



ARIEL C. MORILLA

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9187377075 

San Vicente, Ormoc City 

OBJECTIVE

An experienced Human Resource Practitioner with four years experience in Administrative works seeking for any administrative positions with strong interest to help develop administrative services in the University and at the same time make sure that all tasks are done effectively and efficiently.

EDUCATION

Juris Doctor

2019

Saint Paul School of Professional Studies

Bachelor of Secondary Education - Mathematics

2014-2018

Eastern Visayas State University

High School

2008-2014

Ipil National High School

Elementary

2002-2008

Manlawaan Elementary School

REFERENCE

Catherine R. Abadines - "Local Government Unit- Tabango"

Municipal Budget Officer

Catherineabadines@gmail.com

09190093481

SKILLS

• Communication Skills • Costumer Service Skills • Critical Thinking • Problem-Solving • Leadership • Management • Interpersonal • Time Management

EXPERIENCE

Human Resource Management Office Staff

2019 - 2021

Local Government Unit- Tabango

TASKS

- Prepare appointments for newly hired permanent employees in accordance to the ORA-OHRA and contracts for COS and Job Order.
- Participate in the screening and selection of applicants
- Make Annual reports like IGHRs
- Monitor Daily Time Record of employeea
- Keep HR documents and Records
- Other-related HR functions

Mary Doreen M. Caballero - "Local Government Unit- Tabango"

Municipal Civil Registrar/ OIC- MSWDO
Rodneemariemendoza@gmail.com
09998891927

Ma. Flor M. Pastor - "Local Government Unit- Tabango"

Social Welfare Officer I
09077669289

Gender And Development Focal Person

2019 - 2022

Local Government Unit -Tabango

TASKS

- Gather Projects, Programs and Activities from all frontline offices for the formulation of GAD Plan
- Gather statistical data as basis of the interventions of the identified Gender-issues and mandates
- Make sure all activities in the plan are gender-responsive
- Prepare Accomplishment Report of the implemented PPAs
- Monitor the implementation of the proposed activities in the plan

Municipal Area Coordinator

2021 - 2022

Local Government Unit- Tabango

TASKS

- Supervise the fieldwork staff
- Monitor/Audit reports and endorse to the Regional Office for approval
- Monitor monthly progress of the Projects
- Conducts capability building activities for community volunteers.

LANGUAGES

English Filipino Cebuano

INTERESTS

Watching Documentaries

Music

Law

Politics & Governance