

POSTED

JAN 30 2023

Date

MANOLO FORTICH WATER DISTRICT

Manolo Fortich 8703, Bukidnon

SELECTION LINE-UP

Manolo Fortich Water District

Name of Agency/Office

January 27, 2023

Date

Vacant Position : Administration Services Assistant CItem No. : 9SG/STEP : 8/1

NAME	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
1. CHARLES ADRIAN G. ACOP	➤ BS in Environmental Science and Technology (USTP)	➤ Customer Centricity in Public Service, 8 hrs. City Local Environment & Natural Resources Office ➤ Revisiting Ethics and Accountability in Public Service, 8 hrs. City LENRO ➤ Personality Development, 4 hrs. City LENRO ➤ Values Alignment and Team Development, 8 hrs. Indorama Ventures Packaging, Phil. ➤ Basic Safety Awareness Training, 8 hrs. Indorama Ventures Packaging, Phil.	➤ Administrative Aide I, City Government of CDO, Aug. 1, 2019 to December 31, 2022 ➤ Quality Assurance Inspector, Indorama Ventures Packaging Philippines, Inc. May 16, 2016 to March 25, 2019	Career Service Professional
2. CHRISTINE H. DATAYAN	➤ Bachelor of Elementary Education major in General Education (Capitol University)	➤ The Philippine Association for Teacher Education – October 4, 2019 ➤ Teachers at Heart of Education Recovery – October 13 & 20, 2021	➤ Student Teacher, July – January 2022 Capitol University	RA 1080
3. IVY S. VILLA	➤ BS in Business Administration major in Operations Management (NBCC)	➤ Mental Health Act for Local Water Districts, 8 hrs. Davao City Water District Regional Training Center ➤ Freedom of Information Policy Rollout, 4 hrs. PCOO via Zoom ➤ Sanitation Information, Education and	➤ Industrial Relations Management Assistant, 2019-Present, Manolo Fortich Water District ➤ Administrative Aide/Clerk Processor, April 2013-Dec. 31, 2018 – Manolo Fortich Water District ➤ Station Assistant, Oleum Industria, Inc. Sept.	Career Service Professional

		Communications Training, 8 hrs. – LWUA-ADB ➤ 2019 Regional HR Congress, 24 hrs. – CSC Region 10 ➤ Seminar Workshop on PRAISE and Honor Awards Program, 16 hrs. – CSC – Region 10 ➤ Basic Occupational Safety and Health Seminar, 8 hrs. – Maj. Hermie Pava/MFWD ➤ Seminar Workshop on Effective Communication, 16 hrs. – CSC Region 10	2012- Nov. 2012	
4. Gath Rimmon R. Labadan	➤ Bachelor in Public Administration (USTP) ➤ Masters in Government Management (COC-Phinma) 2022-Present	➤ Management Workshop, 4 hrs. Society of Public Administration ➤ Government Service, Ethics & Accountability, 4hrs. Society of Public Administration ➤ Internship in Government Administration- OJT-568 hrs. USTP ➤ Basic Customer Service Skills Training, 8 hrs. –Provincial Veterinary Office of Bukidnon	➤ Administrative Aide III, Provincial Government of Bukidnon, Dec.13, 2021 to Present ➤ Administrative Aide I, Provincial Government of Bukidnon, Jan. 2019 to Dec. 12, 2021 ➤ Production Staff, Del Monte Phil. 2019- 2020 ➤ Warehouse Incharge, CJ Philippines, May 2018 to Nov. 2018.	Career Service Professional CSC Fire Officer Examination

Prepared by:


ROSE VILMA JOY T. VEGA
 Admin./General Services Officer A

Noted by:


VENUS I. GUMALING
 Division Manager C