

Personnel Section:

1. Plans, coordinates and supervise all personnel functions
2. Formulate an integrated personnel plan that includes merit promotion, performance evaluation, awards and recognition incentives
3. Maintain database of manpower resources of the regional office
4. Act and provide services for the Employees Welfare Benefits
5. Maintain personnel records and statistics
6. Formulate employees' Training Development Needs (TDA)
7. Act on all matters concerning personnel records and attendance, appointment, promotions and other transactions