

# HENRY TRESPECES REGAÑON

Provincial Address: Concepcion St., Brgy. San Roque (Poblacion) 6566 Biliran, Biliran  
Mobile Numbers: Talk 'n Text - 09304964885, TM - 09358184088  
email add: didibav@yahoo.com

- ✓ 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



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

## PERSONAL INFORMATION:

Birthday	-	September 16, 1969
Birthplace	-	Calubian, Leyte
Nick-name	-	Didi
Height	-	5'7"
Weight	-	52 kls.
Sex	-	Male
Civil Status	-	Single
Religion	-	Roman Catholic
Parents: Father	-	Mr. Julio P. Regañon, Sr.
Mother	-	Mrs. Antonia A. Trespeces-Regañon (Both are deceased)

## EDUCATIONAL ATTAINMENT:

✓ Elementary	-	Biliran Central School, Biliran, Leyte June, 1976 - March 30, 1983 Graduated - <b>4<sup>th</sup> Honorable Mention</b>
✓ Secondary	-	Biliran National Agricultural College, Biliran, Leyte June, 1983 - April 2, 1987 Graduated - <b>Class Valedictorian</b>
✓ Collegiate	-	Biliran National Agricultural College, Biliran, Leyte Bachelor of Science in Agriculture Major: Agricultural Education June, 1987 - March 22, 1991 Graduated - <b>Cum Laude</b>
✓ Post Graduate (Masteral)	-	Palompon Institute of Technology, Palompon, Leyte Masters in Management June, 1998 - March 24, 2000
(Doctoral)	-	Naval State University (NSU) now Biliran Province State University (BiPSU), Naval, Biliran Units in Doctor in Management

## EMPLOYMENT/JOB 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

#### **OTHER DESIGNATIONS:**

- ✓ **Asst. PESO Manager**
- ✓ **Asst. Tourism Officer**
- ✓ **Population Officer (Pop. Com.)**
- ✓ **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** (2017 - August 2019)
- ✓ **Former Payroll Officer**

#### **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 - **4<sup>th</sup> Honorable Mention** (Elementary - BCS)
- 1984 - **MAHARLIKA Academic Achievement Award** (A-Team Scholar)
- 1983-1987 - **FFP Academic Scholar**
- 1984-1987 - Consistent **First Honor Student** (1<sup>st</sup> to 4<sup>th</sup> year High School Class)
- 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)
- 2012 - **Loyalty Award** (LGU-Biliran)



## SEMINARS/TRAININGS/WORKSHOPS/CONFERENCES ATTENDED:

No.	TITLES OF SEMINARS/ TRAININGS/ WORKSHOPS/CONFERENCES ATTENDED	INCLUSIVE DATES OF ATTENDANCE		NUMBER OF TRAINING HOURS	CONDUCTED/ SPONSORED BY	VENUE
		From	To			
1	2019 CONVERSATION with Leaders	10.28.2019	10.29.2019	16	CSCRO VIII	Waterfront Hotel & Casino, Cebu City
2	19 <sup>th</sup> PESO National Congress	10.09.2019	10.11.2019	24	DOLE-BLE PESOMAP, Inc.	SMX Convention Center, Bacolod City
3	National Training on Culture-Based Governance for LGU	08.27.2019	08.29.2019	24	NCCA - PCEP Ormoc City Govt.	Origami Convention Center, Ormoc City
4	Capacity Development Training for PESO Managers of Region VIII	08.08.2019	08.08.2019	8	DOLE RO VIII	Hotel Costa Brava, San Jose, Tacloban City
5	Re-Orientation for PESO Employment Information System (PEIS), PhilJobNet and Job Search Kiosk	06.06.2019	06.06.2019	8	DOLE RO VIII	Hotel Lorenza, Tacloban City
6	Capability Building for Community Workers for Demand Generation and Referrals for the Province of Biliran	05.06.2019	05.06.2019	8	POPCOM RO VIII	@Zero Inn, Naval, Biliran
7	Basic Journalism Training-Workshop	02.27.2019	02.27.2019	8	PIA & PLGU-Biliran	Naval, Biliran
8	2018 PESO Regional Employment Conference cum Year-End Performance Assessment (YEPA)	12.13.2018	12.14.2018	16	DOLE RO VIII	The Oriental Leyte Baras, Palo, Leyte
9	Seminar-Workshop on the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA), Revised July 2018	11.14.2018	11.15.2018	16	CSC RO VIII	Hotel Don Felipe Ormoc City
10	Training on Project Development and Management	11.07.2018	11.09.2018	24	DOLE RO VIII	Tacloban City
11	18 <sup>th</sup> PESO National Congress	10.25.2018	10.27.2018	24	DOLE, BLE, PESOMAP, Inc.	SMX Convention Center, Lanang, Davao City
12	1 <sup>st</sup> Regional Mental Health Summit	10.09.2018	10.10.2018	16	DOH RO VIII	The Leyte Oriental Resort and Hotel Grand Ballroom Baras, Palo, Leyte
13	Cultural Mapping Project: Training of the Local Team	08.06.2018	08.10.2018	40	Nat'l. Comm. For Culture and the Arts (NCCA)	Mun. Conference Hall Biliran, Biliran
14	2018 Visayas-Wide Convergence on Human Resource Management Practitioners	03.22.2018	03.23.2018	16	CSC RO VIII	The Oriental Hotel Baras, Palo, Leyte
15	Training on the Formulation of Local Investment and Incentive Code	03.08.2018	03.09.2018	16	DILG RO VIII	Leyte Park Hotel, Tacloban City
16	Regional Employment and Livelihood Summit	03.07.2018	03.07.2018	8	DOLE RO VIII	Patio Victoria, San Jose, Tacloban City
17	Biliran Provincial Extension Summit	03.06.2018	03.06.2018	8	NSU Extension Services Office	NSU Hostel, Naval, Biliran
18	Orientation on Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA)	11.20.2017	11.21.2017	16	CSC RO VIII	Leyte Academic Center, Pawing, Palo, Leyte
19	Eastern Visayas Regional Congress of Human Resource Management Practitioners	04.04.2017	04.05.2017	16	CSC RO VIII	The Concourse Convention Center, Legaspi City, Albay
20	Local Executives Program	01.28.2017	01.28.2017	8	CSC RO VIII	Sarrossa International Hotel, Cebu City
21	The Basic Approach of a Sound Records Management Program in Government Office	11.21.2016	11.23.2016	24	Government Records Officers Asso. of the Phils., Inc. (GROAP)	Tagaytay Country Hotel, Tagaytay City
22	Regional Seminar on Creating an Enabling Environment for Women Empowerment	06.21.2016	06.23.2016	24	Women Involved In Nation Building, Inc. & City Gov't. of Davao	Waterfront Insular Hotel, Davao City
23	Seminar-Workshop on Human Rights to Water and Sanitation Gender and Development and Basic Water Rights	03.11.2016	03.12.2016	16	NSU main, Ext. Services & GAD Office	NSU Hostel, Naval, Biliran
24	PRIME - HRM CONGRESS	02.01.2016	02.01.2016	8	CSC RO VIII	La Villa Francisco, Diit, Tacloban City
25	5 <sup>th</sup> CSC Visayas Congress on Human Resource Management Practitioners	08.12.2015	08.13.2015	16	CSC ROs - VI, VII & VIII	Bohol Tropics Resort Tagbilaran City
26	Values: Critical Components of Enhanced Performance	04.21.2015	04.24.2015	32	Personnel Officers Association of the Philippines (POAP)	Hotel Veniz Baguio City
27	4 <sup>th</sup> Visayas HR Congress on Human Resource Management Practitioners	11.05.2014	11.07.2014	24	CSC ROs - VI, VII, VIII	City Sports Club Cebu, Cebu City
28	Protection of Internally Displaced Persons in the Context on Natural Disasters	10.02.2014	10.02.2014	8	UNHCR	Balay ni Ingkoy, Biliran, Biliran



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		From	To			
29	Strengthening the Frontliners : An Orientation on Disaster Risk Reduction & Management	08.11.2014	08.11.2014	8	PDRRN, PDRRMO, DILG-Biliran	Naval State University - Hostel, Naval, Biliran
30	Orientation /Training on Procurement Reform Act, RA. 9184 and its Revised IRR as contained in the Latest edition Handbook on Philippine Government Procurement	07.28.2014	07.30.2014	24	DBM, GPPB & REALBO	Sabin Resort Hotel, Ormoc City
31	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	04.10.2014	04.11.2014	16	DBM, GPPB & REALBO	Golden Peak Hotel and Suites, Cebu City
32	Seminar Workshop on Crafting a Strategic Performance Management System and Human Resource Plan (SWOC SPMS HRP)	08.28.2012	08.29.2012	16	CSC RO VIII	Pongos Hotel, Ormoc City
33	3 <sup>rd</sup> Eastern Visayas Regional Congress of Human Resource Management Practitioners (EVRCH-RMP)	06.14.2012	06.15.2012	16	CSC RO VIII	The Oriental Hotel - Leyte, Palo, Leyte
34	Orientation Workshop on Statement of Assets, Liabilities and Networth (SALN)	02.22.2012	02.22.2012	8	CSC RO VIII	Pongos Hotel, Ormoc City
35	3 <sup>rd</sup> Eastern Visayas Regional Congress of Bilis Aksyon Partners	09.15.2011	09.16.2011	16	CSC RO VIII	Patio Victoria, San Jose, Tacloban City
36	Competency -Based Training I for Human Resource Management Practitioners (CBT1 for HRMPs) Component 3	08.01.2011	08.02.2011	16	CSC RO VIII	Ormoc Villa Hotel, Ormoc City
37	Leave Administration Course for Effectiveness (LACE)	03.01.2011	03.02.2011	16	CSC RO VIII	Pongos Hotel, Ormoc City
38	3 <sup>rd</sup> Visayas Convention of the Council of Administrative, Personnel and Human Resource Management Officers	04.27.2010	04.29.2010	24	CSC RO VIII	Crown Regency Residences, Cebu City
39	Orientation-Workshop on Performance Management - Office Performance Evaluation System (PMS-OPES) Phase I & II	03.01.2010	03.02.2010	16	CSC RO VIII	Marvin's Seaside Inn, Naval, Biliran
40	Eastern Visayas Regional Congress of Bilis Aksyon Partners	09.02.2009	09.03.2009	16	CSC RO VIII	Multi-Purpose Hall, DPWH, Palo, Leyte
41	Introduction Training on Crafting of Citizen's Charter (Anti-Red Tape Act of 2007)	03.26.2009	03.26.2009	8	CSC RO VIII/ DILG Biliran Provincial Office	Marvin's Seaside Inn, Naval, Biliran
42	Orientation-Workshop on the New-Statement of Assets, Liabilities and Networth (N-SALN)	03.06.2009	03.06.2009	8	CSC RO VIII	Marvin's Seaside Inn, Naval, Biliran
43	Seminar-Workshop on Management of Electronic Records	07.08.2008	07.10.2008	24	National Achieves of the Philippines (NAP)	Behold Tropics Resort, Tagbilaran City
44	Orientation-Workshop on the Computerization of the Local Administrative Systems (CLAS for LGUs)	01.17.2008	01.18.2008	16	DILG Region VIII	Hotel Alejandro, Tacloban City
45	Orientation and Organizational Meeting of Region Eight Association of Bilis Aksyon Partners (REA-BAP)	12.12.2007	12.12.2007	8	CSC RO VIII	Ritz Tower de Leyte, Tacloban City
46	Empowerment Program for Committee on Decorum and Investigation (E-CODI) Members	03.29.2006	03.30.2006	16	CSC RO VIII	Ritz Tower de Leyte, Tacloban City
47	Pre-Retirement Counselling Course	03.02.2004	03.03.2004	16	CSC RO VIII	Ritz Tower de Leyte, Tacloban City
48	Basic Information Technology Seminar (BITS)	05.28.2002	05.30.2002	24	CSC RO VIII	Andaya Building, NIT, Naval, Biliran

#### **CHARACTER REFERENCES:**

- 1. Dir. Rey Albert B. Uy**  
- Director II, Civil Service Commission R.O. No. VIII  
Western Leyte Field Office, Ormoc City
- 2. Mrs. Imelda Sacay-Berndt**  
- President & Chief Executive Officer (CEO)  
Sacay - Berndt Financing Corporation / ISBCC  
Twilight Towers and Stargazing Resort, Ormoc City
- 3. Mrs. Bonita Tariao Arcelo**  
- 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