

JOSE MARIO PANONCE

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THE HUMAN RESOURCE MANAGER

Visayas State University (VSU)
Pangasugan, Baybay City
6521-A Leyte, Philippines

Dear Sir/Madam:

Warm greetings to you and the prestigious institution of Visayas State University!

I am Jose Mario Panonce, 49 years old, married and a graduate in Bachelor of Animal Science major in Animal Health. I am writing to signify my intention to apply for the position of **Administrative Officer III (Executive Assistant I) at the Administrative Services Office in Visayas State University main campus**. I am confident that my skills, years of working experience with local and international humanitarian and development institutions will be an asset to your institution.

My experiences molded me in dealing with different partners/stakeholders as well as handling humanitarian program and projects for beneficiaries of different cultures and geography. My jobs also include financial planning; implementation and monitoring of project; maintaining project database; supply management; submission of reports (both financial and project progress) and supervising staff and volunteers. Additionally, I have skills computer, processing and analysis of data incorporated in reports. I can speak English fluently, good writing skills, and can facilitate training effectively. I can also speak and understand Bisaya, Waray, Ilonggo, Tagalog.

Having worked with Plan International, Voluntary Services Overseas (VSO) and the ICRC, I developed my interpersonal skills in dealing with partners and beneficiaries to effectively get the desired objectives and results. My experience in working in other countries and delegates had put on a great confidence in myself that I can blend with different cultures and nationalities to achieve the goals and objectives of the organizations I represent.

I hereby attached my resume for further details of my working experience and background. If given a chance to prove my skills and capabilities to the position I am applying, I would be more than willing to submit myself for interview and participate in your respective selection process. Please contact me by phone at +639275520975 or via email angelumdei@gmail.com if my application and skills meet your expectations.

I am looking forward for the positive response to my application.

Sincerely,

JOSE MARIO PANONCE (sgd.)

CURRICULUM VITAE

JOSE MARIO PANONCE

AGE 49
MARITAL STATUS Married
Birth Place Doong, Bantayan, Cebu
Current Address Concepcion , Hilongos, Leyte
EDUCATION College Graduate
COURSE COMPLETED Bachelor of Animal Science major in Animal Health
WORKING EXPERIENCE 24 years
CONTACT NUMBER +63 9275520975
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Professional Profile

- Enthusiastic, self-motivated, reliable, responsible, organized and hardworking person
- Team worker, and can adapt to different working environment with initiative and attention to details.
- Able to work under pressure while able to adhere to policies and time
- Keen to learn and develop new skills fast

I. KEY SKILLS ANDCOMPETENCIES

Leadership

- Experienced in hiring, coaching, mentoring and supporting both new and experienced staff.
- Have skills to motivate, and inspire people while staying calm in times of crises

People Management

- Has ability to provide guidance and support to large team of people
- Experienced in providing training on project management, organizational development , identifying and supporting training requirements, setting objectives, and developing skills. These experiences are on community development, and humanitarian response.

Communication & Coordination

- Experienced in coordinating and networking with wide variety of people and organizations.
- A computer literate with skills in MS Office (excel, word, PowerPoint, Skype, outlook, etc), Database management, online/virtual meetings, and doing training presentations
- Languages/Dialects spoken: English, Tagalog, Laotian, Ilongo, Waray, Masbateno, Cebuano

Client Service

- Committed to excellent client/beneficiaries service.
- Wide experience in handling various types of clients/beneficiaries in armed conflict, disaster situations and indigenous cultural contexts.

Learning and Improving

- Experience d in conducting training while continually developing skills
- Trainable and able to earn new skills and adjust to different working environment in short period of time.

II.

WORKING EXPERIENCE

- Summary**
- More than 10 years of experience in community organizing and development implementing programs/projects on Livelihood (Agriculture and Fisheries), Health, Education, Disaster Management, Local Governance, and training
 - Ten (10) years of experience working in armed conflict implementing programs on Livelihood (Micro-economic Initiatives), Cash-transfer Programming (CTP), Relief Operation, and Sustainable Agriculture
 - Experience in support mission to foreign countries implementing livelihood , emergency relief operations, and agriculture programs (crops & livestock)

Work Experience Details with:

A. International Committee of the Red Cross (2013-2023)

| Inclusive Date | Job Position | Office Location | Area of Responsibility |
|---|---------------------------------|--|--|
| 1. September 2022 to June 2023 | Economic Security Field Officer | International Committee of the Red Cross (ICRC)- Butuan Sub-delegation | CARAGA Region - Agusan Del Sur - Agusan Del Norte - Surigao Del Sur - Surigao Del Norte |
| 2. August 2019 to August 2022 | Economic Security Field Officer | International Committee of the Red Cross (ICRC)-Davao Sub-delegation | Davao Region Caraga Region Zamboanga Peninsula Basilan Sulu |
| 3. August 2018-July 2019 | Economic Security Field Officer | International Committee of the Red Cross (ICRC)-Iligan City Sub-delegation | Lanao Del Sur Lanao Del Norte Misamis Oriental |
| 4. May 2017-July 2018 | Economic Security Field Officer | International Committee of the Red Cross (ICRC)-Davao Sub-delegation | Davao Region Caraga Region Bukidnon Misamis Oriental Zamboanga Peninsula Basilan and Sulu |
| 5. January 2016-April 2017 | Economic Security Field Officer | International Committee of the Red Cross (ICRC)- Manila Sub-delegation | Bicol Region Ticao Island, Masbate Samar Provinces |
| 6. May 2013-September 2015 | Economic Security Field Officer | International Committee of the Red Cross (ICRC)- Bacolod Sub-delegation | Negros Oriental Negros Occidental |
| Job Summary <ul style="list-style-type: none"> - Design and Implements Economic Security programs, projects and activities in areas of assignment as per budget, strategic plan and the framework in the management of resources: human, financial, and technical. - Ensure quality implementation of entire project Management cycle- assessment, planning, monitoring and evaluation using appropriate and innovative tools - Conduct Emergency relief and early recovery livelihood projects and interventions; - Coordination and collaboration with relevant stakeholders e.g. government, INGOs, Cultural groups, beneficiary groups, and armed bearers; - Submit reports and documentations to management and donors - Assist in maintaining correct entry of data in EcoSec Program Monitoring Tool (EPMT) | | | |
| 7. January 2018- | Economic Security | International Committee of | Maungdaw, Rakhine State |

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|---|---------------------------------------|--|--|
| March 2018 | Delegate | the Red Cross (ICRC)- Myanmar Delegation | |
| Job Summary: <ul style="list-style-type: none"> - Oversees Economic Security projects and activities for the conflict affected communities in Mawdaw, Rakhine State Myanmar - Supervise eight (8) Economic Security project officers design, implementation and monitoring of projects for the affected population (Rohingya and Rakhine). - At least 70, 000 individuals reached | | | |
| 8. October 2015- December 2015 | Economic Security Delegate | International Committee of the Red Cross (ICRC)-Sittwe Sub-delegation | Mrauk Township, Rakhine State |
| Job Summary: <ul style="list-style-type: none"> - Oversees Economic Security projects and activities for the conflict and flood affected communities in Mrauk township, Rakhine State , Myanmar - Supervise Economic Security project officers in designing, implementation and monitoring of projects for the affected population. - 15,000 households reached and benefited | | | |

B. Volunteer Services Overseas (VSO)

| Inclusive Date | Job Position | Office Location | Area of Responsibility |
|---|-----------------------------|---|---------------------------------|
| February 2011- December 2012 | Agricultural Advisor | CUSO-VSO, Vientiane, Lao PDR | Sekong Province, Lao PDR |
| Job Summary <ul style="list-style-type: none"> - Providing technical support in planning, implementation, and monitoring of projects implemented by provincial office of agriculture and livestock in province of Sekong, Southern Laos. - Conduct training and translations. - Submit project progress reports to organization & donors. | | | |

C. Foster Parents' Plan International Incorporated

| Inclusive Date | Job Position | Office Location | Area of Responsibility |
|---|---|---|--|
| 1. July 2008-January 2011 | Team Leader | Plan International Incorporated- Eastern Samar ProgramUnit | Eastern Samar - Salcedo Municipality - Hernani Municipality |
| Job Summary: <ul style="list-style-type: none"> - Supervise eight (8) staff in doing community assessment, planning, implementation, monitoring and evaluation - Implemented programs/Projects such as: Health, Local Governance, Water & Sanitation, Learning & Education, Early Childhood Care & Development, Sustainable Livelihood & Disaster Risk Reduction and Sponsorship communication | | | |
| 2. February 2006- June 2008 | Team Leader/Technical Officer-Health | Plan International Incorporated- Camotes Cebu- ProgramUnit | Camotes Municipalities - Poro, San Francisco, Tudela, Pilar |
| Job Summary: <ul style="list-style-type: none"> - Oversee the implementation of community health program and projects in Camotes Program Unit, Camotes, Cebu Philippines. Activities include construction & equipping of health centers, community health workers training, and community health planning. - Network with government and non-government partners in implementing the health programs. - Coaching and managing of 5 project officers/staff | | | |

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|---|---|---|--|
| - Monitor sponsorship programs | | | |
| 3. May 1999-January 2006 | Project Officer/Technical Officer for Health Program | Plan International Incorporated- Southern Leyte Program Unit | Southern Leyte - San Francisco, Liloan, Pintuyan, San Ricardo, Libagon |
| Job Summary: <ul style="list-style-type: none"> - Design, implement, and monitor community development projects a) School and Health Center Unit construction and equipping, b) Early Childhood Care and Development Program c) School-based Health and Nutrition Program d) Sustainable Agriculture e) Water and Sanitation Projects, f) Child-participation programs and projects - Coordinate and provide technical assistance to partners on community programs and activities - Conducted sponsorship activities and provided project reports to donors. | | | |

D. Others

| Inclusive Date | Job Position | Office Location | Area of Responsibility |
|--|--|--|---|
| 1. September 1997-January 1999 | Monitoring & Evaluation Officer | SMISLE Program Bantayan | Bantayan Island, Cebu (Bantayan, Sta. Fe & Madridejos) |
| Job Summary: <ul style="list-style-type: none"> - Monitor and evaluate agriculture and fishery projects in 49 barangays from three townships in Bantayan Island, Cebu Philippines namely: Bantayan, Madridejos and Sta. Fe - In-charge in maintaining project database and provide reports to the government and donors on the progress of projects | | | |
| 2. June 1996-August 1997 | Agricultural Technician | Municipal Agriculture- Bantayan LGU, Cebu | Bantayan Municipality |
| Job Summary: <ul style="list-style-type: none"> - Design proposal and provide technical assistance to farmers and fishermen organizations in 25 barangays in municipality of Bantayan, Cebu Philippines. - Implement agriculture and fishery projects such as: mangrove reforestation, establishment of marine sanctuary, poultry production, livestock production & vaccination, vegetable production and training for farmers/fishermen | | | |

III. Training

| Course/Training Title | Number of Days | Date & Place |
|---|-----------------------|-------------------------------------|
| Security and Safety in the Field | 6 | July 2022 (Virtual/MS Teams) |
| Red Rose & Device Magic (Mobile Apps) | 5 | February 2020, Manila Philippines |
| Micro-Economic Initiatives | 5 | Sri Lanka |
| Safety & Security in the Field | 3 | May 2017 Davao Philippines |
| Agro-workshop | 5 | November 2017, Nairobi Kenya |
| Economic Security: Planning. Monitoring | 5 | April 2015, Manila, Philippines |
| Livelihood Assessment | 5 | March 2014 Manila Philippines |
| ICRC Staff Integration Program | 14 | May 2014, Bangkok Thailand |
| Disaster Risk Management & Response | 25 | Nov. 2016, Bangkok, Thailand (ADPC) |
| Cash Transfer Programming | 5 | March 2016, Manila Philippines |

| | | |
|--|----|---|
| Refresher Course for Pest & Disease Diagnosis and Management on Rice, Corn, Vegetables & Mango | 5 | May 2014, UP-Los Banos, Philippines |
| Personal Efficiency Course | 5 | Feb.2014, Manila, Philippines |
| International Humanitarian Law | 3 | 2013 Makati City Philippines |
| Child Protection & Juvenile Justice System | 5 | 2007 Cebu City, Philippines |
| Sustainable Agriculture | 5 | 2005 Libagon Southern Leyte |
| Water, Sanitation and Hygiene | 3 | 2004 Southern Leyte |
| Community Organizing & Community Development (COCD) | 14 | Sept.2003-April 2004, UP-Diliman, Philippines |
| Basic Computer Skills, MS Windows/Office | 14 | Dec. 2001, SLCST, Sogod, S. Leyte Philippines |
| Early Childhood Care & Development | 3 | 2000 Sogod Southern Leyte |
| Integrated Child Survival & Nutrition Program | 5 | 1999 Sogod, SouthernLeyte |
| School-based Health & Nutrition Program | 5 | 1999 Sogod Southern Leyte |
| Community-Managed Health System/Primary Health Care | 5 | 1999 Sogod Southern Leyte |

IV. Educational Background

| Course Completed | Year | School/University |
|---|------------------|---|
| <i>Bachelor of Animal Science major in Animal Health</i> | 1992-1996 | Leyte State University (LSU)- former Visayas State College of Agriculture (ViSCA) Baybay Leyte, Philippines |
| <i>High School Diploma</i> | 1988-1992 | <i>Saint Paul Academy</i> , Bantayan, Cebu, Philippines |
| <i>Elementary School Diploma</i> | 1982-1988 | <i>Doong Elementary School</i> , Doong, Bantayan, Cebu |

CHARACTER AND PROFESSIONAL REFERENCES

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Program Delegate /Former Ecosec Agronomist

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