

ROSARIO “ rose” INTANTO DONOR
BRGY. BAYOG, ORMOC CITY, 6541, LEYTE
CELL. 09482466096
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

January 01, 2021 – November 30, 2021 AGAJRPO CONSTRUCTION SUPPLIES & WHOLESALE
Administrative Officer

August 01, 2017 – December 31, 2021 EARLY SEVEN INDUSTRIAL & AGRICULTURAL CORPORATION
Administrative Officer

April 09, 2011 – July 31, 2017 EARLY SEVEN MARKETING
Administrative Officer

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

- Answer telephone calls, respond to queries, and reply to emails.
- Prepare expense reports and office budgets.
- 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 and book conference rooms.
- Hire maintenance vendors to repair or replace damaged office equipment.
- Assist the HR department with job postings and interviews.
- Update office policies as needed
- Collect and verify employee data, compute wages, and ensure employees receive correct payment.
- Assist and support sales and marketing teams to maximize revenues.
- Build customer relationships.
- Assist and support accounts department in financial operations.
- Ensure timely completion of financial and other administrative audits.
- 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.

January 01, 2009 – March 31, 2011 BARANGAY BAYOG HALL, ORMOC CITY
Barangay Treasurer

- 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.

- 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

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

- ❖ SSS IN-DEPTH SEMINAR
(A 3 Day Intensive Training on SSS Policies & Programs)
Sutuwaki Restaurant, Imelda Avenue, Ormoc City
Nov. 22-24, 2016
- ❖ MULTI-STAKEHOLDERS FORUM ON LAND GRABBING
AND AGRO-INVESTMENTS
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

REFERENCES

EUFRACIA T. DEDIOS
UNIFARM MANAGER
Lopez Jaena Street, Ormoc City
Cellphone no. 09238799935

HON. NICANOR CASUNGGAY
Barangay Captain
Barangay Sabang Bao, Ormoc City
Cellphone no. 09462914471