

ROSARIO “rose” INTANTO DONOR
BRGY. BAYOG, ORMOC CITY, 6541, LEYTE
CELL. 0948-246-6096 & 0993-630-8164
email add.: rosedonor2021@gmail.com



Office Personnel with 11+ years of experience handling payroll job and making routine office tasks as efficient as possible. Aiming to leverage my work experience and abilities at your office. Possess a BSAB degree.

EXPERIENCES

Duration: DECEMBER 01, 2021 –Present
Position: INSPECTION & ACCEPTANCE REPORT (IAR) IN CHARGE
Name of Office/Unit: CGSO Records & Supply Section
Immediate Supervisor: MARJUN A. ARGUILLES
Name of Agency/Organization and Location: City Government Services Office
Aunubing Street, Ormoc City

Summary of Actual Duties:

- Responsible for the encoding of Inspection and Acceptance Report (IAR) for delivered supplies and materials [IAR] per approved Purchase orders.
- Record [IAR] and Signature by the inspector and End-user and submit to in-charge in the processing to Accounting Office.
- Record Approved Requisition and Issue Slip [RIS] on Oils & Lubricants, Supplies and Materials.
- Filing of Delivered/Audited Purchase Orders.
- Photocopy of various documents.

Duration: January 01, 2021 – November 30, 2021
Position: Administrative Officer
Name of Office/Unit: AGAJRPO CONSTRUCTION SUPPLIES & WHOLESALE
Immediate Supervisor: IRA VANIZ P. LUBIANO
Location: Barangay Sumangga, Ormoc City

Duration: August 01, 2017 – December 31, 2021
Position: ADMINISTRATIVE OFFICER
Name of Office/Unit: EARLY SEVEN INDUSTRIAL & AGRICULTURAL CORPORATION
Immediate Supervisor: ROSALINDA Z. ZAMORA
Location: Lopez Jaena St., Ormoc City

Duration: April 09, 2011 – July 31, 2017
Position: ADMINISTRATIVE OFFICER
Name of Office/Unit: EARLY SEVEN MARKETING
Immediate Supervisor: ROSALINDA Z. ZAMORA
Location: Lopez Jaena St., Ormoc City

[Note: Different Company Name but Same Company Owner – AGAPITO C. PONGOS, JR]

Summary of Actual Duties:

- Answer telephone calls, respond to queries, and reply to emails.
- Prepare expense reports and office budgets regarding weekly payroll.
- Manage office supplies and order new supplies as needed.

- Systematically file important company documents.
- Forward all correspondence, such as letters and packages, to appropriate party.
- Schedule meetings for sugarcane workers.
- Hire maintenance vendors to repair or replace damaged office equipment.
- Assist the HR department with job postings.
- Collect and verify employee data, compute wages, and ensure employees receive correct payment.
- Assist and support sales and marketing teams to maximize revenues.
- Answer co-employee questions regarding administrative matters and redirect as necessary to the appropriate party.
- Operate copy equipment, laminating machine, printers or other equipment necessary.
- Performs other duties as required or assigned.

Duration: January 01, 2009 – March 31, 2011
 Position: Barangay Treasurer
 Name of Office/Unit: BARANGAY BAYOG HALL, ORMOC CITY
 Immediate Supervisor: SAMUEL T. PERALES, SR.
 Location: Barangay Bayog, Ormoc City

Summary of Actual Duties:

- Keep custody of barangay funds and properties.
- Collect and issue official receipts for taxes, fees, contributions, monies, materials and all other resources and deposit the same in the account of the barangay.
- Disburse funds in accordance with the financial procedures provided in the Local Government Code.
- Submit to the Punong Barangay a statement covering the actual and estimates of income and expenditures.
- Render written accounting report of all barangay funds and property.
- Certify as to the availability of funds whenever necessary.
- Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

Duration: June 01, 2008 – December 31, 2008
 Position: Barangay Secretary
 Name of Office/Unit: BARANGAY BAYOG HALL, ORMOC CITY
 Immediate Supervisor: SAMUEL T. PERALES, SR.
 Location: Barangay Bayog, Ormoc City

Summary of Actual Duties:

- Keep custody of all records of the sangguniang barangay and the barangay assembly meetings.
- Prepare and keep the minutes of all meetings of the sangguniang barangay and the barangay assembly.
- Prepare a list of members of the barangay assembly, and have the same posted in conspicuous places within the barangay.
- Prepare and keep the minutes of all meetings of the sangguniang barangay and the barangay assembly.
- Keep an updated record of all inhabitants of the barangay containing the following items of information: name, address, place and date of birth, sex civil status, citizenship, occupation, and such other items of information as may be prescribed by law or ordinances.
- Submit a report on the actual number of barangay residents as often as may be required by the sangguniang barangay.
- Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

EDUCATION

COLLEGE	VISAYAS STATE UNIVERSITY VISCA, BAYBAY, LEYTE BACHELOR OF SCIENCE IN AGRIBUSINESS MAJOR IN BUSINESS MANAGEMENT
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ELIGIBILITIES

CAREER SERVICE SUB-PROFESSIONAL
Ormoc City National High School
February 14, 1999
80.85 %

CAREER SERVICE PROFESSIONAL
Ormoc City National High School
July 15, 2001
80.81%

SEMINARS ATTENDED

- ❖ COMPUTER SYSTEM SERVICING NC II
May 17, 2022 – August 23, 2022
ACLC COLLEGE OF ORMOC
- ❖ SSS IN-DEPTH SEMINAR
(A 3 Day Intensive Training on SSS Policies & Programs)
Nov. 22-24, 2016
Sutuwaki Restaurant, Imelda Avenue, Ormoc City
- ❖ MULTI-STAKEHOLDERS FORUM ON LAND GRABBING
AND AGRO-INVESTMENTS
Feb. 22, 2011
ISRDSW, VSU, BAYBAY, LEYTE
- ❖ TRAINING OF TRAINERS ON BARANGAY MANGEMENT
INFORMATION SYSYTEM (BMIS)
APRIL 20-21, 2010
VSU, BAYBAY, LEYTE
- ❖ 3 DAY COMPUTER TRAINING ON BASIC OFFICE APPLICATION
FOR BARANGAY OFFICIALS
MARCH 10-12, 2010
COMPUTER LEARNING CENTER, ORMOC CITY
- ❖ BARANGAY FINANCE ADMINISTRATION SEMINAR
(BARANGAY NEO PROGRAM)
MARCH 19-21, 2009
BAYBAYON NI AGALON, ALBUERA, LEYTE
- ❖ CAPABILITY BUILDING SEMINAR
FEB. 17, 2009
PONGOS HOTEL, ORMOC CITY