



**Leslie Y. Paquibot R.N.**

Bagumbayan II Maribago, Lapu Lapu City Cebu 6015  
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## **WORKING HISTORY**

Minoura Philippines Corporation  
MEPZ 1 Lapu Lapu City  
Company Nurse  
July 11, 2022 until present

Carmen Veloso  
Pardo Cebu City  
Private Nurse  
January 26, 2021 - March 5, 2021  
Specific Duties and Responsibilities

1. Assist patient during meal time, performing personal hygiene, urination, defecation, and consultation.
2. Administer maintained medicines at the right time and dosage to the patient.
3. Assess the physical condition of the patient and report it to the family members for further medical check-up.
4. Maintain the comfort of the patient by providing proper ventilation and lights, giving her time to watch favorite movies, sings favorite songs, shares of her life stories, and enough rest during day time.
5. Check and record the vital signs of the patient.
6. Maintain the sterility of the operated body part of the patient.

Altus Capital  
Datag Maribago, Lapu Lapu City  
Site Nurse Consultant  
October 15, 2020 - January 30, 2021  
Specific Duties and Responsibilities

1. Check the Daily Temperature Monitoring Pass of the employees.
2. Submit the Daily Temperature Monitoring Pass of the employees to the superior.
3. Encourage the employees to always follow the health protocol for COVID-19.
4. Weekly meeting for accident prevention activities including health and safety, as well as environmental sanitation control.

Gary and Marlita Ramsay  
One Pacific Residences Mactan Newtown  
Mactan Lapu Lapu City  
SPA for their condo unit  
April 1, 2018 – September 30, 2020

Peba Tandem Manufacturing Inc.  
Cebu Light Industrial Park  
Basak Lapu Lapu City  
Company Nurse  
December 27, 2016 - February 10, 2018

Specific Duties and Responsibilities: Company Nurse

1. Receive patient and render necessary nursing care and treatment like dispensing the required medicines and prescription of dosages.
2. Administer first aid treatment on illness or accident before referring the employee to the company physician or hospital for further medical treatment.
3. Assist in the conduct of preliminary physical examination and orientation of newly hired employees.
4. Maintain a systematic filing of medical and health records of employees.
5. Provide assistance in accident prevention activities including health and safety, as well as environmental sanitation control.
6. Maintain an up-to-date inventory of medicines and supplies and replenishes supply on schedule.
7. See to it that all medical instruments are in proper condition and notifies superior of any repair needed.
8. Report summary of consumption of medicines administered to employees/patients.
9. Assist the company physician and dentist during consultation.
10. Submit Monthly, Quarterly and Annual Accident Report to DOLE.
11. Assist HR in administrative works.

Bayside English Cebu  
Agus Lapu Lapu City  
ESL Tutor  
March 21, 2016 – April 1, 2016

Bayside English Cebu  
Agus Lapu Lapu City  
ESL Tutor  
August 4, 2014 - September 12, 2014

Bayside English Cebu  
Agus Lapu Lapu City  
ESL Tutor  
February 3, 2014 – April 4, 2014

St. Jane International, Inc.  
MEPZ 1 Lapu Lapu City  
Company Nurse  
July 19, 2010 – July 20, 2013

Specific Duties and Responsibilities: Company Nurse

1. Receive patient and render necessary nursing care and treatment like dispensing the required medicines and prescription of dosages.
2. Administer first aid treatment on illness or accident before referring the employee to the company physician or hospital for further medical treatment.
3. Assist in the conduct of preliminary physical examination and orientation of newly hired employees.
4. Maintain a systematic filing of medical and health records of employees.
5. Provide assistance in accident prevention activities including health and safety, as well as environmental sanitation control.
6. Maintain an up-to-date inventory of medicines and supplies and replenishes supply on schedule.
7. See to it that all medical instruments are in proper condition and notifies superior of any repair needed.
8. Report summary of consumption of medicines administered to employees/patients.
9. Assist the company physician during consultation.
10. Submit Monthly, Quarterly and Annual Accident Report to DOLE.
11. Assist HR in administrative works.
12. Company Representative to government agencies like SSS, BIR, Phil Health, and Pag-ibig.

Matluster Corporation

MEPZ 2 Lapu Lapu City

Company Nurse

July 21, 2009 - December 29, 2009

Specific Duties and Responsibilities: Company Nurse

1. Receive patient and render necessary nursing care and treatment like dispensing the required medicines and prescription of dosages.
2. Administer first aid treatment on illness or accident before referring the employee to the company physician or hospital for further medical treatment.
3. Assist in the conduct of preliminary physical examination and orientation of newly hired employees.
4. Maintain a systematic filing of medical and health records of employees.
5. Provide assistance in accident prevention activities including health and safety, as well as environmental sanitation control.
6. Maintain an up-to-date inventory of medicines and supplies and replenishes supply on schedule.
7. See to it that all medical instruments are in proper condition and notifies superior of any repair needed.
8. Report summary of consumption of medicines administered to employees/patients.
9. Assist the company physician during consultation.
10. Assist HR in administrative works.

Mactan Parts Technology, Inc.

MEPZ 1 Lapu Lapu City

Production Worker

June 2, 1997 – June 30, 2004

**EDUCATION**

Benedicto College Technical and Vocational School  
Cookery NC II January 5, 2015 – March 27, 2015

University of the Visayas  
Bachelor of Science in Nursing  
June 14, 2004 - April 8, 2008

**LICENSE**

Nursing Licensure Examination: November 29-30, 2008  
Registered Nurse with License No.: 0551494, issued by the Professional Regulation Commission, Manila, Philippines

**TRAINING ATTENDED**

Standard First Aid Training (Philippine Red Cross)  
Hoops Dome Lapu Lapu City  
August 16-19, 2022

Occupational First Aid and CPR Course (Philippine Red Cross)  
Peba Tandem Manufacturing, Inc.  
July 3-4, 2017

On the Job Training F and B Kitchen  
Shangri La's Mactan Resort and Spa  
Punta Engano Road, Mactan Lapu Lapu City  
April 6, 2015 – October 6, 2015

"Basic Occupational Safety and Health Training Course"  
Hotel Asia Don Jose Avila St., Cebu City on November 7-11, 2011

"Training for the Assessment Team: Drug-Free Workplace Program"  
Occupational Safety and Health Center Cebu City on October 6-9, 2009

"Basic Life Support (BLS) with Automated External Defibrillator (AED)"  
University of the Visayas Mandaue City on April 19, 2007

**CERTIFICATES**

On the Job Training F and B Kitchen  
Shangri La's Mactan Resort and Spa  
April 6, 2015 – October 6, 2015

National Certificate in Cookery NC II Certificate No. 15070202011295

**PERSONAL DATA**

Date of Birth: February 16, 1979  
Age: 43 yrs. old  
Civil Status: Single

Place of Birth: Lapu Lapu City  
Height: 4'10"  
Religion: Roman Catholic  
Contact Person: Olegario Y. Paquibot Jr.  
Contact No.: 09565366926

**REFERENCE**

Tinnessy las Resuma Merino  
Project Manager  
Altus Capital  
09171320467

Rica Rivera  
HR Staff  
Peba Tandem Manufacturing, Inc.  
09 615633080

Stella Veloso  
Daughter in-law of Carmen Veloso  
09994096420