



HENRY TRESPECES REGAÑON

Administrative Officer IV

To share my knowledge, skills and expertise in a wider perspective in an administrative functions as well as to learn, grow and develop professionally in an institution / academe such as Visayas State University (VSU).

A man with the following traits and potentials:

- ✓ Excellent Inter-Personal Relation skills.
- ✓ Can work with minimum supervision in a timely manner.
- ✓ Can communicate (oral and written) effectively.
- ✓ Good academic background.
- ✓ God fearing

PERSONAL INFORMATION

Address : Conception St.,
Brgy. San Roque,
Biliran, Biliran

Contact Numbers:
TnT - 09304964885
TM - 09358184088

EmailAdd : didibav@yahoo.com

Facebook: : DeeDee

Birthday : September 16, 1969

Birthplace : Calubian, Leyte

Nick-name : Didi /Dee-Dee

Height : 5'7"

Weight : 52 kls.

Sex : Male

Civil Status : Single

Religion : Roman Catholic

Parents: *(Both are deceased)*
Father: Mr. Julio P. Regañon, Sr.
Mother: Mrs. Antonia A. Trespeces -
Regañon

EDUCATION

✚ Post Graduate:

- ✓ **Masteral : Master in Management**
Palompon Institute of Technology (PIT)
Palompon, Leyte (June 1998 - March 2000)
- ✓ **Doctoral : Doctor in Management** (units only)
Naval State University (NSU)
(now Biliran Province State University-BiPSU)
Naval, Biliran

✚ Collegiate

- : Bachelor of Science in Agriculture
Major: Agricultural Education
Biliran National Agricultural College
Biliran, Leyte (June, 1987 - March 22, 1991)
CUM LAUDE

✚ Secondary

- : Biliran National Agricultural College
Biliran, Leyte June, 1983 - April 2, 1987
Class VALEDICTORIAN

✚ Elementary

- : Biliran Central School
Biliran, Leyte, June, 1976 - March 30, 1983
4th Honorable Mention

WORK EXPERIENCES

- ✓ **Administrative Officer IV (HRMO II)**
Mayor's Office
Local Government Unit, Biliran, Biliran
September 18, 2019 to present
- ✓ **Administrative Officer II (HRMO I)**
Mayor's Office
Local Government Unit, Biliran, Biliran
2006 to 2019
- ✓ **Human Resource Management Officer I**
Mayor's Office
Local Government Unit, Biliran, Biliran
January 10, 2001 - 2006
- ✓ **Designated - Human Resource Management Officer I**
Mayor's Office / Local Government Unit - Biliran, Biliran
July 20, 1998 - January 9, 2001
- ✓ **Revenue Collection Clerk I**
Municipal Treasurer's Office / Local Government Unit - Biliran, Biliran
January 18, 1996 - July 19, 1998
- ✓ **Community Development Worker**
Social Action Center
Home-based Education and Livelihood Program (HELP)
Diocese of Naval - Naval, Biliran, February, 1993 - April 1995

WORK EXPERIENCES: (Duties and Function)

- **Asst. Municipal Treasurer - Designated** (February 15, 2021 to present)
 - **Actual Duties Functions, Accomplishments and Contributions:**
 - ✓ Assist the Municipal Treasurer on Treasury Services
 - ✓ Compute Real Property Taxes of Real Property Owners
 - ✓ Prepares Notice of Delinquency on RPT
 - ✓ Sort Ledgers of RPT
 - ✓ Updated Ledgers of RPT
- **Administrative Officer IV (HRMO II)** (September 18, 2019 to present)
- **Administrative II (HRMO I)** (January 10, 2021 to September 17, 2019)
 - **Actual Duties, Functions, Accomplishments and Contributions:**
 - ✓ Developed recruitment, selection, placement process
 - ✓ Designed Capability Building trainings for Officials and Employees
 - ✓ Give Insights for retirees under EO 366
 - ✓ Formulate Memos, Office Orders relative to personnel matters
 - ✓ Responsible for the management of the recruitment, selection and placement process, processing of Appointment Papers, updated the service records, updated the leave cards and the coordination of training activities of the Agency; provides assistance in the management of the Agency's programs and activities and performs other related administrative functions.
 - ✓ Prepares Communications (meetings, letters, etc.) Speeches, Messages (fiestas, anniversaries & other celebrations)
 - ✓ Speaker on Career Coaching, Orientations, Congress, meetings, etc.
- **Acting Municipal Accountant** (September 2017 to August 2019)
 - **Actual Duties, Functions, Accomplishments and Contributions:**
 - ✓ Prepares financial statements
 - ✓ Processed vouchers
 - ✓ Prepares general and subsidiary ledgers
 - ✓ Prepares statement of remittances and other reports
 - ✓ Responsible in the accounting services such as: (Financial Statements, Processed Vouchers, general and Subsidiary Ledgers, Statement of Remittances and other reports
 - ✓ Acts as the internal auditor.
- **Revenue Collection Clerk I** (January 18, 1996 to January 9, 2001)
 - **Actual Duties Functions, Accomplishments and Contributions:**
 - ✓ Collection of Taxes (Real Property Tax, Comm. Tax Cert., Water Bills, General Receipts, Transfer of Livestock (Cattle, Horse, Carabao, etc.), Cash Tickets, etc.)
 - ✓ Facilitate of Business Permits and Licensing (New & Renewal)
 - ✓ Monitor permits & licensing of all Business Establishments in the Municipality
 - ✓ Updated the Ledger of RPT
 - ✓ Updated the Ledger of Water Bills
 - ✓ Collection of Real Property Taxes, Processing of Permits & Licenses of Business Establishments, issues General Receipts, Community Tax Certificates and other fees corresponding to the Municipal Tax Code Ordinance

OTHER DESIGNATIONS:

- ✓ **Asst. PESO Manager - Designate** (2016 - present)
- ✓ **Asst. Tourism Officer - Designate**
- ✓ **Population Officer (Pop. Com.) - Designate**
- ✓ **Immersion Focal Person - Grade 12, Immersion Students of BNAHS & BSHS**
- ✓ **Liaison Officer - GSIS Tacloban Branch Office and Pag-IBIG Fund Office**
- ✓ **Secretary - Municipal Disaster Risk Reduction and Management Council (MDRRMC)**
- ✓ **Secretary - Local Poverty Reduction Action Team (LPRAT)**
- ✓ **Secretary - Local Inter-Agency Committee (LIAC)**
- ✓ **Secretary - Biliran Fiesta Executive Committee** (2014, 2015, 2016, 2017, 2018, 2019)
- ✓ **Secretary - Biliran Founding Anniversary Executive Committee** (2013, 2014, 2015, 2016, 2017, 2018, 2019)
- ✓ **Former Acting Municipal Accountant** (September 2017 - August 2019)
- ✓ **Former Payroll Officer** (January 2014 to 2016)

ORGANIZATIONAL MEMBERSHIPS:

- ✓ **Alumni Member** - Alpha Phi Omega Int'l. Frat./Sor. Incorporated
- ✓ **Alumni Secretary** - Biliran Central School Alumni Association - Biliran, Biliran
- ✓ **Member** - BNAC Alumni Association (**Batch Coordinator**)
- ✓ **Member** - Regional Council of Human Resource Management Practitioners
- ✓ **Member** - Biliran Council of Human Resource Management Practitioners, Biliran Chapter
- ✓ **Member** - PESO Managers Association of the Philippines, Inc. (PESOMAP, Inc.)
- ✓ **Member** - PESO Managers Association of Biliran Province (PESOMABIl - Biliran Chapter)
- ✓ **Member** - Tourism Officers Association of Biliran Province (Biliran Chapter)
- ✓ **Member** - Biliran Municipal Employees Association (**Former President**)
- ✓ **Member** - Singles For Christ
- ✓ **Member** - The Existentialist
- ✓ **Professed Member** - Secular Franciscan Order (SFO) / Ordo Secularis Franciscano (OSF)

ELIGIBILITY:

- ✓ **Career Service Professional** (Second Level Eligibility)

SKILLS:

- ✓ **Oral and Written Communications**
- ✓ **Computer Literate**
- ✓ **Singing, Dancing, Acting, Biking**
- ✓ **Toastmaster**
- ✓ **Choreographer**
- ✓ **Dance Instructor**
- ✓ **Event Organizer**

HONORS AND AWARDS RECEIVED:

- 1983 - **4th Honorable Mention** (Elementary - BCS)
- 1984 - **MAHARLIKA Academic Achievement Award** (A-Team Scholar)
- 1983-1987 - **FFP Academic Scholar**
- 1984-1987 - **Consistent First Honor Student** (1st to 4th year High School)
- 1987 - **Class Valedictorian** (BNAC - High School Class '87)
- 1987-1991 - **FFPCC Academic Scholar** (Collegiate)
- 1991 - **Cum Laude** (BNAC - Bachelor's Degree)
- 1994 - **Highest Collection Repayment Award** (HELP-SAC)
- 2012 - **Loyalty Award** (LGU-Biliran)

SEMINARS/TRAININGS/WORKSHOPS/CONFERENCES ATTENDED:

TITLES OF SEMINARS/ TRAININGS/ WORKSHOPS/CONFERENCES ATTENDED	INCLUSIVE DATES OF ATTENDANCE	NUMBER OF TRAINING HOURS	CONDUCTED/ SPONSORED BY
2019 CONVERSATION with Leaders	November 28-29, 2019	16	CSCRO VIII
19 th PESO National Congress	October 09-11, 2019	24	DOLE-BLE PESOMAP, Inc.
National Training on Culture-Based Governance for LGU	November 27-29, 2019	24	NCCA - PCEP Ormoc City Govt.
Capacity Development Training for PESO Managers of Region VIII	August 08, 2019	8	DOLE RO VIII
Re-Orientation for PESO Employment Information System (PEIS), PhilJobNet and Job Search Kiosk	June 06, 2019	8	DOLE RO VIII
Capability Building for Community Workers for Demand Generation and Referrals for the Province of Biliran	May 6, 2019	8	POPCOM RO VIII
Basic Journalism Training-Workshop	February 27, 2019	8	PIA & PLGU-Biliran
2018 PESO Regional Employment Conference cum Year-End Performance Assessment (YEPA)	December 13-14, 2018	16	DOLE RO VIII
Seminar-Workshop on the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA), Revised July 2018	November 14-15, 2018	16	CSC RO VIII
Training on Project Development and Management	November 7-9, 2018	24	DOLE RO VIII
18 th PESO National Congress	October 25-27, 2018	24	DOLE, BLE, PESOMAP, Inc.
1 st Regional Mental Health Summit	October 09-10, 2018	16	DOH RO VIII
Cultural Mapping Project: Training of the Local Team	August 6-10, 2018	40	Nat'l. Comm. For Culture and the Arts (NCCA)

TITLES OF SEMINARS/ TRAININGS/ WORKSHOPS/CONFERENCES ATTENDED	INCLUSIVE DATES OF ATTENDANCE	NUMBER OF TRAINING HOURS	CONDUCTED/ SPONSORED BY
2018 Visayas-Wide Convergence on Human Resource Management Practitioners	March 22-23, 2018	16	CSC RO VIII
Trng. on the Formulation of Local Invest't and Incentive Code	March 8-9, 2018	16	DILG RO VIII
Regional Employment and Livelihood Summit	March 7, 2018	8	DOLE RO VIII
Biliran Provincial Extension Summit	March 6, 2018	8	NSU Extn. Services Office
Orientation on Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA)	Nov. 20- 21, 2017	16	CSC RO VIII
Eastern Visayas Regional Congress of Human Resource Management Practitioners	April 4-5, 2017	16	CSC RO VIII
Local Executives Program	January 28, 2017	8	CSC RO VIII
The Basic Approach of a Sound Records Management Program in Government Office	Nov. 21-23, 2016	24	Government Records Officers Asso. of the Phils., Inc. (GROAP)
Regional Seminar on Creating an Enabling Environment for Women Empowerment	June 21-23, 2016	24	Women Involved In Nation Building, Inc. & LGU Davao
Seminar-Workshop on Human Rights to Water and Sanitation Gender and Development and Basic Water Rights	March 11-12, 2016	16	NSU main, Ext. Services & GAD Office
PRIME - HRM CONGRESS	February 1, 2016	8	CSC RO VIII
5 th CSC Visayas Congress on Human Resource Management Practitioners	August 12-12, 2015	16	CSC ROs - VI, VII & VIII
Values: Critical Components of Enhanced Performance	April 21-24, 2015	32	Personnel Officers Asso. of the Philippines (POAP)
4 th Visayas HR Congress on Human Resource Management Practitioners	Nov. 5-7, 2014	24	CSC ROs - VI, VII, VIII
Protection of Internally Displaced Persons in the Context on Natural Disasters	October 2, 2014	8	UNHCR
Strengthening the Frontliners : An Orientation on Disaster Risk Reduction & Management	August 11, 2014	8	PDRRN, PDRRMO, DILG-Biliran
Orientation /Training on Procurement Reform Act, RA. 9184 and its Revised IRR as contained in the Latest edition Handbook on Philippine Government Procurement	July 28-30, 2014	24	DBM, GPPB & REALBO
Orientation /Training on Procurement Reform Act, RA. 9184 and its Revised IRR for Local Chief Executives as contained in the Latest edition Handbook on Philippine Government Procurement	April 10-11, 2014	16	DBM, GPPB & REALBO
Seminar Workshop on Crafting a Strategic Performance Mgt. System and Human Resource Plan (SWOC SPMS HRP)	August 28-29, 2012	16	CSC RO VIII
3 rd Eastern Visayas Regional Congress of Human Resource Management Practitioners (EVRC-HRMP)	June 14-15, 2012	16	CSC RO VIII
Orientation Workshop on Statement of Assets, Liabilities and Networth (SALN)	February 22, 2012	8	CSC RO VIII
3 rd Eastern Visayas Regional Congress of Bilis Aksyon Partners	Sept. 15-16, 2011	16	CSC RO VIII
Competency -Based Training I for Human Resource Management Practitioners (CBT1 for HRMPs) Component 3	August 1-2, 2011	16	CSC RO VIII
Leave Administration Course for Effectiveness (LACE)	March 1-2, 2011	16	CSC RO VIII
3 rd Visayas Convention of the Council of Administrative, Personnel and Human Resource Management Officers	April 27-29, 2010	24	CSC RO VIII
Orientation-Workshop on Performance Mgt. - Office Performance Evaluation System (PMS-OPES) Phase I & II	March 1-2, 2010	16	CSC RO VIII
Eastern Visayas Reg'l. Congress of Bilis Aksyon Partners	Sept. 2-3, 2009	16	CSC RO VIII
Introduction Training on Crafting of Citizen's Charter (Anti-Red Tape Act of 2007)	March 26, 2009	8	CSC RO VIII/ DILG Biliran Provincial Office
Orientation-Workshop on the New-S.A.L.N. (N-SALN)	March 6, 2009	8	CSC RO VIII
Seminar-Workshop on Management of Electronic Records	July 8-10, 2008	24	National Achieves of the Philippines (NAP)
Orientation-Workshop on the Computerization of the Local Administrative Systems (CLAS for LGUs)	January 17-18, 2008	16	DILG Region VIII
Orientation and Organizational Meeting of Region Eight Association of Bilis Aksyon Partners (REA-BAP)	December 12, 2007	8	CSC RO VIII
Empowerment Program for Committee on Decorum and Investigation (E-CODI) Members	March 29-30, 2006	16	CSC RO VIII
Pre-Retirement Counselling Course	March 2-3, 2004	16	CSC RO VIII
Basic Information Technology Seminar (BITS)	May 28-30, 2002	24	CSC RO VIII

CHARACTER REFERENCES:

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Dir. Rey Albert B. Uy 2. Mrs. Imelda Sacay-Berndt 3. Mrs. Bonita Tariao Arcelo | <ul style="list-style-type: none"> - Director II, Civil Service Commission R.O. No. VIII Western Leyte & Biliran Field Office, Ormoc City - President & Chief Executive Officer (CEO) Sacay - Berndt Financing Corporation / ISBCC Twilight Towers and Stargazing Resort, Ormoc City - Supervising Human Resource Specialist Civil Service Commission Regional Office No. VIII Western Leyte Field Office, Ormoc City |
|---|--|

Certified true and correct informations above:


HENRY T. REGAÑON, MM
 Applicant