

DONITARUZ M. POQUIZ

Canan Norte, Malasiqui, Pangasinan

Contact Number: 09565923238

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WORK EXPERIENCE:

ADMINISTRATIVE AIDE/ HR STAFF

📅 August 3, 2015 to Present

📍 Bayambang District Hospital, Bical Norte, Bayambang, Pangasinan

- Monitor Attendance of Personnel; Absences, Tardiness and undertime.
- Prepares/assists in the preparation of Hospital Memorandum Orders, Special Orders, and Notice of Meetings.
- Receives and releases internal and external communications.
- Plans/Prepares, implements, monitors, and evaluates Organization Development Programs such as Strategic Performance Management System (SPMS).
- Coordinate HR projects (meetings, grievances, validations, etc) and take minutes.
- Process payroll drafts, which include ensuring vacation and sick leave are tracked in the system.
- Facilitate resolution of any payroll errors.
- Review and submits required reports.
- Maintains and ensures the confidentiality of personnel records.
- Deals with employee requests regarding human resource issues, employment verifications, rules, and regulations.
- Assists in the interview process and conducts orientation to newly hired employees (Setting up a list of requirements for salary, enrollment to hospital biometrics, etc).
- Retrieve pertinent documents/records for legal and benefits purposes.
- Performs other duties as assigned.

EDUCATIONAL BACKGROUND:

TERTIARY	:	Pangasinan State University Bachelor of Science in Business Administration 2010-2014
SECONDARY	:	Benigno V. Aldana National High School Pozorrubio, Pangasinan 2005-2009
PRIMARY	:	Pozorrubio Central School Pozorrubio, Pangasinan 1999-2005

PERSONAL PROFILE:

BIRTHDAY	:	March 01, 1992
AGE	:	31 years old
RELIGION	:	Jehovah's Witnesses
GENDER	:	Female
WEIGHT	:	60
HEIGHT	:	5'2
CIVIL STATUS	:	Single
FATHER'S NAME	:	Juanito M. Poquiz (Deceased)
MOTHER'S NAME	:	Deborah M. Poquiz

ELIGIBILITY:

CSC PEN AND PAPER	:	81.03%
SUB PROFESSIONAL LEVEL	:	March 17, 2019 Pangasinan School of Arts and Trades, Lingayen

SEMINARS/TRAININGS ATTENDED:

LECTURE FOR THE PROCESS VISUALIZATION IN FLOW CHART
November 15, 2023

ORIENTATION AND WORKSHOP ON RISK MANAGEMENT
April 1-2, 2022

ORIENTATION ON INTERNAL QUALITY AUDIT PROCESS
February 4, 2022

INTERNAL QUALITY AUDIT TRAINING COURSE
December 7, 2021

ISO 9001:2015 QUALITY MANAGEMENT SYSTEM AWARENESS COURSE
December 6, 2021

WEBINAR ON DEVELOPING SKILLS IN COMPUTER OPERATION
November 5, 2021

LEAVE ADMINISTRATION COURSE FOR EFFECTIVENESS (LACE) WEBINAR
September 17, 2021

PROCESS DIGITALIZATION: THE NEW NORMAL IN PUBLIC TRANSACTION
August 26, 2020

SEMINAR WORKSHOP ON PHOTOSHOP AND MULTIMEDIA PRESENTATION
December 14, 2018

TECHNICAL WRITING & BUSINESS COMMUNICATION
June 8, 2017

LEARNING NEEDS ANALYSIS & DEVELOPMENT PLANNING
August 30, 31, 2016

CONTINUOUS IMPROVEMENT FOR THE IMPLEMENTATION OF GOOD
HOUSEKEEPING, ARTA & FEEDBACK MANAGEMENT
March 7, 2016

ORIENTATION ON COMPETENCY ASSESSMENT & LEARNING EVALUATION
March 2016

PLANNING WORKSHOP ON LEARNING & DEVELOPMENT IMPROVEMENT
January 27, 2016

NATIONAL DATABASE ON HUMAN RESOURCES FOR HEALTH INFORMATION
SYSTEM (NDHRHIS)
November 19-20, 2015

CHARACTER REFERENCES:

DR. ATHENA MARIE C. MERRERA
Chief of Hospital
Bayambang District Hospital
Mobile Number: 09159963235

DR. VISSIA GALVEZ
Physician
Bayambang, Pangasinan
Mobile Number: 09178550700

CHRISTINE O. PATAYAN, CE
S.I./Supply Officer
Bayambang, Pangasinan
Mobile Number: 09318459959


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Name of Applicant