

RIZA C. SICENA, RN

No. 17 Corrigedor Street Brgy. Ramon Magsaysay

Bago Bantay, Quezon City

CP No: 0977-063-5011

Email Add: riza.cacayuran@yahoo.com



Career Objective:

To obtain a Registered Nurse position, which will create opportunities to expand practical experience at the same time provide quality healthcare and discharge duties effectively.

QUALIFICATIONS:

Willing to learn new techniques and procedures
Can communicate well
Enthusiastic to work

WORK EXPERIENCE:

September 2011 up to present

Company: SUPER MANUFACTURING INC.

Position: COMPANY NURSE/HR ASSISTANT

STATEMENT OF DUTIES

COMPANY NURSE:

Attends to all first aid and healthcare needs of employees.

Handles requisition and dispensing of medicine and medical supplies.

Conducts monthly inventory of medicine and medical supplies.

Coordinates the Annual Physical Examination of employees.

Handles filling sickness notification of employees submitted to SSS.

Submit online Annual Medical Report and a monthly WAIR to DOLE.

Conducts seminar and health teaching to the employees.

Refers and accompanies serious cases of sickness/injuries to accredited hospital/doctor after determining the need for medical consultation/treatment.

Evaluate the medical aspect of sick leave applications.

Assists company physician during weekly consultation.

Perform daily report to QC Surveillance Unit for COVID-19 zero report.

HR ASSISTANT:

Sees to it the recruitment is based on approved personnel requisition.

Conducts/handles initial interview to screen applicants.

Administer test of qualified applicants.

Maintain a complete updated master list of employees.

Orients newly hired employees on company policies, rules and regulations.

Prepares and implement action/request on personnel movements involving hiring, temporary designations, resignation and retirement.

Prepare performance rating sheets on all employees and monitor the expiration of contracts of casual/probationary employees and endorse to HR Manager the recommendations for salary adjustment, promotion, termination, dismissal and finish contract.

Prepares SSS/Pag-IBIG benefits.

Send/Issue notice of disciplinary action to supervisors/dept, heads concerned for conformity.

Responsible for routing the employee's Clearance to all department concerned.

Responsible for issuance of Clearance, Quitclaim and Certificate of Employment.

Monitors and records daily all absences, tardiness, under time and suspensions and their reasons in the Individual daily Attendance Monitoring Sheet.

Ensures that all employees with absence or under time records have filed their Request for Leave of Absence/Under time.

Ensures 201 files record of each employee is complete and updated.

Checks and prepares list of employees with perfect attendance monthly and annually.

Checks every cut – off period the leave ledger of employees to ensure that the leaves availed of are properly recorded.

Prepare and route inter-office memorandums to department heads/managers.

Maintains and regularly updates the Bulletin Board to ensure that relevant information are posted on it.

Liason officer for government mandated benefits (SSS,Pag –IBIG, Philhealth, BIR).

Provides payroll information by collecting time and attendance records every cut-off

Prepare /submit reports to DOLE related to COVID-19.

Performs other duties as may assigned from time to time.

ISO AUDITOR

ISO 14001:2015 & ISO 14001:2015

September 6, 2021 to present

Awards

PERFECT ATTENDANCE 2012 - 2018

Certificate of Commendation and Plaque of Appreciation

SEMINARS/TRAININGS:

ASHI BASIC LIFE SUPPORT

1 HEART SOLUTIONS BY THE LINE HEART LEARNING INSTITUTE
DOOR 4 MAYLIM BLDG UM MATINA, DAVAO CITY
AUGUST 18, 2018

ASHI ADVANCED CARDIAC LIFE SUPPORT

1 HEART SOLUTIONS BY THE LINE HEART LEARNING INSTITUTE
DOOR 4 MAYLIM BLDG UM MATINA, DAVAO CITY
AUGUST 18, 2018

BASIC LIFE SUPPORT

CPR TRAINING FOR HEALTH CARE PROVIDERS
RED CROSS DISASTER MANAGEMENT CENTER, CP GARCIA
UNIVERSITY OF THE PHILS., QUEZON CITY
July 16-17, 2012

STANDARD FIRST AID TRAINING

RED CROSS DISASTER MANAGEMENT CENTER, CP GARCIA
UNIVERSITY OF THE PHILS., QUEZON CITY
July 18-21, 2012

FIRE DRILL & EARTHQUAKE PREPAREDNESS SEMINAR

Super Manufacturing, Inc. Quezon City on May 11, 2012

HOSPITALS AND AFFILIATION AGENCIES & OTHER COMMUNITY RESOURCES

La Union Medical Center

Ilocos Training and Regional Medical Center

National Center for Mental Health

Philippine Orthopedic Center

San Lazaro Hospital

Agoo Municipal Health Center

Aringay Rural Health Unit

EDUCATIONAL BACKGROUND

TERTIARY: BACHELOR OF SCIENCE IN NURSING
POLYTECHNIC COLLEGE OF LA UNION
AGOO LA UNION
2004-2009

SECONDARY: SAN MANUEL NORTE NATIONAL HIGH SCHOOL
SAN MANUEL NORTE AGOO, LA UNION
1995-1999

PRIMARY: CABARUAN ELEMENTARY SCHOOL
CABARUAN STOMAS LA UNION
1990-1995

PERSONAL BACKGROUND:

AGE : 39 years old
BIRTHDATE : January 27, 1983
BIRTHPLACE : Sto. Tomas, La Union
WEIGHT : 140 lbs.
HEIGHT : 5'4"
GENDER : Female
CIVIL STATUS : Married
NATIONALITY : Filipino
RELIGION : Roman Catholic
FATHER : Godofredo B. Cacayuran
OCCUPATION : Farmer/Fishermen
MOTHER : Rosario L. Cacayuran
OCCUPATION : Housekeeper

PERSONAL TRAITS:

Can speak English, Tagalog, Pangasinense and Ilocano
With excellent health and good moral character
Can work as soon as possible if needed

CHARACTER REFERENCES:

MADOLLYNE I. GUERRA
FINANCE SUPERVISOR
CP NO: 09052321380
SUPER MFG., INC.

LOVELLE P. BAGATSOLON
HR SUPERVISOR
CP NO: 09275871772
SUPER MFG., INC.

I hereby certify that the above information is true and correct in the best of my knowledge.

APPLICANT'S SIGNATURE