



U.S. Department of State

OMB APPROVAL NO. 1405-0189
EXPIRES: 5/31/2019
ESTIMATED BURDEN: 1 Hour**APPLICATION FOR EMPLOYMENT AS A
LOCALLY EMPLOYED STAFF OR FAMILY MEMBER***(This application is for positions recruited by the U. S. Mission under the
Office of Overseas Employment's Interagency Local Employment Recruitment Policy)*

POSITION	
1. Position Title HUMAN RESOURCES ASSISTANT	2. Grade FSN-08
3. Vacancy Announcement Number V-16-075	4. Date Available for Work (mm-dd-yyyy) 01-01-2017
PERSONAL INFORMATION	
5. Last Name(s)/Surnames ARGUEZA	First Name MA. ELLAINE
Middle Name QUILANTANG	
6. Other Names Used LEN-LEN, ELLAY	
7. Current Address FLAT 805, PINK BUILDING 8, THE GARDENS, JEBEL ALI, DUBAI, UNITED ARAB EMIRATES	8. Phone Numbers Day +971 4 881 4000 Evening +971 55 502 5828 Mobile +971 56 892 8231
9. E-mail Address menquilantang@yahoo.com	
10. Are you a U.S. Citizen? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
11. Do you have permanent U.S. Resident status (green card)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide number. NA	
12a. U.S. Social Security Number (for U.S. Citizens/Permanent U.S. Residents) NA and/or 12b. Country Identification Number NA	
13. Are you legally eligible to work in this country? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, Mission HR may require verification of eligibility. Please attach copies of all documentation that confirms your legal eligibility to work in this country (e.g., work permit, residency permit).	
14. If you are applying for a position that includes driving a U.S. Government vehicle, do you have a current and valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable If yes, Class/Type of License NA If yes, have you operated a vehicle without incident for the past three years? <input type="checkbox"/> Yes <input type="checkbox"/> No	

MA. ELLAINE QUILANTANG-ARGUEZA
Human Resources Assistant
Announcement Number V-16-075

13. CONFIRMATION OF ELIGIBILITY

Emirates ID

ILARE0749934073784198252798768
8202154F1809141PHL<<<<<<<<<9
ARGUEZA<<MA<ELLAIN<QUILANTANG

Jebel Ali Free Zone Authority (JAFZA) Company Employment Card



Residence Permit



15. What days are you available to work as part of a regularly scheduled work week? <i>(Check all that apply.)</i> <input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday				
16. Do any of your relatives or members of your household work for the United States Government? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
If yes, provide the details below. If you need more space, use an additional sheet of paper. <i>(See Instructions for Completing the DS-174 for the definition of relatives and members of household.)</i>				
Name	Relationship	Agency, Position, and Location		
NA				

U.S. CITIZEN ELIGIBLE FAMILY MEMBER (USEFM) AND U.S. VETERANS HIRING PREFERENCE

17. Are you claiming preference in hiring under U.S. law and policy based upon your status as either a U.S. Citizen Eligible Family Member (USEFM) or U. S. Veteran? See Instructions for Completing the DS-174 for additional information about the USEFM and U.S. Veterans hiring preference. <i>(Check only one.)</i> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> U.S. Citizen EFM. <input type="checkbox"/> U.S. Citizen EFM and also a U.S. Veteran. </div> <div> <input type="checkbox"/> U.S. Veteran. <input checked="" type="checkbox"/> Neither a U.S. Citizen EFM, nor a U.S. Veteran. </div> </div>				
Have you invoked this preference for a prior position at this post/Mission? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <div style="display: flex; justify-content: space-between;"> <div>NA</div> <div>NA</div> </div>				
If yes, which agency? _____ Date (mm-dd-yyyy) _____				
If claiming eligibility for U.S. Veteran preference, you must attach a copy of your most recent DD-214, Certificate of Release or Discharge from Active Duty. If claiming conditional eligibility for U.S. Veterans preference, you must submit proof of conditional eligibility.				

EDUCATION				
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18. Graduate School Name of School, City, State or Country NA	Dates Attended <i>(mm-yyyy)</i> From _____ To _____	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree/Diploma	Major Subject
Undergraduate College/University Name of School, City, State or Country UNIVERSITY OF THE PHILIPPINES VISAYAS (MIAGAO CAMPUS) MIAGAO, ILOILO, PHILIPPINES 5023	Dates Attended <i>(mm-yyyy)</i> From 06-1999 To 04-2003	Did you graduate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Degree/Diploma BACHELOR OF ARTS	Major Subject MAJOR: PSYCHOLOGY MINOR: BUSINESS MANAGEMENT
High School/GED or Country Equivalent Name of School, City, State or Country NA	Dates Attended <i>(mm-yyyy)</i> From _____ To _____	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, highest grade level completed.	
Other, e.g Technical/Vocational School Name of School, City, State or Country NA	Dates Attended <i>(mm-yyyy)</i> From _____ To _____	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate/Diploma	Major Subject

LANGUAGES

19. List your languages, the appropriate competency levels, and your primary/first spoken/native language using the language standards below. You may only identify one primary/first spoken/native language.

Language Indicators

- Level I** Basic Knowledge
Level II Limited Knowledge
Level III Good Working Knowledge
Level IV Fluent
Level V Professional Translator/Interpreter

Language Level To:	Speak	Read	Write
Primary - KARAY-A	IV	IV	IV
HILIGAYNON	IV	IV	IV
TAGALOG	IV	IV	IV
ENGLISH	IV	IV	IV

WORK EXPERIENCE

20. Include all work experience, paid and voluntary. Start with your present or most recent work experience. When describing work, list specific duties/responsibilities and accomplishments. Include supervisory responsibilities and the number of employees supervised. Go into as much detail as possible for work experience that directly relates to the advertised position. Include all periods of unemployment and the reason. *(Use additional pages, as needed.)*

20a. WORK EXPERIENCE

20a. Job Title *(If U.S. Government, include the series and grade)*

HUMAN RESOURCE COORDINATOR

From (mm-yyyy)	To (mm-yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
08-2015	PRESENT	USD14,754.00	48

Employer's Name and Address	Supervisor's Name and Contact Information
CEDARS-JEBEL ALI INTERNATIONAL HOSPITAL OUTSIDE GATE 2, MENA JEBEL ALI FREE ZONE, DUBAI, UNITED ARAB EMIRATES	Name EDNA C. ARCILLA
	Phone Number +971 50 160 9871
	E-mail Address edna@cedars-jaih.com
Were you a supervisor in this position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how many people did you supervise? NA	May HR contact your supervisor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

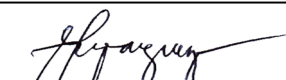
Describe your major duties/responsibilities and accomplishments.

Mainly in-charge of recruitment - source out CVs, conduct initial (telephone) interview and facilitate interview meetings, assist the PRO in the employment process, facilitate the on-board process of new recruits; able to fill the job vacancies as per requirement.

Reason(s) for Leaving *(Do not write "N/A" or "not applicable".)*

Currently employed.

20b. WORK EXPERIENCE									
20b. Job Title (If U.S. Government, include the series and grade) ADMINISTRATIVE ASSISTANT II (HUMAN RESOURCE MANAGEMENT ASSISTANT)									
From (mm-yyyy) 02-2013	To (mm-yyyy) 01-2015	Salary per Year in U.S. Dollars or Local Currency USD 3,770.83	Hours per Week 40						
Employer's Name and Address MUNICIPALITY OF MIAGAO MUEDA ST., MIAGAO, ILOILO, PHILIPPINES 5023		Supervisor's Name and Contact Information <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Name</td> <td>ANGELI M. ALLI</td> </tr> <tr> <td>Phone Number</td> <td>+63 33 315-8050 loc. 106</td> </tr> <tr> <td>E-mail Address</td> <td>alli_angeli@yahoo.com</td> </tr> </table>		Name	ANGELI M. ALLI	Phone Number	+63 33 315-8050 loc. 106	E-mail Address	alli_angeli@yahoo.com
Name	ANGELI M. ALLI								
Phone Number	+63 33 315-8050 loc. 106								
E-mail Address	alli_angeli@yahoo.com								
Were you a supervisor in this position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how many people did you supervise? NA		May HR contact your supervisor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
Describe your major duties/responsibilities and accomplishments. Prepared appointments and terminal leaves, office reports, certificates/certifications, correspondences; computed leave and monitored personnel attendance; Facilitated trainings and personnel activities; Maintained 201 files; Acted as Liaison Officer to other offices and agencies; Facilitated the implementation of activities and policies as mandated by the Civil Service Commission as the central personnel agency of the Philippine government.									
Reason(s) for Leaving (Do not write "N/A" or "not applicable".) For personal and professional advancement; better salary packages and benefits. My sister convinced me to try my luck in the UAE to be able to experience working in a multiracial environment and have better opportunities in life.									
20c. WORK EXPERIENCE									
20c. Job Title (If U.S. Government, include the series and grade) ADMINISTRATIVE AIDE IV (CLERK IV)									
From (mm-yyyy) 04-2009	To (mm-yyyy) 01-2013	Salary per Year in U.S. Dollars or Local Currency USD 3,270.83	Hours per Week 40						
Employer's Name and Address MUNICIPALITY OF MIAGAO MUEDA ST., MIAGAO, ILOILO, PHILIPPINES 5023		Supervisor's Name and Contact Information <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Name</td> <td>ANGELI M. ALLI</td> </tr> <tr> <td>Phone Number</td> <td>+63 33 315-8050 loc. 106</td> </tr> <tr> <td>E-mail Address</td> <td>alli_angeli@yahoo.com</td> </tr> </table>		Name	ANGELI M. ALLI	Phone Number	+63 33 315-8050 loc. 106	E-mail Address	alli_angeli@yahoo.com
Name	ANGELI M. ALLI								
Phone Number	+63 33 315-8050 loc. 106								
E-mail Address	alli_angeli@yahoo.com								
Were you a supervisor in this position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how many people did you supervise? NA		May HR contact your supervisor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
Describe your major duties/responsibilities and accomplishments. Prepared appointments and terminal leaves, office reports, certificates/certifications, correspondences; computed leave and monitored personnel attendance; Facilitated trainings and personnel activities; Maintained 201 files; Acted as Liaison Officer to other offices and agencies; Facilitated the implementation of activities and policies as mandated by the Civil Service Commission as the central personnel agency of the Philippine government									
Reason(s) for Leaving (Do not write "N/A" or "not applicable".) Promotion to ADMINISTRATIVE ASSISTANT II (HUMAN RESOURCE MANAGEMENT ASSISTANT).									

20d. WORK EXPERIENCE									
21d. Job Title (If U.S. Government, include the series and grade) TEACHING STAFF									
From (mm-yyyy) 01-2005	To (mm-yyyy) 09-2008	Salary per Year in U.S. Dollars or Local Currency USD 3,958.33	Hours per Week 60						
Employer's Name and Address ATHENA ENGLISH LANGUAGE CENTER BLK. 3 LOT 24 LEDESCO VILLAGE, JARO, ILOILO CITY, PHILIPPINES 5000		Supervisor's Name and Contact Information <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Name</td> <td style="padding: 2px;">SEVERINO R. ARGUELLES</td> </tr> <tr> <td style="padding: 2px;">Phone Number</td> <td style="padding: 2px;">+63 33 320 1796</td> </tr> <tr> <td style="padding: 2px;">E-mail Address</td> <td style="padding: 2px;">NA</td> </tr> </table>		Name	SEVERINO R. ARGUELLES	Phone Number	+63 33 320 1796	E-mail Address	NA
Name	SEVERINO R. ARGUELLES								
Phone Number	+63 33 320 1796								
E-mail Address	NA								
Were you a supervisor in this position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how many people did you supervise? NA		May HR contact your supervisor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
Describe your major duties/responsibilities and accomplishments. Taught English to Korean nationals who wished to improve their proficiency in the language - prepared lessons on grammar, reading, and speech, conducted assessment tests and monitored the students' progress.									
Reason(s) for Leaving (Do not write "N/A" or "not applicable".) To find a stable job in the government; more opportunities for free trainings, bonuses and social benefits. As a student who studied in a university subsidized by the government, I felt I had the obligation to serve my country through public service. When you work for or in the government, you become aware of many social issues and how you can help improve your community.									
LICENSE, SKILLS, TRAINING, MEMBERSHIP, AND RECOGNITION									
21. List professional licenses, certifications, typing/keyboard skills, computer skills, formal and online training, and other skills and abilities you consider relevant to the position. Include the license or certification number and attach a copy if the license or certification is a requirement of the position. If licensed in the U.S., please list the state of issuance. If licensed in another country, please list the province/state/region and country of issuance. (Use additional pages, as necessary.) CERTIFICATE OF ELIGIBILITY: CAREER SERVICE PROFESSIONAL issued by the CIVIL SERVICE COMMISSION, the central personnel agency of the Philippine Government.									
22. List professional organizations, associations, awards, honors, fellowships, and publications you consider significant. NA									
REFERENCES									
23. List three personal references who are not relatives or former supervisors who can speak knowledgeably of your work performance.									
Name	Address	Telephone	Occupation						
ROSALINA JOY DAWANG	CEDARS-JAIH, JEBEL ALI FREE ZONE	+971 56 9863652	HR PERSONNEL						
MARIA TERESA JAVELLANA	FIS, PHNOM PENH, CAMBODIA	+855 23214890	TEACHER						
JOHN NOCAL	MUN. OF MIAGAO, ILOILO, PHIL.	+63 33 3158050	GOV'T EMPLOYEE						
SIGNATURE AND CERTIFICATION									
24. I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or for termination/dismissal after I begin work, and may be punishable by fine or imprisonment according to this country's law or U.S. law. I understand that any information I voluntarily provide on or attached to this application may be investigated.									
Signature: 		Date (mm-dd-yyyy) 10-12-2016							

CONTINUATION - WORK EXPERIENCE			
20_. Job Title (If U.S. Government, include the series and grade)			
From (mm-yyyy)	To (mm-yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
Employer's Name and Address		Supervisor's Name and Contact Information	
		Name	
		Phone Number	
		E-mail Address	
Were you a supervisor in this position? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many people did you supervise? _____		May HR contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe your major duties/responsibilities and accomplishments.			
Reason(s) for Leaving (Do not write "N/A" or "not applicable".)			

CONTINUATION - WORK EXPERIENCE			
20_. Job Title (If U.S. Government, include the series and grade)			
From (mm-yyyy)	To (mm-yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
Employer's Name and Address		Supervisor's Name and Contact Information	
		Name	
		Phone Number	
		E-mail Address	
Were you a supervisor in this position? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many people did you supervise? _____		May HR contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe your major duties/responsibilities and accomplishments.			
Reason(s) for Leaving (Do not write "N/A" or "not applicable".)			

20. WORK EXPERIENCE

- A total of 7 years work experience in the field of human resources.

Human Resource Coordinator

August 15, 2015-present

Cedars-Jebel Ali International Hospital

Outside Gate 2 Jebel Ali Free Zone,

Dubai, United Arab Emirates

Cedars-Jebel Ali International Hospital is a full-fledged multi-specialty hospital offering services ranging from Pediatrics to Occupational Health, Laparoscopic Surgery to Internal Medicine equipped with ICU for medical and surgical emergencies, with two major and one minor operation theatres as well as with fully equipped Laboratory and Radiology departments.

My duties and responsibilities include the following:

- In-charge of Recruitment – 50%
 - Preparation of the monthly recruitment pipeline for our career website, online job ads and internal recruitment updates
 - Sourcing out and conduct of initial screening of CVs from our database and job portals
 - Conduct of initial/telephone interview with applicants
 - Coordination with heads of departments and partner recruitment agencies for job requirements and review of service agreements/contracts
 - Arranging of and coordinating for schedules of interview meetings
 - Preparation and sending of offer and rejection letters to candidates
 - Facilitation of submission of requirements and pre-employment medical exams
 - Coordination with the PRO for employment-related documents and processes
 - Conduct of follow-ups with new recruits and concerned personages regarding budget allocation, medical malpractice insurance, DHA Licenses, employment visas, air ticket itineraries, joining dates, and other documents or processes as may be required
 - Conduct of the HR Orientation to new recruits
 - Facilitation of completion of the new recruits' Emirates ID Registration, employment contract, labor card, visa medical appointments, and opening of bank accounts for salaries
 - Facilitation of requests for accommodation and transportation services
 - Preparation of job descriptions
 - Updating of records in the HR System
 - Preparation, filing and updating of 201 files
 - Preparation of the company badge/ID, safety codes and access cards (as needed) for new recruits
 - Enrolment of new recruits in the biometric fingerprint identification system for attendance
 - Preparation of the weekly status update/report on recruitment –reporting to the HR Supervisor, the Medical Director and the Chief Operating Officer
 - Monitoring of confirmation of new joiners upon completion of their probation period
- Other administrative/clerical tasks
 - Preparation of salary or experience certificates as requested – 5%
 - Preparation and sending of communications/correspondence and answering e-mails – 15%

MA. ELLAINE QUILANTANG-ARGUEZA
Human Resources Assistant
Announcement Number V-16-075

- Assistance in the computation of leave credits and monitoring of annual/emergency, sick and study leave applications – 20%
- Attending to clients' requests, filing and retrieving of files, answering and making telephone calls, and photocopying or scanning of documents – 5%
- Performance of other tasks as may be assigned by the immediate supervisor or the senior management – 5%

*June-July 2015 – Travel to the UAE and employment search.

*April-May 2015 – Processed and finalized all my documents relative to my travel to the UAE; attended to personal and family matters.

*January-March 2015 – Turnover of responsibilities to my replacement and the remaining staff – trained my replacement as well; prepared the Accomplishments Report for the previous year, and finished all other assignments.

Administrative Assistant II (Human Resource Management Assistant)

February 1, 2013-January 15, 2015

Local Government Unit (LGU)/Municipality of Miagao, Iloilo, Philippines

Office of the Municipal Administrator-Personnel Unit

Administrative Aide IV (Clerk IV)

April 17, 2009-January 31, 2013

Local Government Unit (LGU)/Municipality of Miagao, Iloilo, Philippines

Office of the Municipal Administrator-Personnel Unit

The Personnel Unit is under the Office of the Municipal Administrator created by virtue of Article 122 (j) (2) (iii) of Rule XVIII of the Local Government Code of 1991 of the Philippines to establish and maintain a sound personnel structure, program, system and mechanisms that are respondent to the manpower needs of the agency and designed to promote career development and uphold the merit principle in the local government service; is responsible for human resource management and development and takes all personnel actions in accordance with the Civil Service laws, rules and regulations.

My duties and responsibilities included the following:

- **Daily – 20%**
 - Computation of leave credits balance for applications for leave (Vacation & Sick Leave, Compensatory Time-Off, Special Leave Privilege, etc.) and monetization of leave credits of municipal employees and barangay officials
 - Recording of requests for permission to leave station for official business/official time, pass slips, job order appointments, incoming & outgoing communications, etc.
 - Filing, segregation, and photocopying of pertinent documents
 - Reception and distribution of communications and other pertinent documents
 - Managing e-mails from the field and regional offices of the Civil Service Commission (CSC) and the Government Security Insurance System (GSIS) for communications; and checking websites for updates and issuances
 - Maintenance of 201 files (personal data), leave cards, service records and other personnel records of employees
 - Maintenance of personnel forms (e.g. personal data sheet, application for leave, Civil Service exam application)
 - Monitoring of personnel attendance

MA. ELLAINE QUILANTANG-ARGUEZA

Human Resources Assistant

Announcement Number V-16-075

- Attending to clients requests, retrieving of files, answering and making telephone calls
- Attending to issues and concerns of the office - actively involved in decision-making, implementation of the office's programs, projects and activities, conflict resolution, and creation of options and solutions to problems
- **Monthly – 25%**
 - Preparation of the following:
 1. Report on Appointments Issued (RAI)
 2. Report on Database of Individuals Barred from Entering Government Service and Taking the Civil Service Exam (DIBAR)
 3. Notice of Step Increment (NOSI)
 4. Letter to the Office of the Municipal Accountant regarding all personnel movement in the current month with corresponding salaries and benefits
 5. Birthday cards for the month
 6. Certificate/s of Loyalty
 7. Report on tardiness & undertime
 8. Summary list of leaves and travels of the staff of the Office of the Municipal Health Officer for claims to subsistence allowance
 - Checking and segregation of Daily Time Records (DTRs) of plantilla and job order personnel
 - Recording of tardiness & undertime of plantilla personnel in leave cards
 - Checking of monthly salary and Representation and Transportation Allowance (RATA) payrolls of employees
- **Quarterly – 5%**
 - Preparation of the Report on Accession and Separation
- **Semi-Annually – 5%**
 - Preparation of the following:
 1. Memorandum on the schedule of sponsoring offices for Monday flag-raising ceremonies
 2. Memorandum on the submission of employees' individual Performance Evaluation System Reports
- **Annually – 15%**
 - Preparation of the following:
 1. Personnel Schedule of Salary for the next calendar year
 2. Office Annual Accomplishment Report
 3. Human Resource Development Plan
 4. Annual Investment Plan with Annual Work Plan
 5. Office Annual Budget
 6. Project Procurement Management Plan
 7. Memorandum on the Laboratory/Medical Examination
 8. Memorandum on the Submission of Mandatory Leave Schedule
 9. Memorandum on the Submission of Statements of Assets, Liabilities, and Net Worth (SALN)
 10. Personnel Complement
 - Checking of payrolls in specific periods of the year for the following:
 - Clothing Allowance
 - Productivity Incentive Bonus (PIB)
 - Mid-Year Bonus
 - Year-End Bonus
 - Cash Gift
 - Productivity Enhancement Incentive (PEI)

MA. ELLAINE QUILANTANG-ARGUEZA

Human Resources Assistant

Announcement Number V-16-075

- Updating of service records and leave cards
- Facilitation of the production of employee identification cards and wearing of office uniforms
- **Occasionally (as required) – 30%**
 - Preparation of the list of vacant positions to be submitted to the Civil Service Commission Field Office for publication
 - Facilitation of the Personnel Selection Board (PSB) Meetings
 - Facilitation of appointments of permanent, casual, temporary, contractual, co-terminous, transferee and job order employees and the renewal of appointments
 - Facilitation of the separation from the service or terminal leave benefits of employees
 - Preparation of the Agency Remittance Advice (ARA) to be sent to the Government Security Insurance System (GSIS) for the updating of employees' records
 - Conduct of orientation to new employees; facilitation of trainings/seminar-workshops
 - Travelling on official business to attend trainings and seminars or as Liaison to the field and regional offices of the Civil Service Commission and other agencies/offices concerned
 - Preparation of letters of requests or queries to the Civil Service Commission Field Office, Civil Service Commission Regional Office, or other agencies/offices concerned
 - Preparation of the following documents:
 - Memoranda/Memorandum Orders
 - Office Orders
 - Administrative Orders
 - Executive Orders
 - Letters/Communications
 - Certifications as requested by employees
 - Performance of other tasks as directed by the immediate supervisors and the Local Chief Executive, as required by other agencies/offices concerned, or in compliance with memorandum circulars and/or relevant legislation

*October 2008-March 2009 – Went home to my hometown in Miagao, Iloilo, Philippines and decided to search for a job within our local community. At the same time, I manned our ancestral house. My aunt who had been in-charge of the same migrated to the USA.

Teaching Staff

January 2005-September 2008
Athena English Language Center
Block 3 Lot 4, Ledesco Village,
Jaro, Iloilo City, Philippines 5000

This academy serves as a venue for Korean nationals who aspire to improve their proficiency in the English language.

My duties and responsibilities included the following:

- Teaching the English language to Korean students; preparation of lesson plans on grammar, reading and speech – 50%
- Conducting assessment/achievement tests – 25%
- Monitoring of students' progress – 25%

MA. ELLAINE QUILANTANG-ARGUEZA

Human Resources Assistant

Announcement Number V-16-075

*May 2003-December 2004 – After graduation, I decided to actively serve in the Youth Ministry of our local parish (one of the core group members) and the Parish Church as a whole.

SKILLS & ABILITIES:

- Remains calm and composed in critical situations; emotionally competent, flexible and can perform in a highly motivated work atmosphere.
- Can work under minimum supervision with optimum results; effectively works individually or in a team; has good working and personal relations with officemates and the rest of the staff; is able to work and communicate effectively with co-workers at all levels in the organization in order to attain goals or objectives – can be a “go to” person in the organization (customer service-oriented); is able to deal with difficult people in the workplace.
- Proficient computer skills including MS Word, Excel, Outlook and PowerPoint.
- Adequate knowledge of the internet
- With good records management skills
- Eager to learn new things and acquire advance knowledge – willing to be trained.

21. LICENSE, SKILLS, TRAINING, MEMBERSHIP, AND RECOGNITION

Certificate of Eligibility

<06020002>

REPUBLIC OF THE PHILIPPINES
CIVIL SERVICE COMMISSION
METRO MANILA

Exam No. 103100 **CERTIFICATE OF ELIGIBILITY** MAY 07, 2003
Date of Release

Sir/Madam:

The general rating you obtained in the **CAREER SERVICE PROFESSIONAL** examination held in ILOILO NATL HI SCH – SHOP on APRIL 13, 2003 is EIGHTY-THREE AND 51/100 <83.51>

Your name has been entered in a register of eligibles from which appointment to a position requiring this eligibility will be made provided you possess the qualifications and other requirements thereto.

QUILANTANG, MA ELLAINE N
5023 222 BRGY PALACA MIAGAO ILOILO

Very truly yours,
Karina Constantino-David
KARINA CONSTANTINO-DAVID
Chairman

DATE OF BIRTH FEB 15, 1982 PLACE OF BIRTH SAMPALOC MANILA

WARNING: This Certificate of Eligibility is not valid if there is any alteration or erasure in it. Any illegal use of this Certificate shall subject the owner/eligible to administrative sanctions and/or criminal prosecution.

02-049993