



HYACINTH FRANCES CLARE B. IBE

A committed, sensible, and goal-setter HR professional who wants to be a part of a learning organization and provide excellent and satisfying services relevant to the company's aims and goals.

✉ hfcibe@gmail.com

☎ 0936-668-9555

📍 Pampanga, Philippines

SKILLS

- Records Management
- Leave Administration
- HR Information System
- Conducted Orientations
- Crafted Formal Correspondences
- Strategic Planning and Organizing
- Team Leadership
- Computer Proficiency

ELIGIBILITY/ CERTIFICATIONS

Registered Psychometrician

October 2019 PRC Board Passer

REFERENCES

John Eric Martin, Rpm

0995-190-2581 | Pampanga

Jeshamin Mae Silerio

sileriojmr@gmail.com | Australia

Harry Wilson D. Martin, LPT

0926-773-8793 | Pampanga

EDUCATIONAL HISTORY

Bachelor of Science in Psychology

Holy Angel University | 2014-2018

WORK EXPERIENCE

Administrative Officer II (HRMO I)

LGU of San Fernando, Pampanga
November 2020 - PRESENT

- Responsible in the leave administration of permanent and casual employees;
- Compute the Terminal Leave Benefits of resigned and retired permanent and casual employees;
- Maintain and update Employee's Leave Records;
- Prepare daily Leave Application Summary;
- Act as Supply and Property Officer of the CHRMO.

Administrative Aide IV

LGU of San Fernando, Pampanga
January 2019 - November 2020

- Maintain and update the Human Resource Information System (HRIS);
- Prepare and issue documents such as certificates and records from the HRIS;
- Gather, prepare and update employee's statistics, profile and personnel information;
- Maintain records in a manner that ensures timely, efficient and accurate retrieval of needed information;
- Craft memoranda and other formal correspondences.