

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word *Present*, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: April 16, 2018 – February 29, 2024
- Position: Plant Manager
- Name of Office/Unit: Management
- Immediate Supervisor: Sophia Noreene A. Oñate
- Name of Agency/Organization and Location: DBSN Farms Agriventures Corp. Brgy. Antipolo, Albuera, Leyte
- Summary of Actual Duties
- Oversee all daily operations of the plant from production and manufacturing to ensuring policies and procedures are followed.
- Develop processes that will maximize stewardship, safety, quality and productivity.
- Planning, organizing, directing and running optimum day-to-day operations to exceed our customers' expectations
- Increasing production, assets capacity and flexibility while minimizing unnecessary costs and maintaining current quality standards
- Allocate resources effectively and fully utilize assets to produce optimal results
- Implement strategies in alignment with strategic initiatives and provide a clear sense of direction and focus
- Monitor operations and trigger corrective actions
- Share a trusting relationship with workgroup and recruit, manage and develop plant staff
- Collect and analyze data to find places of waste or overtime
- Commit to plant safety procedures
- Develop systems and processes that track and optimize productivity and standards, metrics and performance targets to ensure effective return on assets
- Address employees' issues or grievances and administer collective bargaining agreements
- Influence and learn from below
- Stay up to date with latest production management best practices and concepts

- Duration: January 2016 – March 2017 and March 2017 – April 15, 2018
- Position: Assistant Operation Manager and Operations Manager
- Name of Office/Unit: Operations
- Immediate Supervisor: Bernardo L. Cortes
- Name of Agency/Organization and Location: DBSN Farms Agriventures Corp. Brgy, Antipolo, Albueva, Leyte

- Summary of Actual Duties
- Works closely with supervisors and maintenance staff to plan work, set targets and make sure the finished products meet with quality standards.
- Make sure that the organizations is running well as it possibly can, with a smooth efficient service that meets the expectations and needs of customers and clients.
- Provide feedback to the team regarding the success of the project
- Organize, coordinate and have general oversight of all workshop staff and activities.
- Oversee overall management , planning and controls of daily work activities
- Provides daily report to the management on all operational activities.
- Continually work towards excellence
- Contribute to short and long term organizational planning and strategy.
- Assist with HR on policy and procedure creation, implementation and review.
- Work with other senior team on issues of risk management.

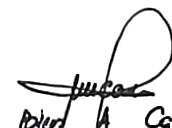
- Duration: June 2014 – June 2015
 - Position: QC - Line
 - Name of Office/Unit: Quality Assurance Department
 - Immediate Supervisor: Margarita Frasco
 - Name of Agency/Organization and Location: Titay's Rosquillos and Delicacies/Poblacion Lilo-an, Cebu
- Oversees the efficiency of the flow of the products along the production line from mixing to packing through strictly monitoring of the QCPs and CCPs of the product.
- Duration: April 2011 – September 2012
 - Position: QC – Line Meat Department
 - Name of Office/Unit: Quality Assurance Department
 - Immediate Supervisor: Johnna Grace M. Gallarde
 - Name of Agency/Organization and Location: Sunpride Foods Inc./ Brgy. Paknaan, Mandaue City, Cebu
- Responsible for assuring quality of the product while still on process at the meat department through strictly monitoring of QCPs and CCPs of the product.
- Provide independent oversight of processes, verifying compliance to company standards and policies, and effectively communicating when there are deviations from standards or processes ,
 - Monitor HACCP critical control points
 - Assist in training employees on food safety, company processes and FDA Good Manufacturing Practices,
 - Conduct research on Quality Assurance issues and deliver reports on research to management.
 - Perform process checks throughout the production, packaging, sanitation and warehousing functions of the company, including pre-operational checks, sanitation verification, label checks, net weight checks, package integrity checks and organoleptic checks.

- Duration: September 2012 – June 2014
- Position: Meat Production Line Supervisor
- Name of Office/Unit: Meat Department
- Immediate Supervisor: Concesa Quiapo
- Name of Agency/Organization and Location: Sunpride Foods Inc./ Brgy. Paknaan, Mandaue City, Cebu
- Area handled: Filling, Mixing, Stuffing, Chiller, Smokehouse and Cooking.
- Responsible for all aspects of the operation for the assigned areas including production, HACCP, health and safety and upholding Company policy and procedures.
- Responsible for a single task, such as quality control, or an entire assembly line process.
- Managing and improving production processes to enhance product quality and maximize efficiency.
- Identifying problems or bottlenecks in the production processes.
- Directly supervising hourly production.
- Tracking staff absenteeism and time-keeping.
- Ensuring the safest working environment possible for staff.
- Planning, assigning, and directing production work.
- Addressing employee complaints and resolving any problems.
- Actively working to eliminate hazards that may cause injury.
- Organizing and prioritizing production needs.
- Carrying out accident investigations.
- Making sure that products are to the highest grade and production standards.
- Creating an environment that is conducive to teamwork.
- Responsible for supervising the line employees' work quality, productivity and attendance.
- Responsible for maintaining a full roster ensuring that all line positions are manned and operated.
- In the event that an employee is absent the line supervisor must have a contingency plan in place for ensuring shift coverage. In many situations the line supervisor will cover the vacant position.
- Making sure that the line operates without incident or down time.
- Responsible for implementing all new procedures and processes required and implemented by management in relation to line operations.
- Required to assist in all process improvement projects and line enhancements that are completed by management.
- In the absence of the Meat Department Head, approved the HRD forms within

the area of responsibility.

- Provide continual leadership and guidance to team members for the purpose of increasing their effectiveness and establishing good working relationship.
 - Duration: June 2009 – October 2010
 - Position: Quality Assurance Inspector (Canning and Packaging Department)
 - Name of Office/Unit: Quality Assurance Department
 - Immediate Supervisor: Perlita Saragena
 - Name of Agency/Organization and Location: Virginia Foods Inc./ Compostela, Cebu
- Quality Assurance-Inspector at Cannery Section
 - Responsible for assuring quality of the product while still on the process at the labelling section of the canning section.
 - Responsible for assuring quality of the tin can used and the product while still on the process at the seaming section. Responsible also for the assuring quality of the weight of the product at the filing section.
 - Quality Assurance-Inspector at Packaging Section
 - Responsible for assuring quality of the finished product prior to packing and the quality of the packaging material used.
 - Responsible for checking the quality of the products prior for delivery and transport to cold storage.

Attachment to CS Form No. 212


Rodante A. Cabellero
(Signature over Printed Name
of Employee/Applicant)

Date: 9/13/2024