



JOAN D. GERPACIO, RN

Accredited DOLE OSH PRACTITIONER

ACCREDITATION ID NO. : 1033-200130-D-2492

PRC License No: 0709037

OBJECTIVES:

To obtain a position that will enable to use my strong organizational skills, work experiences, and ability to work well with people. To work in a company that will enhance my skills, challenge myself, gain experience and share my knowledge into a productive line of job.

PERSONAL INFORMATION

Date of Birth: December 13, 1990

Place of Birth: Cavite City

Age: 31

Gender: Female

Status: Married

Religion: Roman Catholic

Nationality: Filipino

Height : 5'0

Weight: 53 kgs.

CONTACT INFORMATION

Home Address: Block 17 Lot 7
Brookstone Park., Brgy. Cabuco
Trece Martirez City, Cavite

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EMPLOYMENT HISTORY

HELPING HAND DEVELOPMENT COOPERATIVE

May 23, 2012-August 30, 2022

Positions Rendered:

Training Manager/OSH Trainer

HHDC Safety Training Organization (STO)

July 16, 2019-August 30, 2022

Functions:

- Over all in-charge and manage the day to day operation of the training organization, marketing of services offered and coordination with various industries in relation to the promotion of health and safety trainings and HSE Programs in the workplace.,
- In- charge in the promotion, facilitation and develop training programs to ensure quality trainings by the Safety Training Organization.
- Design and develop training programs (outsourced and/or in-house)
- Mapping out training plans and schedules;
- Maintain updated database of training records, directory and other reports.
- Document and reports training progress and trainee feedback.
- Prepares and submit necessary reports to Occupational Safety and Health Center before and after conduction of trainings.
- Check and oversee all the reportorial documents needed in compliance to Safety Training Organization requirements.
- Manage and maintain in-house training facilities and equipment,
- Act as one of accredited Resource Speaker and OSH Trainer during the conduction of trainings.
- Act as the moderator/host and program head during the facilitation of virtual trainings.

Health, Safety and Environment Manager (HSE)

July 16, 2019- August 30, 2022

- Over all in-charge in planning, implementing and developing measures to assure personnel health and safety at work
- Ensure that the organization is in compliance and adheres to Occupational Health and Safety (OHS) guidelines.
- Ensure the compliance and on time submission of all mandated DOLE OSH reportorial requirements
- Enforce company policies and procedures and safety and health regulations and standards.
- Monitor the application and incorporation of HSE programs in each satellite offices and department.
- Conducted monthly meetings regularly to identify any health and safety concerns inherent in the operations applicable in the daily work activities.
- Initiates and conduct monthly toolbox meeting;
- Perform accident or incident Investigations that may occurred within the workplace
- Inspect premises and the work of personnel to identify issues or non-conformity
- Prepare and present reports on accidents and violations and determine causes.
- Records and monitor accidents/incidents regularly
- Ensure employee safety training, classroom lectures, demos and hands-on instruction.
- Conduct eight (8) hrs. Mandatory OSH training to employees;
- Conduct risk assessment and enforce preventative measurers
- Oversee workplace repair, installations and any other work that could harm employees' safety
- Issue Work Stoppage Order (WSO) when necessary based on the requirements and procedures provided by the OSH Standards.
- Assists government inspector in the conduct of safety and health at any time whenever work is being performed or during the conduct of accident investigation;

Operations and Safety Manager

February 1, 2021-August 30, 2022

- Oversee and manage the day to day process and activity of the operation.
- Monitor operation process of satellite offices.
- Coordination with other departments in relation to business process and work outputs of the organization.

Officer in Charge (JFC Account)

May 2019-July 15, 2019

Senior Trainer / Senior Officer (JFC Account)

October 2018-April 2019

Senior Group Supervisor, RN (EPZA Satellite Office)

May 2017 – September 2018

Group Supervisor, RN / Health and Safety Nurse

May 2012- April 2017

Helping Hand Development Cooperative (Client: SCAD)

TRAININGS / SEMINARS AND WORKSHOP ATTENDED

OSHC Webinar Series Episode 7: Noise in the Workplace

July 1, 2022

Occupational Safety and Health Center (Online Platform via Zoom and FB Live)

OSHC Webinar Series Episode 6: Nutrition and Physical Activity

June 24, 2022

Occupational Safety and Health Center (Online Platform via Zoom and FB Live)

Basic Occupational Safety and Health Training + 2 Hours Training of Trainers

June 6-10, 2022

HHDC Safety Training Organization

7th National Occupational Safety Congress (NOSH)

September 28-30, 2021

Occupational Safety and Health Center (Online Platform via Zoom)

Emergency Medical Services NC II Training Course

March 2, 2020

Metro Vision EMS and Disaster Management Training and Assessment Center Inc.
Malvar St., Brgy. San Antonio, Pasig City

Proactive Risk Assessment

July 8, 2019

HHDC Head Office Training Room
Dasmariñas City, Cavite

17THPDRCI Commercial Arbitration Training Seminar

June 24-28, 2019

University of the Philippines, BGC
BGC , Taguig City

Loss Control Management

April 1-4, 2019

Helping Hand Safety Training Organization
General Trias Cavite

Occupational First Aid and CPR /AED

March 21-22, 2019

Philippine Red Cross –Cavite City Chapter
General Trias Cavite

Training of Trainers

February 15, 2019

Helping Hand Development Cooperative
Malvar Batangas

271st Post Graduate Course on Basic Occupational Safety and Health for Nurses (OHNAP)

February 4-9, 2019

Occupational Health Nurse Association of the Philippines, Inc.
Richville Hotel Edsa Mandaluyong City

Executive Presence Seminar (Image Consultancy)

January 18-20, 2019

Trece Martirez City

Symposium on IRR DO 198-18 / RA 11058

January 16, 2019

Helping Hand Development Cooperative
Trece Martirez City

Data Privacy Act Awareness and Compliance Seminar

November 27, 2018

Helping Hand Development Cooperative
Trece Martirez City

Training on Labor Laws and Social Legislations for Social Partners / Sectoral Representative

April 10-20, 2018

Atrium Hotel, Mandaluyong City

Basic Occupational Safety and Health Training Course for Social Partners /Sectoral Representatives

April 10-20, 2018

Atrium Hotel, Mandaluyong City

Basic Life Support Cardio Pulmonary Resuscitation Training Course with AED

February 2017

Philippine Red Cross –Dasmarinas Chapter
General Trias Cavite

ISO 19011:2011 Guidelines for Auditing Management System on ISO 9001:2015

June 19-20, 2017

Helping Hand Development Cooperative
Dasmariñas City, Cavite

ISO 9001:2015 Awareness Training

May 24, 2017

Helping Hand Development Cooperative
Epza Satellite Office

Department Order 174

April 8, 2017

First Cavite Industrial Estate Admin Bldg.
Dasmariñas City, Cavite

Effective Communication: An Essential part of Workplace

February 19, 2017

Helping Hand Development Cooperative
Epza Satellite Office

Counselling and Leadership Seminar

September 25, 2016

Helping Hand Development Cooperative
Dasmariñas City, Cavite

Housekeeping, Why Safety, Fire and Electric Safety, Unsafe Act & Condition Training Course

September 25, 2016

Helping Hand Development Cooperative
Dasmariñas City, Cavite

Harasser's Act Awareness and Drag Oneself Out From Drugs

December 14, 2016

Helping Hand Development Cooperative
Dasmariñas City, Cavite

Positive Work Attitude

July 23, 2016

Servando's Restaurant
Gen. Trias Drive, Rosario Cavite

Labor Laws Compliance System Update

November 21, 2015

*First Cavite Industrial Estate Admin Complex.
Dasmariñas City, Cavite*

Emerging Trends in Dispute Resolution for Cooperative

September 5, 2015

*First Cavite Industrial Estate Admin Boardroom
Dasmariñas City, Cavite*

HHDC Fire Safety Seminar and Evacuation Drill

June 24, 2015

First Cavite Industrial Estate, Dasmariñas City, Cavite

Basic Cooperative Course

June 27 & July 4, 2015

*Helping Hand Development Cooperative
Dasmariñas City, Cavite*

Basic Occupational Safety and Health

January 17, 18, 24, 25, 2015

*Helping Hand Development Cooperative
Dasmariñas City, Cavite*

TRAININGS AND SEMINARS CONDUCTED (AS RESOURCE SPEAKER)**Special Module: COVID-19 in the Workplace**

*Basic Occupational Safety and Health + 2 Hours Training of Trainer
September 19-23, 2022 via Zoom*

Basic Occupational Safety and Health + 2 Hours Training of Trainers

*BOSH for Safety Officer 2 Course
August 22-26, 2022 via Zoom*

Special Module: COVID-19 in the Workplace

*Basic Occupational Safety and Health + 2 Hours Training of Trainer
July 25-29, 2022 via Zoom*

Common Summer Diseases

*Doughpro Manufacturing and Trading Corp.
April 5, 2022*

Practicing 7S in the Workplace

*Doughpro Manufacturing and Trading Corp.
February 15, 2022*

Workplace Prevention and Control on COVID-19

*Doughpro Manufacturing and Trading Corp.
October 26, 2021*

Positive Work Attitude

*Doughpro Manufacturing and Trading Corp. (Silang, Cavite)
October 26, 2021*

Ready Ka Na Ba? What Every Worker Needs to Know Regarding COVID-19 Variants

*Helping Hand Development Cooperative
August 22, 2021*

