

JULIUS CESAR L. DE LA CERNA

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PROFESSIONAL SUMMARY

Attentive and communicative human resource management officer with 9 years of experience. Experienced in managing human resources, records, compensation and benefits, and employee relations. Enhanced customer service by immediate follow-ups, proactively addressing service issues to avert future complications.

WORK EXPERIENCE

MARCH 2015 – PRESENT

HUMAN RESOURCE MANAGEMENT OFFICER II

Recruitment, Selection, & Placement of Personnel (Administer/manage vacancies, interviews, board meetings and appointment papers for recruitment, selection, and placement of personnel)

- Conduct initial evaluation and selection line up of applicant
- Conducted and facilitate interviews and board meetings

Personnel Action (Act on Personnel Action papers and movement of employees)

- Appointment papers processed papers for promotion
- Facilitate retiring teachers on their documents
- Facilitate teachers on their concerns
- Orient new employees
- Recommend personnel policies

Salary Administration and Personnel Records (Administer/manage salary, monetary benefits and records of personnel)

- Update records of employees
- Process salaries of employees
- Prepare and Issue Service record and other records
- Process Application for Leave of employees
- Requests update of records of employees to other connected offices (PAGIBIG, GSIS, PhilHealth)

Benefits Administration

- Accrual of Leaves
- Verifying loan applications
- Process monetary claims of teachers

Personnel Information System (Update and maintain Personnel Information System)**Technical Assistance (Provide technical assistance)**

- School visit to discuss teachers welfare
- School visit to get and answer concerns of teachers

Perform other duties being assigned by the office

- Facilitate activities of the Bids and Awards Committee Secretariat
- Agency Authorized Officer (AAO)

**FEBRUARY 7, 2011 – JULY 31, 2011
FARM SUPERVISOR (PIGGERY FARM)**

- Supervise the overall operation of the farm

EDUCATION**2020-2022****COLLEGE OF MAASIN****MASTERS IN PUBLIC ADMINISTRATION
GRADUATE****2002-2004****SOUTH WESTERN UNIVERSITY****BACHELOR OF SCIENCE IN CIVIL ENGINEERING
UNDERGRADUATE – 4TH YEAR****1994-1998****ASIAN DEVELOPMENT FOUNDATION COLLEGE****BACHELOR OF SCIENCE IN COMPUTER SCIENCE
GRADUATE**

1990-1994

FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION

HIGH SCHOOL

GRADUATE

1984-1990

PALO I CENTRAL SCHOOL

ELEMENTARY

GRADUATE

SKILLS

- Organizational Skill
- Employee Selection and Development
- Recruitment and Onboarding
- Compensation and Benefits Administration
- Workforce Improvement
- Employee Relation
- Conflict Resolution
- Payroll coordination

CERTIFICATIONS

- Visayas Congress of Human Resource Management Practitioners
- Strategic Human Resource Management
- Seminar-Workshop on PRIME-HRM Maturity Level 2
- RSP Capability Building for HRMPSB
- Write shop on the completion of the Department of Education Human Resource Rule Book
- Workshop for Regional and Division Bids and Awards Committee (BACs) and BAC Secretariats on RA 9184 and its Revised IRR
- Basic Customer Service Skills

AWARDS

- Regional Office, HRMO With High Outstanding Performance CY 2021
- Regional Office, Top 1 in Submission of HR-Related Reports for CY 2021-2022
- Regional Office, Outstanding Non-Teaching Personnel (Level II) 2020
- Regional Office, Outstanding Division Human Resource Management Officer 2019
- School Division Office, Outstanding Non-Teaching Personnel Level II 2020
- School Division Office, Outstanding Non-Teaching Personnel 2016

ACTIVITIES

- Implemented an innovation, Project SeNAG (Serbisyong Nagpapahalaga sa mga Guro), on the delivery of service.
- Conducted research on the effectiveness of the service delivery of the Human Resource Unit.
- Implemented Project SPIHRM (Streamlined Processes in Human Resource Management)
- Implemented Project STAR (Strategic, Transparent, and Accessible Recruitment)
- Headed the team for the PRIME HRM Maturity Level II Compliance
- Headed the team for the implementation of Payroll Services Unit (The first Schools Division Office to implement a payroll services unit)