



## FINANCIAL, HUMAN RESOURCE AND ADMINISTRATIVE SERVICE MONTHLY NEWSLETTER

### PSA ZAMBALES PARTICIPATES IN 4-DAY PUBLIC SERVICE CONTINUITY PLANNING TRAINING



**Olongapo City, Philippines** – The Philippine Statistics Authority (PSA) Zambales participated in a four-day training on Public Service Continuity Planning (PSCP) from April 22 to 25, 2025, held at Seorabeol Grand Leisure Hotel, Waterfront Road, Subic Bay Freeport Zone, Olongapo City.

The training was initiated by the Regional Statistical Services Office III, in line with the National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No. 33, s. 2019, which mandates all DRRM council member agencies, government departments, offices, and instrumentalities to develop and maintain their own PSCPs.

PSA Zambales, which already has an existing PSCP, joined the training as a refresher and update course to enhance its continuity strategies. The PSCP is an all-hazard plan that ensures the uninterrupted delivery of public services amid any form of disruption. It emphasizes internal capacities, recovery needs, and critical strategies to minimize service downtime, ensure leadership succession, and strengthen the overall continuity capabilities of government agencies.

Throughout the four-day program, participants underwent a pre-test, engaged with modules 1 to 7 through lectures, exercises and interactive group discussions, and completed a post-test to evaluate knowledge gained. Mr. Norman L. Bundalian, Chief Statistical Specialist of PSA Zambales, notably earned the highest score in the post-training assessment.

To further strengthen awareness and implementation, PSA Zambales will conduct a separate training session for its staff, underscoring the importance of a well-established and maintained Public Service Continuity Plan.



**FINANCIAL, HUMAN RESOURCE AND  
ADMINISTRATIVE SERVICE MONTHLY NEWSLETTER**

**FINANCIAL MATTERS  
A. COST MONITORING REPORT**

TOTAL DISBURSEMENT (APRIL)	
2025	2024
PhP 2,628,875.46	PhP 4,800,631.99

**ELECTRICITY AND FUEL CONSUMPTION**

ELECTRICITY CONSUMPTION (APRIL)	
2025	2024
7,832kwh	6,894kwh

FUEL CONSUMPTION (APRIL)	
2025	2024
363.09	235.40

**HUMAN RESOURCE  
SUMMARY OF PUNCTUALITY AND ATTENDANCE**

SPA APRIL		
TYPE	2025	2024
TARDINESS	1	3
UNDERTIME	1	3
HALFDAY	1	0

# FINANCIAL, HUMAN RESOURCE AND ADMINISTRATIVE SERVICE MONTHLY NEWSLETTER

## PSA ZAMBALES AND BIR OLONGAPO STRENGTHEN INTERAGENCY COLLABORATION THROUGH GAD AND TAX COMPLIANCE LECTURE



Zambales, April 3, 2025 — The Philippine Statistics Authority (PSA) Zambales, in coordination with the Bureau of Internal Revenue (BIR) Olongapo City, conducted an insightful lecture on April 3, 2025, at the PSA Statistical Office. The session highlighted the Gender and Development (GAD) accomplishments of the BIR and provided updates on the agency's registration procedures for Job Order (JO) and Contract of Service (COSW) workers.

Revenue Officer I Pail Spencer Tabora led the discussion on GAD accomplishments, showcasing the proactive initiatives of the Olongapo City Revenue District Office (RDO) and Region 3. Tabora emphasized the agency's continuous

efforts to promote gender sensitivity and inclusivity in the workplace, aligning with national goals for gender equality and women's empowerment.

Additionally, Revenue Officer I Rosemarie Santos provided comprehensive updates on the registration procedures for JO and COS workers, guiding participants through the necessary steps for tax compliance. The discussion aimed to clarify common concerns and ensure that all relevant personnel are properly informed about their obligations and entitlements.

## EMPLOYEE ATTENDANCE REPORT – PSA ZAMBALES (APRIL 2025)

In April 2025, only one employee from PSA Zambales recorded a half-day absence, compared to none in the same month of 2024.

Additionally, two employees incurred instances of tardiness and undertime in April 2025—showing a significant improvement from April 2024, when six employees were recorded with similar infractions.

This positive trend reflects PSA Zambales' ongoing commitment to fostering a culture of professionalism, punctuality, and accountability within the workplace.



ADMINISTRATIVE PERSONNEL

