



# Hope Madelane N. Tabing

## Instructor

A graduate of BS Psychology now working as a college instructor for six months teaching Life and Works of Rizal during the second semester of AY 2021-2022 in the Department of Liberal Arts and Behavioral Sciences of the Visayas State University- Main Campus.

## Contact

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## Education

2021 (1L 1st semester)  
**Juris Doctor Non-Thesis**  
University of Cebu - School of Law

2015  
**Bachelors of Science in Psychology**  
University of San Carlos - Cebu City

2011  
**Secondary**  
Visayas State University - Laboratory High School

## Expertise

- Counseling
- Compensation & benefits
- Training organizer

## Language

English

Filipino

## Experience

### February 2021- June 2021

Visayas State University

#### Part-time Instructor

- Select textbook and other resources (other than learning guide)
- Prepare class presentations, and activities (Learning Task/ Assessment)
- Create a learning environment that encourages students participation, mostly open class discussions
- Evaluate students' performances
- Prepares major exams (midterms & finals) to assess students learning
- Prepares grade sheets as records of students' performance
- Submits course grades to the registrar

### 2017 - 2021

Aventus Medical Care Inc

#### Human Resource Assistant/ Admin

- In charge in recruitment process (sourcing, interview, hiring procedures, and exit)
- On-call sourcing; looks for on call or relievers for both clinic and mobile
- Facilitates various concerns of Cebu employees regarding payroll and employee benefits
- Maintain records and files of employees and medical relievers
- Assist on some administrative work; sanitary permit, business permit

### 2016-2017

Intisari Mulia International Inc.

#### Human Resource Assistant/ Generalist

- Administers pre-employment test for aspiring applicants
- Manages 201 profile of employees
- Process payroll for 8 branches of the company (usually done every five days; 5th, 10th, 15th, 20th, 25th, 30th)
- Acts as liaison officer for government agency as Social Security System (processes employee loans, sickness, and maternity benefits)
- Makes report for government agencies contributions (monthly): PhilHealth, SSS, and Pag-Ibig
- Processes exit requirements, documents, and last pay of employees

## Reference

### Maureen M. Licyayo

Regional Manager/ Aventus Medical Care Inc.

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