

Occupational Health Nurse/HR Coordinator–August 19, 2005 up to February 24, 2020
Internal Auditor – May 1, 2014 up to February 24, 2020

Occupational Health Nurse

1. Giving First Aid treatment for the sick and injured workers
2. Issuance of medical referrals and medicines
3. Assist company physician in any medical requirements for employee.
4. Facilitate annual medical examination of regular employees' w/c include the canvassing and preparations of actual listing of qualified employees.
5. Keeping & recording of medical history of employees
6. Giving health teaching regarding common disease.
7. Responsible for checking Pre- Employment Examination of newly hired employees.
8. Conducting an orientation regarding HIV/ AIDS, Tuberculosis, Sexual Harassment, Family Planning, Hepatitis and other health related issues.
9. Participates in Safety program of the company and advocates for the well being of the employee.
10. Prepares and process sickness and maternity notification of the workers.
11. Assesses, determines and monitor the health status of employees after an illness in the absence of the company physician
12. Maintains medical inventory & processes requisition of medicine & medical supplies as the need arises.
13. Records and reports company work related incidents and employees' illnesses to DOLE, annually.
14. Evaluates & assist in transporting ill employees who needs specialized medical service.
15. Processes statement of account of hospitalized employees.
16. Coordinates with the accredited hospital/ laboratories and affiliated medical practitioner.

HR Coordinator

1. Process Insurance, claims, Employment Alien Work Permit, Alien Certificate of Registration, 47a2 Visa, and Tech. Intern Visa.
2. Assist the HR Manager in administering performance review and appraisal for every employee.
3. Acts as official representative of company in all dealings pertaining to Government Mandated benefits and requirements like SSS, Pag-ibig, Philhealth, BIR, SEC, DOLe and others.
4. Act as a secretary of Executive Vice President and General Manager of the company.
5. Manage the recruitment process, such as screening of applicants, interview, test administration, orientation and issuing employment contract.
6. Handle concerns related to car, scrapper, canteen, office and general service supplies and maintenance and also company activities.
7. Responsible for hotel and flight booking of our Japanese staff, visitors and trainees for Japan.
8. Prepare Certificate of Employment, Employment Contract (apprentice's agreement), Regular Contract and Personal Action Notice.
9. Issuance of disciplinary action regarding tardiness and violation against company policies, rules and regulation.
10. Process resignation and separation of employees.
11. Keep up to date with the latest HR trends and best practice.
12. Respond to the needs of employees as regards the airing of problems, question, views, suggestion and resolve it in a timely and professional manner.

Internal Auditor

1. Make an audit checklist
2. Attend opening and closing meetings.
3. Conducts audit based on audit schedule
4. Ensure that the organization is complying with the requirements
5. Performing evaluations and making recommendation on how to improve internal controls and process
6. Prepare the nonconformity reports and follow up & reviews preventive & corrective action of an audit finding.
7. Discuss findings with auditee during closing meeting

San Pablo Medical Center

(SPC Agri/Business Corporation, San Pablo City)

Staff Nurse - January 2004 – July 31, 2005

Job description AS a STAFF NURSE

1. Assesses, establishes and evaluates the patient clinical status and provides continuous supportive care.
2. Assist in doctor's rounds.
3. Assist physicians and all healthcare professionals in caring for patient, always giving complete through report on patient status @ end of the shift.
4. Carryout doctor's orders.
5. Ensure continuity of care by effective communication @ all times.
6. Ensure all medication is given correctly @ the right time and quantity.
7. Assist in the maintenance of adequate supplies of requisitioned items (stores, pharmacy, linen, etc) for the service.
8. Attends and participates in required and optional educational in services and rounds on regular basis.
9. Maintains up to date clinical skills.
10. Having a solid understanding of how equipment functions and able to troubleshoot, as required.
11. Monitoring of vital sign of patients, and having knowledge in inserting dextrose
12. Giving health teaching and psychological support to patient and relatives.
13. Updates and keeping files /records of patients to ensure continuity of care & confidentiality.
14. Provide therapeutic environment and assist the needs of patient.
15. Provide education, support & motivation in the area of health and safety.
16. Be able to work of on call and overtime as required.

TRAININGS / SEMINARS

Basic Occupational Safety & Health Training Course (**BOSH for Nurses by OHNAP**)

October 14 to October 19, 2019

Seminar of Auditing ISO9001:2015Requirements based on ISO19011:2011-
June 24, 2017

Internal Audit Training based on ISO19011;2011as applied to ISO9001:2015
December 8, 2015

ISO9001:2015 Awareness Training Transition from ISO 9001:2008 requirements –
October 9, 2015

Basic Occupational Safety & Health Training Course (**BOSH for Safety Officer**)

By DOLE/OSH) September 21 to 25, 2015
Training the trainer's - March 31, 2015
Leadership Training Seminar –September 26, 2014
Basic Course on Internal Auditing of a QMS (ISO 9001:2008) using ISO 19011:2011-
June 2014
Seminar in Conducting Interviews, Recruitment & Selection Process – March 2014
First Aid Industrial Training / Basic Life Support Training –December 2013
Training for Cardio Pulmonary Resuscitation for Adult (CPR) –December 2013
Internal Auditing Course Training-June 2008
Seminar in the Implementing Pertinent Provision of Republic Act. No. 9504-
July 2008
Seminar Regarding Government Mandated Benefits on Pag-ibig Funds & SSS-2008
Seminar on Population Control – March 1, 2006
HIV/AIDS Awareness/Sexual Harassment & Drug awareness Seminar -2005
Hospital Diet Seminar-2004

CHARACTER REFERENCES

MS. CLEOFÉ CABRERA
Nursing Service Director
San Pablo Medical Center
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I attest the truthfulness of the information given above.

GERLY DE CASTRO SILANG