



CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that **MS. MA. RIZALINA S. BUGAOISAN** has the following actual Human Resource Management duties and responsibilities during her employment in the Samar State University, to wit:

Position : Administrative Officer IV
Duration : February 4, 2014 – June 31, 2019

1. Implements administrative policies in conformity with CSC, DBM, CHED, COA and other regulating bodies and promotes better employees' relation;
2. Conducts administrative investigation and recommends appropriate disciplinary action against erring employees;
3. Responsible for the management of the recruitment and selection process in coordination with the University HRMO; assist the University HRMO in crafting the Succession Planning and Career Development of the personnel through consultation and action planning;
4. Facilitate the training needs of personnel for inclusion to the University's professional development plan and coordinate with the University HRMO for implementation of the Learning and Development of the Campus; and
5. Provides assistance in the management of the Campus' programs and activities and performs other related functions.

Position : Administrative Officer II (HRMO I)
Duration : June 1, 2009 – February 3, 2014

1. Provides administrative assistance/support to the immediate supervisor in performing recruitment, selection, job placement employees' assistance service, job socialization of employees, coordination/preparation of the pre-employment documents such as medical certificates, NBI clearance, certificate of training, position description form and others which will become part of the permanent 201 file of the new employee;
2. Provides administrative assistance/support to the Personnel Selection Board being designated as PSB Secretariat for the recruitment and selection of plantilla personnel and contract of service job order personnel. Prepares the PSB documents (i.e. PSB Memo, PSB minutes of the meeting, RAI, Appointment paper, Matrix of shortlisted applicants, photocopying of application documents, coordination with the applicants, administration of written examination);
3. Prepares Administrative/Travel Orders, Certifications, Official notices, and other documents needed by the personnel in carrying out their functions; and



SAMAR STATE UNIVERSITY
Arteche Blvd., Catbalogan City, Philippines 6700
Office of the Human Resource Management



4. Follow thru with all divisions/units submission of necessary HR / Personnel documents due for submission in compliance with CSC, DBM, COA, Philhealth and Pag-ibig rules and regulations.

Position : Administrative Assistant II (HRMA)
Duration : September 16, 2005 – May 31, 2009

1. Supports human resources processes by administering tests, scheduling appointments, conducting orientation, maintaining records and information.
2. Provides payroll information by collecting the Daily Time Record of the employees and generate reports Accounting Office, COA and CSC.
3. Submits employee data reports by assembling, preparing, and analyzing data for submission to CHED, DBM, and other agencies needing it.
4. Maintains employee information by entering and updating employment and status-change data in the Service Record.
5. Provides secretarial support by entering, formatting, and printing information.
6. Answers the telephone, relays messages, make correspondence and maintains equipment and supplies.
7. Maintains employee confidence and protects operations by keeping human resource information confidential.
8. Maintains quality service by following organization standards.

This certification is issued upon request of Ms. Bugaoisan as an additional attachment for HRMO position employment.

Given this 13th day of December 2019 at Samar State University, Catbalogan City, Samar.


EVELYN D. ABAIGAR
OIC-Chief Administrative Officer/HRMO III