

PERSONNEL ACTIONS
(Appointments Prepared/Processed)
As of 04 March 2025

I. ORIGINAL APPOINTMENT			
	NAME	POSITION/SG/ITEM NO.	OFFICE
1	Gracel Ann Dominique P. Godinez	Administrative Assistant III (Secretary II) [SG-09] OSEC-DOTB-ADAS3-12-2009	Office of the Director, Financial and Management Service
2	Racquel Ann G. Rubio	Accountant III [SG-19] OSEC-DOTB-A3-2-1998	Accounting Division
3	Polo C. Malonzo	Administrative Assistant III (Secretary II) [SG-09] OSEC-DOTB-ADAS3-9-2009	Office of the Director, Administrative Service
4	Elaine A. Esguerra	Administrative Officer II (HRMO I) [SG-11] OSEC-DOTB-ADOF2-21-2009	Human Resource Division
5	Donissa B. Arguilles	Administrative Assistant III (Disbursing Officer III) [SG-09] OSEC-DOTB-ADAS3-11-2009	General Services Division
6	Armae Joie A. Garcia	Tourism Operations Officer I [SG-11] OSEC-DOTB-TOO1-34-1998	Statistics, Economic Analysis & Information Management Division
7	Antonio M. Imperial	Senior Tourism Operations Officer [SG-18] OSEC-DOTB-SRTOO-28-1998	Tourism Development and Regulation Division Regional Office V
8	Eisyn Von Federico C. Lajara	Administrative Assistant III (Secretary II) [SG-09] OSEC-DOTB-ADAS3-28-2009	Office of the Director, Regional Office VIII

II. PROMOTION			
	NAME	POSITION/SG/ITEM NO.	
		FROM	TO
1	Kurt Russel S. Tanael	Administrative Officer V (HRMO III) [SG18] OSEC-DOTB-ADOF5-16-2016 Human Resource Division	Supervising Administrative Officer (HRMO IV) [SG-22] OSEC-DOTB-SADOF-13-2009 Human Resource Division
2	Raquel C. Cheng	Administrative Officer IV [HRMO II] [SG-15] OSEC-DOTB-ADOF4-18-2009 Human Resource Division	Administrative Officer V (HRMO III) [SG-18] OSEC-DOTB-ADOF5-15-2009 Human Resource Division
3	Patrick John T. Garduque	Administrative Assistant II [HRMA] [SG-08] OSEC-DOTB-ADAS2-29-2009 Training Development Division	Administrative Officer IV (HRMO II) [SG-15] OSEC-DOTB-ADOF4-17-2016 Training Development Division
4	Lia T. Insigne	Administrative Aide I [Utility Worker I] [SG-01] OSEC-DOTB-ADA1-22-2009 General Services Division	Administrative Aide IV (Storekeeper I) [SG-04] OSEC-DOTB-ADA4-20-2009 General Services Division
5	Clara C. Buscano	Administrative Assistant III [Buyer III] SG-09] OSEC-DOTB-ADAS3-10-2009 Procurement Management Division	Administrative Assistant V (Buyer IV) [SG-11] OSEC-DOTB-ADAS5-28-2009 Procurement Management Division
6	Sheryl C. Bumatay	Tourism Operations Officer I [SG-11] OSEC-DOTB-TOO1-31-2016 Tourism Development and Regulation Division Regional Office II	Tourism Operations Officer II [SG-15] OSEC-DOTB-TOO2-15-2021 Tourism Development and Regulation Division Regional Office II

Prepared by:


CANDIDA A. JIMENEZ
 Administrative Officer IV (HRMO II)

Noted by:


SOFIA C. PAGSUYUIN
 Chief, Human Resource Division

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