



**MA. RIZALINA S.
BUGAOISAN**

**Applicant for
Administrative Officer III**

✉ shannengemini@gmail.com
☎ 09776900572
📍 San Jose Callejon, Brgy. 01,
Salug, Catbalogan City, Samar
6700

EDUCATION

LEYTE NORMAL UNIVERSITY
Tacloban City, Leyte
Doctor of Management (DM) major in
Human Resource Management
(Expected graduation May 2021)

SAMAR STATE UNIVERSITY
Catbalogan City, Samar
Masters in Public Management
(March 2010)

SACRED HEART COLLEGE
Catbalogan City, Samar
Bachelor of Arts (General)
(March 1995)

ADDITIONAL SKILLS

- Good communication skills both in written and verbal.
- Confidently speak in public, to groups, or via electronic media.
- Proficiency in graphic design and layout.
- Well-versed on MS Office programs, Photoshop and others.

ELIGIBILITY

Career Service Professional

CAREER OBJECTIVE

Hard-working and technically skilled with extensive HR, Records and Admin background for 13 years and 5 years of work experience in leadership and management. Aiming to leverage a proven knowledge of operating policies and procedures, personnel training and development, and productivity and performance management skills to successfully fill any position at your agency. Frequently praises as efficient by my peers, I can be relied upon to help your agency achieve its goals.

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE OFFICER IV
*Samar State University Mercedes Campus,
Catbalogan City, Samar*
February 2014 – June 2019

- Directs and supervise the General Services Unit of the Campus.
- Supervises and coordinates the personnel management, general services and other routine office activities.
- Implements administrative policies and promote better employees relation.
- Prepares office orders, circulars and memorandum for the proper guidance of employees of the Campus.
- Conducts administrative investigation and recommends appropriate disciplinary action against erring employees.
- Supervises the preparation of office communications and reports of the different administrative units of the Campus.
- Supervises the operation of the Campus facilities.
- Check and signs certifications, service records, leave applications requested by the personnel.

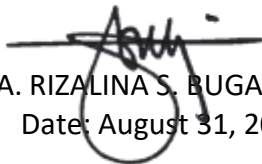
REFERENCES

EVELYN D. ABAIGAR, HRMO III, SAMAR STATE UNIVERSITY
09776921541 – Former Supervisor / Professional Mentor

SHIRLEEN GRACE A. BRILLANTES, QA FOCAL PERSON /
INSTRUCTOR I, SAMAR STATE UNIVERSITY MERCEDES CAMPUS
09177145364 – Professional Friend

MARILYN D. CARDOSO, Ph.D., UNIVERSITY PRESIDENT, SAMAR
STATE UNIVERSITY
09173221297 – Former Supervisor/ Professional Mentor

I hereby clarify that information provided above is true to my belief and knowledge.


MA. RIZALINA S. BUGAOISAN
Date: August 31, 2020