
JESSIE CZAR V. SAMANIEGO

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PROFESSIONAL EXPERIENCE

Science Research Analyst

September 16, 2022-Present

Enterprise Development Division

Philippine Center for Postharvest Development and Mechanization (PHilMech),
CLSU Compound, Science City of Muñoz, Nueva Ecija, Philippines

Job Description:

- Lead/Responsible in the implementation of six (6) EDSS projects in Cluster VI;
- Prepare the physical and financial targets in Cluster VI and submit to the respective project leaders;
- In consultation with the sub-program leader and project leaders, prepare the EDSS projects' implementation plan and recommend implementation strategies;
- Assist the sub-program leader and project leaders in the development and packaging of concept paper related to the activities of the EDSS;
- Gather FCA profile/benchmark information of Rice Processing System recipients;
- Coordinate with the FMFOD focal, FCAs, LGUs and other concerned stakeholders for the implementation of EDSS projects;
- Document the emerging project outcomes and best practices of good performing FCAs;
- Assist in the packaging of success stories of selected FCAs' farm machinery service provision and rice processing enterprise;
- Serve as resource person during trainings/ learning sessions and other enterprise development interventions to FCAs;
- Conduct needs assessment of the FCAs on enterprise development aspects, consolidate the information, analyze the data and submit report;
- Assist the sub-program leader and project leaders in the development of activity modules and educational materials to address the needs of the FCAs;
- Attend to issues concerning the EDSS activities in Cluster VI and update the project leaders;
- Prepare accomplishment reports of the EDSS projects and other related activities in Cluster VI and submit to the project leaders;
- Perform other functions as may be assigned from time to time.

Data Controller I

May 23,2022 to September 15,2022

Enterprise Development Division

Philippine Center for Postharvest Development and Mechanization (PHilMech),
CLSU Compound, Science City of Muñoz, Nueva Ecija, Philippines

Job Description:

- Checking completeness of submitted reports from FMFOD clusters

- Coordinate with FCAs to gather lacking utilization information
- Encoding FCAs machinery utilization and feedback
- Encoding list of farmer clients (member and non-member)
- Encoding of cash flow statement of farm machinery operation per cropping
- Coordination/Follow up submission of reports to FCA
- Scan and upload the submitted operational plan of the FCAs
- Encoding of Enterprise Development Interventions in the database (Distribution of Operational Plan Manual/Assistance to FCAs on Operational Plan/ Assessment Meeting/ Capability Enhancement Activities)
- Filing of Documents related to the project activities
- Performs other activities that may be assigned from time to time

Human Resource Officer

August 16, 2018 to Present

Human Resource Department

Core Gateway College Inc., 115 Cardenas St., Rafael Rueda Sr. Pob. (District I), San Jose City, Nueva Ecija, Philippines

Job Description:

- Acts as Head of the Human Resource Department
- Plans, programs and monitors overall activities of the department
- Administers/ conducts/ implements specific department activities on designated responsibility areas
- Develops/ conceptualizes/ formulates policy guidelines/ operating procedures and studies pertinent to unit responsibilities (i.e. performance management, career and manpower planning and development, employee relations activities, ect.)
- Provides technical assistance along areas of responsibilities (resource person services to trainings or specialized topics along area of competence)
- Performs other duties as maybe assigned

Senior Administrative Assistant I

October 1, 2017 to March 31, 2018

Property and Storage Unit- Administrative Division

Philippine Center for Postharvest Development and Mechanization (PHilMech), CLSU Compound, Science City of Muñoz, Nueva Ecija, Philippines

Job Description:

- Maintenance and regular updating of individual accountability records;
- Reconciliation of individual property accountability records with the Report of Physical Count of Property, Plant and Equipment (RPCPPE);
- Issuance/ recording of Property Accountability Form (PAR) and Inventory Custodian Slip (ICS);
- Updating of surrendered unserviceable property in the personal file and PPE record;
- Assists in the disposition of waste materials and unserviceable property;
- Prepares consolidated report of unserviceable property per month;
- Performs such other responsibilities as maybe assigned from time

to time.

Personnel Specialist I

October 1, 2016 to September 30, 2017

Human Resource Management Section- Administrative Division
Philippine Center for Postharvest Development and Mechanization (PHilMech),
CLSU Compound, Science City of Muñoz, Nueva Ecija, Philippines

Job Description:

Employee Benefits:

- Prepares Payroll and other required documents/ attachments (Salary of Regular Staff, Service Contractors and Magna Carta-related payroll, and other payrolls);
- Evaluates required documents for processing of payments for services rendered by job orders;
- Consolidates and evaluates applications and required documents for Provident Fund Loan Application;

Leave Updating:

- Updates Leave Cards/ Processes Applications for Leave of Absence (ALA);
- Prepares report on Leave balances/ tardiness, No Pass- out, Leave without Pay, magna carta eligible database, etc.;
- Prepares draft memoranda relevant to leave;

Magna Carta:

- Consolidates the documentary requirements for the new applications and renewal of Magna Carta Eligibility;
- Encodes, prepares and packages the request for renewal of magna carta eligibility;
- Encodes, prepares and packages the new applications for magna carta eligibility;

Physical Fitness Program:

- Monitors activities of the PHilMech Physical Fitness Clubs;
- Prepares report of implementation of the Physical Fitness Clubs;
- Provides recommendations for the improvement of the program;

Human Resource Management Officer

July 16, 2013 to September 30, 2016

Human Resource Management Section- Administrative Division
Philippine Center for Postharvest Development and Mechanization (PHilMech),
CLSU Compound, Science City of Muñoz, Nueva Ecija, Philippines

Job Description:

Manpower Sourcing and Recruitment:

- Conducts manpower sourcing and recruitment activities
- Manpower forecasting, posting of advertisements
- Initial screening and processing of applications
- Administration of psychological tests
- Checking and evaluation of examinations
- Submission of a shortlist of applicants for evaluation and interview
- Maintains a pool of qualified applicants
- Conduct orientation for new hires and on-the-job trainees
- Coordinate requests for on- the- job training to concerned units
- Provide assistance in the implementation of the Physical Fitness

Program

- Monitors activities of the PHilMech Physical Fitness Clubs
- Prepare report of implementation of the Physical Fitness Clubs
- Provides secretariat services to the different PHilMech committees (Physical Fitness and Uniform Committee)
- Prepares draft memoranda and other communication on assigned area/s
- Provide assistance in the conduct of employee- relations activities (i.e. Christmas Party, Wellness Seminars, In- house trainings, etc.)
- Performs other duties as may be assigned from time to time.

Assistant Guidance Coordinator

May 2012 to March 2013

San Sebastian School

Science City of Muñoz, Nueva Ecija, Philippines

Job Description:

- Administer Psychological Tests to students for measurement of personality
- Interpret and analyze Psychological Test results to aid the office in crafting interventions
- Ensure confidentiality of information and effectively utilize information
- Counsel students on issues concerning both academic and personal issues
- Communicate and collaborate with students as well as co- workers.

Student Proctor

Administration of the CLSU College Admission Test

February 14, 2011

Central Luzon State University

Science City of Muñoz, Nueva Ecija, Philippines

Job Description:

- Provide assistance to the Proctor in the administration of the examination

SKILLS/ FIELD OF SPECIALIZATION

Recruitment and Selection, Performance Management, Rewards and Recognition, Employee Benefits and Payroll, Records Management

EDUCATION AND HONORS

UNIVERSITY: Bachelor of Arts in Psychology

Central Luzon State University

Science City of Muñoz, Nueva Ecija; 2012

SECONDARY: Muñoz National High School

Science City of Muñoz, Nueva Ecija; 2005

TRAININGS ATTENDED

ISO 9001:2008 Awareness

Department of Science and Technology- Metal Industry Research and Development Center (DOST- MIRDC) and Philippine Center for Postharvest Development and Mechanization (PHilMech)
August 10, 2015 (8 hours)

Seminar- Workshop on Gender Mainstreaming

Philippine Center for Postharvest Development and Mechanization- Human Resource Management Section (PHilMech- HRMS)
October 21- 23, 2013 (24 hours)

Status and Updates on Psychological Bill

Central Luzon State University
February 9, 2009 (8 hours)

On-the-Job Training

Universal Promo Specialist, Inc.
209-D Malinao corner Esteban Street, Mandaluyong City
May 25, 2011

SKILLS

Proficient in English, Filipino
Computer Literate
Skilled in Microsoft Office Applications (Word, Excel, Powerpoint)
Knowledgeable in CorelDraw

**PERSONAL
INFORMATION**

Date of Birth: May 19, 1988

REFERENCES

MS. JANE A. FORONDA

Administrative Officer V

Human Resource Management Section
Philippine Center for Postharvest Development and Mechanization (PHilMech)
CLSU Compound, Science City of Muñoz, Nueva Ecija
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DR. REYNALDO F. CONCEPCION

Former Supervisor

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MS. ARLENE DL. CANUEL

Personnel Assistant

Core Gateway College, Inc., 115 Cardenas St., Rafael Rueda Sr. Pob (District I),
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