



# CURRICULUM VITAE

Name: Nancy J. Dagasdas  
 Date of Birth: 20 August 1981  
 Place of Birth: Barobo, Surigao del Sur  
 Nationality: Filipino  
 Civil Status: Single  
 Children: N.A.  
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 Address: Basilisa, R.T.R. Agusan del Norte



PROFESSIONAL EXPERIENCE
<b>POSITION: Human Resource Management Officer</b> 1 November 11, 2016 – February 16, 2018 (2 years & 2 months)
<b>EMPLOYER NAME: Local Government Unit Of Remedios Trinidad Romualdez</b>
<b>LOCATION: Población 2, R.T.R, Agusan del Norte</b>
<b>EMPLOYER DESCRIPTION: Municipality of Remedios Trinidad Romualdez</b>
<b>DEPARTMENT: Human Resource Management Office</b>
<b>DESCRIPTION OF TASKS &amp; RESPONSIBILITIES:</b>
<ul style="list-style-type: none"> <li>- Prepared approved appointments, Recruiting, Prepared and submission of monthly reports on Accession/Separation/DIBAR.</li> <li>-Updated, Created and Prepared of Service Record, Updated of personal Profile, Prepared List of Vacant Plantilla Personnel, prepared certificate of Employment, prepared MEMO, Office Order, prepared payroll.</li> <li>-Summary report on employees SALN, checking of weekly attendance of employees attending flag ceremony</li> <li>-Oversee employee services such as health and safety as well as sports and social facilities.</li> </ul>
<b>CASES HANDLED:</b>
<ul style="list-style-type: none"> <li>- Human Resource matter</li> <li>-</li> <li>-</li> </ul>
<b>POSITION, Private Duty Nurse, October 15, 2014 – July 20, 2016(2 years &amp; 9 mos.)</b>
<b>EMPLOYER NAME: Teresa Mateo Domingos</b>
<b>LOCATION: 21 de Janeiro Ave. Luanda, Angola</b>
<b>EMPLOYER DESCRIPTION: Private Home Care</b>
<b>DEPARTMENT: Private Duty Nurse, all areas covered</b>
<b>DESCRIPTION OF TASKS &amp; RESPONSIBILITIES:</b>
<ul style="list-style-type: none"> <li>- Assisted Patient in daily living activities example taking a bath, dressing, grooming</li> <li>-Assisted Patient in feeding</li> <li>-Vital Signs taking, monitoring blood sugar level</li> <li>-Giving medications with the prescription given by her Doctor</li> <li>-RNAssisted patient on her safety</li> <li>-Conducted patient education by simply familiarizing members of her family</li> <li>-Conducted family discussion and education related to Alzheimer’s Disease</li> </ul>
<b>CASES HANDLED:</b>
<ul style="list-style-type: none"> <li>- Alzheimer’s Disease</li> <li>-Blood Pressure Apparatus</li> <li>-Blood sugar test kit</li> </ul>
<b>POSITION, 4PS LGU LINK March 03, 2014 – September 30, 2014 (6 months)</b>
<b>EMPLOYER NAME: Local Government Unit of Remedios Trinidad Romualdez</b>
<b>LOCATION: Pob.2, R.T.R, Agusan del Norte</b>
<b>EMPLOYER DESCRIPTION: Municipality Of Remedios Trinidad Romualdez</b>
<b>DEPARTMENT: Municipal Social Welfare Development Office</b>
<b>DESCRIPTION OF TASKS &amp; RESPONSIBILITIES:</b>



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<ul style="list-style-type: none"> <li>- Assisted beneficiaries on their cash card release and over the counter release</li> <li>-Facilitated beneficiaries during their monthly Family Development Session (FDS)</li> <li>-Assisted the school children of beneficiaries on their school updates, health updates</li> <li>-Conducted the Social Welfare Indicator (SWI) of different barangays of Pantawid Pamilyang Pilipino Program 4Ps beneficiaries.</li> </ul>
<b>CASES HANDLED:</b>
- Social Services
<b>POSITION: Registered Nurse January 1,2013 – December 31, 2013(1 Year)</b>
<b>EMPLOYER NAME:</b> Department of health Caraga Region (DOH)
<b>LOCATION:</b> Rural Health Unit of Remedios Trinidad Romualdez, Agusan del Norte
<b>EMPLOYER DESCRIPTION:</b> DOH RNHEALS
<b>DEPARTMENT:</b> Department of Health
<b>DESCRIPTION OF TASKS &amp; RESPONSIBILITIES:</b>
<ul style="list-style-type: none"> <li>- Consultation days (Monday, Tuesday, Thursday) at the main health Center for clients who are in need of medical attention. Serving clients in the main health center with their health concerns and emergency situations with thorough assessment and referring it to our Medical Health officer.</li> <li>- Vital signs taking, wound care/dressing, dispensing of drugs with the supervision our MHO.</li> <li>- Immunization day every Wednesdays at RHU catering babies giving different vaccines namely: BCG, OPV, ROTA, Penta Valen and Measles vaccines, Vitamin A, and also MMR.</li> <li>- Premarital counseling for the couple regarding family planning, prenatal care, baby care and importance of sexuality of marriage life.</li> <li>- Prenatal checkup's every Friday for Mothers in which we are recording the improvement of their pregnancy.</li> <li>- Conducted family discussions on different purok's in every barangay in RTR to be able to disseminate health information regarding family planning methods.</li> </ul>
<b>CASES HANDLED:</b>
<ul style="list-style-type: none"> <li>-Fever for 3 days, Cough (for 3 days), light headedness, body pain, wound infection, minor burns, wound laceration and bruises related to vehicular accident, pelvic pain related to pregnancy, mal nourishment, vomiting</li> <li>-Vital signs taking with the use of BP apparatus and pulse oximeter, wound dressing, giving of anti-tetanus vaccine for wound infection and laceration, application of hot compress to ease the pelvic pain and medication prescribed by the Medical Health Officer , application of cold compress for fever and antipyretic medication prescribed by the Medical Health officer, giving of medication indicated for light headedness and body pain as prescribed by the Medical Health Officer.</li> </ul>
<b>POSITION: Nurse Volunteer February 13,2012 – June 03, 2012(3months)</b>
<b>EMPLOYER NAME:</b> New Bayugan Medical Hospital
<b>LOCATION:</b> Maygatasan Road, Bayugan City
<b>EMPLOYER DESCRIPTION:</b> Secondary Hospital
<b>DEPARTMENT:</b> Medical Ward, Pediatric award, OB gyn ward
<b>DESCRIPTION OF TASKS &amp; RESPONSIBILITIES:</b>
<ul style="list-style-type: none"> <li>- Attended patients in different wards and performed task like feeding, oral care, and vital signs taking.</li> <li>- Handled tasks of collecting various sample like blood, and urine of the patients.</li> <li>- Handled the tasks of observing and reporting significant changes in patient's status to the Resident Doctor.</li> <li>- Responsible for direct patient care. Maintained confidential information of patient and hospital.</li> <li>- Demonstrate and educate patient and families regarding the preventive measures, treatment procedures.</li> <li>-Maintained healthy relationship with patients, families and staff member.</li> </ul>
<b>CASES HANDLED:</b>
<ul style="list-style-type: none"> <li>-Typhoid Fever, insertion of Intravenous Fluid, giving of medications prescribed by the resident Doctor</li> <li>-Dengue Fever, Vital signs taking, giving of medication through IV with Doctors Order.</li> <li>-Difficulty of breathing, vital signs taking, Oxygen therapy with Doctors Order, IV line, giving of medications.</li> <li>-Difficulty swallowing, vital signs taking, IV insertion, NGT Feeding, giving of medications per Doctors Order</li> <li>-Fever and chills (Pneumonia), vital signs taking, IV-line, Parenteral medications as per Doctors Order</li> <li>- numbness of left extremities (Hypertension), Vital signs taking, IV insertion, giving of medication per Doctors Order, and preparation of laboratory procedures as per Doctors Order</li> </ul>



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<b>NURSING / CLINICAL</b>
-Geriatric Nursing -Medical Ward -OBgyn Ward
<b>MANAGEMENT</b>
-Human Resource Management -
<b>TECHNICAL</b>
- Intra venous Insertion, Blood Pressure Apparatus, NGT Feeding - Oxygen Therapy, Pulse Oximeter
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<b>EDUCATIONAL BACKGROUND</b>
<b>Bachelor of Science in Nursing</b> , June 2005 – October 2009
Name of University: Butuan Doctor's College
Location: Estacio Village, Butuan City
<b>High School (Secondary)</b> , June 1995 – March 1998
Name of High School: Candelaria Institute
Location: Cabadbaran City
<b>Elementary (Primary)</b> , June 1991 – March 1994
Name of High School: Basilisa Elementary School
Location: Basilisa R.T.R, Agusan del Norte
<b>TRAININGS &amp; SEMINARS</b>
<b>Training Name/Title</b> , Basic Intravenous Training, October 29,30,31,2013
<b>Organizer: ANSAP Caraga Chapter</b>
<b>Location: Patin-ay Training Center, Prosperidad, Agusan del Sur</b>
<b>Description: Basic I.V. Therapy Training</b>
- A 3- day training course design for nurses in order to provide hands on Intravenous practice to patients -IV insertion, medication, fluid therapy and blood transfusion.
<b>Training Name/title, Seminar Workshop on Basic Customer Service Skills</b>
<b>Organizer: Civil Service Commission (CSC) Caraga Region September 05,2016 – September 06, 2016</b>
<b>Location: Butuan City</b>
<b>Description: Basic Customer Service Skills</b>
- seminar workshop on basic customer service skills, traits and practices that equip the participants to address customer needs and foster positive experience. -the participants were able to enhance problem solving skills, and communications skills, including traits like active listening and reading both verbal and nonverbal cues to better serve the public and its clientele.
<b>Training Name/title, Introductory Course on Strategic Human Resource March 21, 2017 – March 23, 2017</b>
<b>Organizer: Civil Service Commission (CSC) Caraga Region</b>
<b>Location: Butuan City</b>
<b>Description: Introductory Course on Strategic Human Resource</b>
- The participants should acquire a good understanding of the fundamental concepts of strategic human resource management, including its distinction from traditional HR or personnel management -the importance of HR planning and the various aspects of human resource flow management. -rewards management , as well as their relation to each other and to other HR areas
<b>CREDENTIALS &amp; CERTIFICATIONS</b>
<b>Philippine Nurse Licensure Examination</b> , October 2012 – August 2022
<b>COMPUTER SKILLS</b>
-MS Office (Word, Excel, Power Point, Outlook...)
<b>LANGUAGE SKILLS</b>
English: <input type="checkbox"/> Basic Level <input checked="" type="checkbox"/> Business Level - <input type="checkbox"/> Good <input checked="" type="checkbox"/> Very Good <input type="checkbox"/> Excellent
Pilipino: mother tongue



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German: <input checked="" type="checkbox"/> A1 <input checked="" type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 - <input type="checkbox"/> going on <input type="checkbox"/> none <input type="checkbox"/> certified	
other Languages: <input checked="" type="checkbox"/> Basic Level <input type="checkbox"/> Business Level - <input checked="" type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/> Excellent	
<b>HOBBIES</b>	
Reading	
Travelling	
Gardening	
▲	
<b>EMPLOYMENT PREFERENCE</b>	
Set-up: <input type="checkbox"/> Hospital <input checked="" type="checkbox"/> Senior/Nursing Home <input checked="" type="checkbox"/> Rehabilitation Clinic <input checked="" type="checkbox"/> Out Patient <input checked="" type="checkbox"/> No Preference	
Department:	
Location: <input checked="" type="checkbox"/> Big City <input checked="" type="checkbox"/> Medium/Small City <input checked="" type="checkbox"/> Province <input type="checkbox"/> Village <input checked="" type="checkbox"/> No Preference	
<b>DRIVING LICENSE</b>	
-Philippine driving license, category – Non- Professional expiry date: August ,2024	
<b>REFERENCES</b>	
Name: Angel Rose T. Real, MD	
Position: Medical Health Officer	
Company: Rural Health Unit of Remedios Trinidad Romualdez	
Location: Remedios Trinidad Romualdez, Agusan del Norte	
Telephone Number: 09506495159 Email: none	
Name: Mr. Gideon T. Bokingo	
Position: Secretary to the Sanggunian	
Company: Local Government Unit of R.T. R	
Location: Pob.2, R.T.R, Agusan del Norte	
Telephone Number: : 09474106523 Email: none	
Name: Mr. Nelo T. Fediles	
Position: Barangay Captain	
Company: LGU of R.T.R	
Location: Purok 2, Basilisa ,R.T.R, Agusan del Norte	
Telephone Number: : 09100225791 Email: none	
<b>CONTACT PERSON/S IN CASE OF EMERGENCY</b>	
Name:	Elpedia J. Dagasdas
Relationship:	Mother
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