

MARY ROSE L. REFUGIA

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CAREER SUMMARY:

Dedicated and goal-oriented employee with over 15 years' experience working in both public and private agencies. Excellent in organizing and implementing social services programs and activities. Has always the eagerness to complete given tasks on or before the given deadline. Highly professional, dependable, reliable and able to perform duties with minimal supervision.

SKILLS:

- Ability to work under pressure and overtime
 - Ability to work with a team environment and ability to work independently
 - Effective communication and interpersonal skills
 - Highly organized and flexible in nature
 - Experienced in doing labor works in family-owned land farm
 - Computer literate (MS Word, Excel, PowerPoint and Publisher)
 - Driving Skills
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WORK HISTORY:

Social Welfare Officer I (Promotion)

September 16, 2021 – To Current

Provincial Government of Albay, Legazpi City, Philippines

- Organizes and facilitates implementation of social welfare and development programs and projects specifically in Women Welfare and Family and Community Welfare Programs;
- Conducts home visits and assessment and determines client's eligibility as basis for granting of needed services;
- Assist and monitor Civil Society Organization such as women and solo parents organizations;
- Prepares and submits periodic reports, official communications and other administrative responsibilities; and
- Represents in meetings and training-seminars of government and non-government organizations and regularly coordinates with other Local Government Units and agencies in line with the service delivery and program implementation

Administrative Aide IV (Permanent)

January 12, 2017 – September 15, 2021

Provincial Government of Albay, Legazpi City, Philippines

- Assists and supports functions and activities of the supervisor, department and clientele organization;
- Maintains an organized and presentable records and filing of documents;
- Served as an excellent photo documenter and updates office website in a very organized manner; and
- Receiving incoming telephone calls and assists and direct walk in clients/visitors to the concerned official of the office

Social Worker (Job Order)

June 2, 2014 – November 30, 2017

Provincial Government of Albay, Legazpi City, Philippines

- Assists in the implementation of social welfare and development programs and projects;
- Regularly conducts home visits and assists in medical mission and community outreach;
- Maintains an organized and presentable records and filing of documents

Social Welfare Supervisor**June 22, 2010 – May 23, 2014**

B.Braun Avitum Philippines, Inc., Taguig City, Philippines

- Supervised 9 Medical Social Workers handling 30 dialysis centers within North/Central Luzon, Metro Manila and South/East Luzon;
- Increased number of patients as I served as supervisor of Marketing Officers;
- Monitored daily reports and monthly accomplishment reports of Medical Social Workers and Marketing Officers;
- Referred and generated resources from government, non-government, private organizations for the dialysis patients; and
- Developed, installed and operationalized a Monitoring System specific for fund sourcing and treatment of dialysis patients;

Social Worker**May 04, 2009 – May 31, 2010**

ABS-CBN Foundation Inc. - Bantay Bata 163, Quezon City, Philippines

- Handled special cases among children within Metro Manila and some part of Luzon;
- Conducted regular monitoring of scholars/clients academic performance and family situation;
- Conducted counseling to scholars and their parents;
- Facilitated monthly meetings/activities to scholars together with their parents
- Facilitated community outreach programs to different areas in Luzon; and
- Referral to Government and Non-government agencies

Social Worker/Project Officer**September 1, 2008 – April 30, 2009**

ABS-CBN Foundation Inc. - Bantay Bata 163, Naga City, Philippines

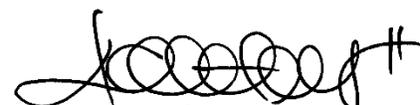
- Handled 540 children/students in a public school and implemented feeding program and sustainability project in partnership with school personnel and parents to uplift the children's nutritional status;
- Conducted activities to children and training/seminars to parents twice a month;
- Facilitated community outreach programs to different barangay within Bicol Region; and
- Referral to Government and Non-government agencies

EDUCATION:**Bachelor of Science in Social Work****March 2008**Bicol University College of Social Sciences and Philosophy
Legazpi City, Philippines

ELIGIBILITY**Social Work Licensure Examination****June 23-24, 2008**

Board Passer

I hereby certify to the correctness of the foregoing statements that are true and correct to the best of my knowledge.



MARY ROSE L. REFUGIA