

PERSONNEL ACTIONS
(Appointments Prepared/Processed)
As of 27 February & March 4, 2025

I. ORIGINAL			
	NAME	POSITION/SG/ITEM NO./ OFFICE	REMARKS
1	Joshua Seña	Executive Assistant II [SG-17] OSEC-DOTB-EXA2-3-1998 Office of the Assistant Secretary	Coterminous with the term of Office of Assistant Secretary Czarina Zara-Loyola (need not pass thru HRMPSB)
2	Mary Allysa S. Santos	Executive Assistant II [SG-17] OSEC-DOTB-EXA2-3-2024 Office of the Assistant Secretary	Coterminous with the term of Office of Assistant Secretary Ronald P. Conopio (need not pass thru HRMPSB)

II. CONTRACTUAL				
	NAME	POSITION/SG/ OFFICE	INCLUSIVE PERIOD	REMARKS
1	Edmund A. Banal	Administrative Aide IV (Driver II) [SG-04] Office of the Director	03 February 2025 to 02 February 2026	Coterminous with the term of Office of Director Paulo Benito S. Tugbang (need not pass thru HRMPSB)

III. REEMPLOYMENT			
	NAME	POSITION/SG/ITEM NO./ OFFICE	REMARKS
1	Joyce Marian F. Magsino	Executive Assistant III [SG-20] OSEC-DOTB-EXA3-1-2024 Office of the Undersecretary	Coterminous with the term of Office of Undersecretary Verna Esmeralda C. Buensuceso (need not pass thru HRMPSB)

Prepared by:


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Noted by:


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