

July	8,744	8,700	28,966	15,547	383,474	323,705
August	2,762	19,006	7,416	26,764	138,523	321,099
September	7,221	16,177	22,251	24,033	458,207	338,584
October	8,269	12,443	25,397	22,854	445,646	362,789
November	7,716	14,639	21,943	22,263	339,836	386,998
December	8,330	14,576	22,539	21,854	310,573	367,273
TOTAL	92,994	131,231	287,854	227,869	4,975,524	4,280,188
REMARKS	41.1% ↑		20.8% ↑		13.9% ↑	

Note: Visits refer to the number of times the website was accessed and hits refer to any files or pages requested from the website.

3.9. Disposition of Records

No records disposition activity was conducted in 2025 due to the relocation of JHMC to its new office building. The designated records storage room is scheduled for construction in 2026.

In the interim, all JHMC records were transferred to a temporary storage facility for safekeeping.

3.10. Implementation of the Approved Amended Strategic Performance Management System (SPMS) Manual of JHMC

JHMC continued the full implementation of its Strategic Performance Management System (SPMS) in its 5th year, maintaining compliance with GCG Memorandum Circular No. 2021-01 and ensuring the ongoing alignment of performance management with Civil Service Commission (CSC) standards.

IV. Human Resource Development Program

4.1 Strategic Measure: Increase the Organizational Competency

By the end of CY 2025, JHMC conducted a competency assessment using a new evaluation form, establishing JHMC's competency baseline at 0.45%. Identified gaps will be addressed through the CY 2026 Human Resource Development Programs to ensure employees meet position requirements and perform effectively.

4.2 Organizational Development Programs

One of the JHMC's core pillars is promoting employee and stakeholder learning growth. JHMC ensured that all regular

employees received a minimum of 16 hours of trainings in 2025, achieving 100% participation in developmental programs.

JHMC provided training programs for committee members, project-based and fixed-term employees on EMS, QMS, Safety and Health, the New Procurement Law, and GAD. The office also facilitated learning opportunities for university students from the University of Baguio, Saint Louis University, Apayao State University, and Abra State Institute of Science and Technology through OJT.

Additionally, these students, along with new employees and newly appointed Board members, participated in QMS and EMS awareness programs.

AWARENESS PROGRAM	NO. OF STUDENTS, NEWLY HIRED EMPLOYEES, BOD
QMS ORIENTATION	78 newly hired employees, 29 OJTs, 1 BOD
EMS ORIENTATION	72 newly hired employees, 26 OJTs

4.3 Work-Life Balance

- **Health and Wellness Activity**

JHMC’s Health and Wellness Program focused on the physical, mental, and overall well-being of employees, promoting work-life balance, healthy habits, camaraderie, creativity, stress management, and environmental advocacy.

To support these objectives and enhance employee productivity and wellness, JHMC implemented the following activities:

Month	Activity
January	Flu Vaccination
February	Valentine’s Day
March	Kick – off Program: Mental Health Activity Larong Pinoy Tara Makisaya Finish If You Can Wit and Wellness
April	Play and Laugh Mystery Stations The Race To Solve It All Earth Day Plogging National Records and Information Management Month