

No.	PHRMO Accomplishments for Year 2022
1	Best HR Agency on Appointments Preparation - Given by CSC Field Office
2	Implementation of Facial Recognition Employee Attendance
3	Conducted Training Needs Assessment for the Training Plan 2023
4	Conducted 7 trainings/seminars for PGB Employees namely
5	Succession Development Plan
6	Position Description Manual
7	System of Ranking Positions
8	Electronic Records Management
9	Maintained 201 Files Records of Active and Separated Employees
10	Prepared all kinds of Leave Applications of PGB Regular Employees
11	Publication of Vacant Positions
12	Review of Ad Hoc Requests
13	Administered Applicant Examination
14	Preparation and review of the documents to be used in PSB Deliberation
15	Done ten (10) PSB Deliberations via Online and Face to Face
16	Prepared all the appointments of Regular and Job Order Employees (New, Renewal, Re-employment, Promotion, Transfer, Re-appointment, etc.)
17	Oriented all newly hired employees
18	Prepared the payroll of Job Order Employees every cut off
19	Prepared the payroll of Regular Employees entitled to Step Increment and Loyalty Pay Benefit
20	All requests, assistance from PHRMO were catered
21	Tabulated all accomplished feedback forms every month
22	Re-engineered Citizen's Charter
23	Recognized and awarded certificates to employees with professional achievements
24	Weekly Zumba Session every Thursday
25	Notice of Salary Adjustment 2022
26	Notice of Step Increment 2022
27	Hosting of Flag Ceremony and preparation of program
28	Printed DTRs of Employees within Bunker
29	Participated in celebration of National Children's Month
30	Participated in celebration of CSC Anniversary
31	Participated in observance of 18 Day Campaign to End Violence against Women 2022
32	Participated in celebration of Bataan Foundation Day
33	Conducted workshops regarding PGB's Personal Governance System
34	Joined the 'Bring Your Own Baunan' Program of PG-ENRO
35	Joined the Bataan Arbor Day and Philippine Environment Month Celebration
36	Conducted Tatay ng Tanghalan 2022 in celebration of Father's Day
37	Conducted short program in celebration of Mother's Day
38	Supports Women's Empowerment and Gender Equality
39	Conducted PGB Love Buzz in celebration of Valentine's Day