isa po sa natandaan ko sa ating planning session is to dream big yun ay kung inyo pong mamarapatin, nais ko din po sanang maging regular na empleyado. Alam ko pong marami pa po akong dapat matutunan at pagdaanan para makamit iyon, pero alam ko naman pong hindi nyo ako pababayaan. Malaking tulong po ang inyong words of wisdom sa work man or sa personal life.

Naniniwala po ako na makikilala pang lalo ang CHRMO dahil sa mga programs na lubos nyong pinag-isipan at magiging mas magandang ehemplo sa mga empleyado. Sa mga susunod na araw, mas kakailangan na po ng mas maluwang na opisina; mas high-tech na gamit; at additional manpower. Thankful po ako at kayo ang CHRMO-Head, napaka hands-on nyo po, mula planning, executing at hanggang matapos ang isang programa. Kaya naniniwala din po ako na may legacy po kayong maiiwan bilang City Human Resource Officer.

Sa pagtatapos po nang ating team building, grateful and blessed po ako dahil nakasama ko po kayong lahat. Teamwork po ang kailangan tungo sa tagumpay. Nawa'y maulit po ang ganitong mga pagkakataon. Maraming Salamat po sa experience!

*Pinky C. Domingo*  
PINKY C. DOMINGO

Administrative Aide II (Messenger)

## **HERMOGENES M. GARCIA**

Administrative Assistant I

### **REFLECTION**

My own reflection for the Team Building Assessment and Capability Development experienced; I have seen the significance of our group/office by giving us our duties and responsibilities in the preparation and during execution of the activity. I feel the "TEAMWORK", work effort and cooperation behind those activities performed and I am so much thankful that I am a part of the team CHRMO. The assessment planning, formulation and identification those are still in the process- I know at first; we face problems and other difficulties such as preparations, implementations and other obstacles that we need to address but after we surpass these problems maybe in the future; it will give us good "balik" and success to all our "PINAGHIRAPAN" particularly to the entire operations of HR systems as we discussed on the training assessment. Hopefully, maybe soon, they will recognize us; creating our own legacy that will never forget in the City Government of San Jose, and with that reaching that goal I still believe and "KAPIT LANG" of Michael Jordan's quote says "Talent wins games, but teamwork and intelligence win championships".

Through this activity, I will not stop growing using my talents and skills for the betterment of our office; still keep in learning for my personal development; still help with my co-workers whatever he/she needs work related and continue teaching and sharing knowledge to be provided and guided on the tasks;

Also, part of my experience, it was super fun and relaxing together with the group/co-workers that built strong camaraderie. Thank you for that wonderful and unforgettable event.

### **PLANS FOR NEXT YEAR**

- Create strategic plan to make these HR System easily to be implemented
- To Implement all the tools in all offices - L&D, PMT and R&R
- In all HR system monitor/full implementation and package for documentations
- Study
- Take CS Exam

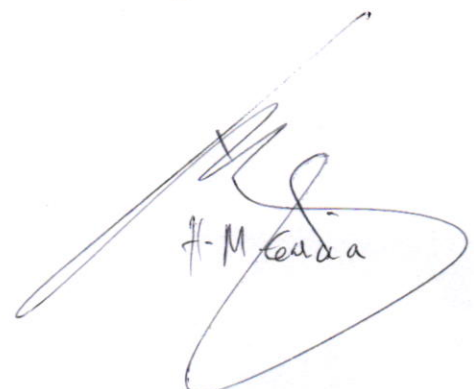
### **DREAMS**

#### **OWN**

- Pass the CS Examination
- Completion of my Study (Course)

#### **OFFICE**

- Calibration of Tasks (IPCR) (Ma-itumpak at ma-ikonekta ang bawat trabahoupang mas mapadaliito)



H. M. Garcia



## REFLECTION

Bilang isang staff ng office na to, marami akong natutunan, tulad nalang ng pakikisama sa bawat kawani, at eto ang una kung trabaho na muntikan ko ng ayawan pero naging masaya ako ng natuto na rin akong makuntento sa kung anong meron sa trabaho ko na to.

## PLAN FOR NEXT SEMESTER (JULY – DECEMBER 2022)

Lalo ko pang pagbubutihan ang pagtatrabaho at alam ko naman po sa sarili ko na malaki pa ang aking pagkukulang sa trabaho.

### Dreams

**MYSELF** - By next csc exam ay dapat makapasa na po ako, at gusto kung umattend sa mga seminar na makakatulong saking kahinan, gaya na lamang ng english proficiency na alam kung makakatulong saakin.

**OFFICE** - magkaroon ng mas malaking opisina, madagdagan ang mga kagamitan na magagamit sa trabaho, at isa pa po ay sana magkaroon ng karagdagang kaopisina.**YEAR END ASSESSMENT! HAHAHA**

Yun lang po hehe salamat po!



ERNESTO "MOI" SAMONTE MAGNO

**Reflection:**

Bilang Isang Empleyado Sa CHRMO nagpapasalamat po ako sa mga kaopisina ko lalo na Po sainyo sir joel dahil dati lagi lang ako tahimik kasi may mga bagay na mahirap kumilos kasi parang laging puna lang nkikita noon. Ngayon masaya unti unti ng nakikipag salamuha at natututo kasi nan dyan po kayo para i guide ako sa lahat ng Gawain sa opisina at handa po akong matutu sa lahat ng Gawain.

**Plans for next Semester**

Mas lalo pa pong paghuhusayan ang trabaho at lagi magbabasa tungkol sa mga provision ng mga batas sa leave at iba pa para makatulong sa office at share ng nalalaman sa abot ng makakaya.

**Dreams****My Self**

Sana Pumasa sa cs exam. at Magkaruon ng chance sa promotion

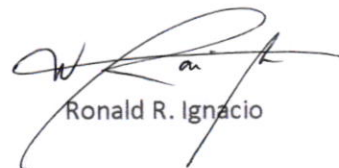
Sana magkaruon pa ng extra income para sa pamilya

**Office**

Sana masmagkaruon ng masmaganda at simple na Computer System na pweding magamit ng lahat.

Sana Matupad na Lahat ng magagandang plano sa office para sa ikagaganda

Sana may Year End Assessment na ulit



Ronald R. Ignacio



\* **REFLECTION:**

During my work experience at the CHRMO, as in dito po talaga ang first job ko, from Job Order to casual to permanent. Marami naman po akong natutunan, mabilis na facing ng work, maggawa ng mga simple documents and communications at iba pa. Mga nakilala at nakasamang tao (dumating at umalis). Masaya naman yung mga unang buwan or taon? Pero dumating na po sa point na nagkaroon na takot at talagang marami po nailuha. Hindi ko magawang mag express tunay na saloobin ko kasi maraming takot may mga salitang kapag naaalala o nababasa ko ay talang nagpapaiyak parin sa akin. Ganun lang ba talaga ako? Yung lang ba talaga ang naging parte ko bilang isang empleyado? Hindi ko matratong challenge ang mga nararanasan ko kasi parang hindi rin po mabibigyan ng chance. Mahina na ang loob. Mas lalo pang humina.

*PS. Sir yung mga nawawalang detalye hindi ko na po elaborate. Alam nyo nman na po yung story. (Baka po magsabay ang tulo ng luha sa sipon.. hehehe)*

\* **PLANS FOR NEXT SEMESTER (July-December 2022)**

- I'll be able to teach kung ano pa po mga nalalaman ko sa mga activities and process ng office sa mga bagong kasamahan.
- To complete all the needed evidence requirements for the PRIME-HRM ☺
- Makapaglinis na po ng mga excess and unused papers po sa cabinet. A well and better organized work station ☺

\* **DREAMS:**

🚩 **MYSELF:**

- Sana mabigyan ng chance to get promoted pa po. Malaking tulong po para sa future and sa increasing amount of expenses. (Food, gasoline, electric bills..)
- Mas madagdagan pa po ang self confidence at matuto pang makisalamuha sa ibang tao.
- Maka attend po ng iba pang seminars to get updated po.

🚩 **OFFICE:**

Sana ma approved po ang request/proposal for next year. Okay na po ako sa **dagdag na staff and office space**. Although ok naman na po ang systems mas makakapagwork po ang lahat kung may enough space ang bawat isa. Maluwag naman na po ang trabaho at may magtutulungan pero hindi po kasi maiwasan minsan na nagkakasabay mga reports at deadlines. Kapag nagkaroon po ng sapat na employee for every division mas matutukan po ang mga development at needs ng office.

Kapag okay na po ang staff, pwede na po natin apply ang job rotation para po matutunan ng lahat ng buong programs ng office.

Magkaroon rin po pala ng mas maraming bonding ang bawa't isa (yearly Mid-year and Year End Assessments with Salusalo together). Yung tipong hindi naman po lumalampas sa boundaries. May mga limit pero may mga bagay na mas maiintindihan po kasi ang ugali ng bawa't isa kung may mga oras na mgkakasama po tayo hindi lang bilang mga empleyado kundi parang isang pamilya. ☺

  
Claudene Frances D. Lardizabal

**Reflections:**

Bilang isang parte ng CHRMO dati marami po akong naging karanasan bilang isang empleyado sa aking dating amo tulad halimbawa ng pagbibintangan ka na may nangyayaring hindi maganda sa opisina at may papeles na pinapahanap na wala nman talagang naprint tapos between twelve to one kami lang daw naiwan sa opis ang hirap po sa parte ko na pagbibintangan ka na wala ka namang ginagawang masama ang masaklap pa sabi nya noon na mapopromote ako pero wala pinabayaan lang nya ako kaya muntik na akong magresign noon kung di ko lang iniisip mga anak ko baka wala na ako dito sa opis. Marami ring luha at pasakit ang naranasan ko.

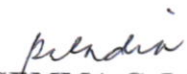
**Plans for next sem (As Individual)**

Sana maging malawak pa ang aking kaisipan sa magagandang gawain at matuto pa ng ibang aspeto ng trabaho sa opisina.

Makapag ayos sa aking lamesa at makapaglinis.

**Dreams:**

- **Personal:** Sana mapromote napo ako kahit Midwife III kung papayagan nyo po ako Sir Joel, thank you po sa lahat lahat napakabait mopo sana wag kang magbabago sa amin God Bless You po.
- **As part of CHRMO:** Maging masaya palagi at laging magkakasundo ang magkakaopisina.  
Sana po magkaroon pa tayo ng Year End Assessment nag enjoy po ako sa Mid-Year Assessment natin.

  
**GEMMA C. LADIA**  
Administrative Assistant II



**REFLECTIONS:** Nadagdagan ang kaalaman sa pamamagitan ng Assessment and Capability Building na isinagawa, nagkaroon ng bagong ideya at malawak na pang-unawa upang magawa at mapadali ang trabaho.

**DREAM BIG:** Makapasa sa Civil Service Exam para mapromote

**SET GOAL:** Sa lalong madaling panahon

**TAKE ACTION:** Mag Review

A handwritten signature in black ink, appearing to read 'ARTEMIO T. SAJOR', is written over the printed name and title.

**ARTEMIO T. SAJOR**

ADMIN. AIDE III (DRIVER I)

PATRCIK MIKE G. ENRIQUEZ

Administrative Aide III

REFLECTION : MAGANDA AT MAAYUS NA LUGAR, MASARAP NA PAG KAEN, MARAMENG NATUTUNAN AT MASAYA.

PLANS FOR NEXT SEM. (AS INDIVIDUAL): PLANO PARA SA SUSUNOD NA SEMISTRAL AY BORACAY NAMAN PO.

DREAMS (SANA)

PERSONAL:SANA MAKAPASA SA CIVIL SERVICE EXAMINATION AT SA MAPERMANENT NAPO.

CHRMO: SANA MAS MALAKING OFFICE FOR THE NEXT 2-3 YRS AT SANA MAS MARAMING KA CO WORKER FOR THE NEXT 2-3 YRS.



JAMES VICTOR F. PATACSIL

DURING THE MIDYEAR ASSESSMENT, PLANNING & CAPABILITY BUILDING, WE'RE ASKED TO WRITE ON OUR PERSONAL & AS AN OFFICE "DREAM" - I WOULD RATHER CALL THIS MY GOAL.

AS AN EMPLOYEE, OUR GOAL IS TO PROVIDE THE MOST SERVICE WE CAN FOR OUR COMMUNITY AND FOR US TO DO THIS WE MUST START WITH OURSELVES. FIRST, WE MUST ALWAYS BE EAGER TO LEARN - I STRONGLY BELIEVE THAT LIFE AND WORK ARE AN ENDLESS LEARNING EXPERIENCE. SECOND, WE MUST HAVE THE PROPER WORK ATTITUDE, BECAUSE IF WE ARE GOAL ORIENTED, WE CAN ACCOMPLISH EVERY GIVEN TASK. LAST, IS OUR COMPASSION OR LOVE FOR WHAT WE DO. THESE, I BELIEVE, ARE THE QUALITIES WE NEED TO POSSESS FOR US TO REACH OUR GOALS.

AS AN OFFICE, WE SHOULD ALWAYS WORK AS A TEAM. BECAUSE JUST LIKE THE HUMAN ANATOMY, A PERSON WILL NOT FULLY FUNCTION WITH A MISSING SENSE.

WITH ALL THE WISDOM SHARED DURING  
THE TEAM BUILDING I BELIEVE THAT THIS WILL  
HELP US ALL IN REACHING OUR COMMON GOAL.  
AS A TEAM, WE CAN ACCOMPLISH ANYTHING.



## REFLECTIONS (TEAMBUILDING)

- Hindi maiiwasang may malimutan at magkaroon ng lapses, pero mas mabuting magtuon ng atensyon sa mga solusyon at sa ikagaganda at ikabubuti ng hinaharap.
- We are far from our dreams and goals but together, working as a team, doing the most of what we can, we could make a step closer every single day.
- Hindi masamang magpahinga at magsaya minsan. Mas makatutulong pa ito para makita at matimbang ang ating mga tungkulin, maisasagay muli ang mga tungkulin at layunin sa pagtatrabaho at higit sa khatay upang magkaisa at mas mapabuti ang serbisyo.
- First teambuilding as part of HR family. Super sulit and definitely one of the most memorable. No cash transactions pa lang, panso na po. Hahaha. To more experiences po.

## PLANS FOR NEXT SEMESTER (AS INDIVIDUAL):

- Lessen/Avoid errors in doing <sup>order</sup> Job/casual appointments
- More organized records & filing system
- consistency in performance ~~and~~ new implementations/tasks
- Always crave and get excited for new learnings/experiences
- Think of ways to improve old ways of doing things (more effective, more efficient and more user-friendly)

## DREAMS:

### → PERSONAL

- Ride a plane & travel with my mom
- Have a house built
- Be a better version of myself
- Bike farther than my longest ride
- Be happier
- Create more positive memories

### → AS PART OF CHIRMO

- Learn new skills & have more knowledge
- Bigger working environment
- More manpower
- Upgraded equipment & system
- Contribute more for the achievement of office/agency goals

## REFLECTION/S

Para po sa akin, nakakatuong at nakakadagdag ng mas malalim na pagsasamahan ang mga activities tulad ng midyear assessment (team building) na maaaring mai-apply sa trabaho at mapatibay ang relasyon ng bawat isa. May mga aral din pong napupulot hindi lamang work related kundi pati sa personal na aspeto.

## DREAMS (SANA)

Personal - Ang tangi lu lang pong pangarap/pinangarap is young laging masaya ang family ko, maging manors ang buhay ng bawat isa especially young mga anak ko. Pamilya po ang dahilan ng ating pagsusumikap at paghahanap-buhay. Maraming mistakes, upsets at failures pero wag nating hayagan na overcome ng mga negativities na iyon ang mga pangarap natin. Lagi lu lang pong sinasabi sa ating sarili na huwag bitawan ang ating mga pangarap no matter what at be patient enough sa lahat ng ginagawa natin. Just like what Sir Joel keeps on telling us na ang lahat ng bagay ay may perfect timing.



## Charmo

Siguro po ang institution, private man or public, good and harmonious working relationship ang isang factor sa success ng institution na you. So pangarap ko lang po ng mas maging harmonious pa ang relasyon natin.

Mas masaya at magaan ang trabaho kung ok ang relasyon natin. sa isat-isa.

I'm looking forward to more years together. More happy moments to share and memories to reminisce.

## PLANS (NEXT SEM)

Hopefully po maiayos ko na lahat ng records ko. From J.O's, scholars and other matters.!!

# REFLECTIONS

## PERSONAL:

Unang-una, nagpapasalamat po ako sa auring Hebe, sa kanyang taos-pulong pag-gabay sa pang-araw-araw na gawain.

Sa negdaang Team building/Assessment ng auring tanggapan, nahawasan ang stress, nadagdagan ang kaalaman. Kulang pa pala ang pang-kasalukuyang kaalaman na ginagawa ko ngayon. Kaibugan pa ng ibayong pag-aaral para maka-agapay sa mga gawain ng auring opisina. Mas magaan pala ang isang gawain kung ito ay sama-samang ginagawa ng mga kasamelan sa opisina.

## DREAMS:

Gueto ko pang mag-aral ng mga batay ugang mas makaagapay sa mga gawain sa Tanggapan lalo na ang mga komplikadong desisyon/gawain.



SA KABUWAN:

~~(isa-tay)~~ Ang nakita ko upang  
mas mapadali ang gawain sa isang

Tunggayan ay:

\* share your knowledge/Time para  
sa katulungan ng isang kasama  
para sa ~~it~~ kapakanan ng opisina.

\* Unity

\* Open minded

\* Proper Communication

THANK YOU VERY MUCH

SIR JO.

