


**PERSONNEL ACTIONS**  
**(Appointments Prepared/Processed)**  
**As of 06 JANUARY 2025**

<b>I. ORIGINAL APPOINTMENT</b>			
	<b>NAME</b>	<b>POSITION/SG/ITEM NO.</b>	<b>OFFICE</b>
1	Rona Mae S. Cadorna	Tourism Operations Officer I [SG-11] OSEC-DOTB-TOO1-50-1998	Policy Formulation and International Cooperation Division
2	Twinnny Darnette P. Calayan	Tourism Operations Officer I [SG-11] OSEC-DOTB-TOO1-2-1998	Tourism Development and Regulation Division, Regional Office II
3	Mark Ryan J. Isidro	Tourism Operations Officer I [SG-11] OSEC-DOTB-TOO1-5-1998	Tourism Regulation Division, National Capital Region (NCR), Regional Office
<b>II. PROMOTION</b>			
	<b>NAME</b>	<b>POSITION/SG/ITEM NO.</b>	
		<b>FROM</b>	<b>TO</b>
1	Romeo G. Caranguian, Jr.	Senior Tourism Operations Officer [SG-18] OSEC-DOTB-SRTOO-15-1998 Tourism Development and Regulation Division Regional Office II	Supervising Tourism Operations Officer [SG-22] OSEC-DOTB-SVTOO-31-2016 Tourism Development and Regulation Division Regional Office II
2	Kim Darryl L. Menor	Tourism Operations Officer I [SG-11] OSEC-DOTB-TOO1-4-1998 Tourism Regulation Division, National Capital Region (NCR), Regional Office	Tourism Operations Officer II [SG-15] OSEC-DOTB-TOO2-10-2021 Tourism Regulation Division, National Capital Region (NCR), Regional Office

Prepared by:

  
**CANDIDA A. JIMENEZ**  
 Administrative Officer IV (HRMO II)

Noted by:

  
**SOFIA C. PAGSUYUIN**  
 Chief, Human Resource Division

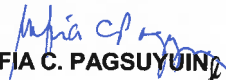
**PERSONNEL ACTIONS**  
**(Appointments Prepared/Processed)**  
**As of 06 January 2025**

<b>I. ORIGINAL</b>			
	<b>NAME</b>	<b>POSITION/SG/ITEM NO./ OFFICE</b>	<b>REMARKS</b>
1	Ellaine Janille F. Factoran	Administrative Assistant V [SG-11] OSEC-DOTB-ADAS5-5-2016 Office of the Assistant Secretary for Strategic Communications and Public Affairs	Coterminous with the term of Office of Assistant Secretary Czarina Zara-Loyola (need not pass thru HRMPSB)
2	Kiara Maria Antonette T. Gabriel	Administrative Assistant III (Secretary II) [SG-09] OSEC-DOTB-ADAS3-151-2016 Office of the Assistant Secretary for Strategic Communications and Public Affairs	Coterminous with the term of Office of Assistant Secretary Czarina Zara-Loyola (need not pass thru HRMPSB)
<b>II. REAPPOINTMENT</b>			
3	Mikee Denise P. Pascual-Manuel	Executive Assistant III [SG-20] OSEC-DOTB-EXA3-5-2016 Office of the Assistant Secretary for Strategic Communications and Public Affairs	Coterminous with the term of Office of Assistant Secretary Czarina Zara-Loyola (need not pass thru HRMPSB)

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