RON DANIEL R. GATLABAYAN, CHRA

HUMAN RESOURCES SUPERVISOR



CONTACT

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EDUCATION

Sumulong Memorial High School
Grade 07- SHS (Grade 12)
2014 - 2020

Adamson University
Bachelor of Science In Psychology
2020 - 2024

KEY SKILLS

- Team Leadership & Supervision
- HR Monitoring & Documentation
- Communication & Interpersonal Skills
- Problem-Solving
- Time and Self- Management
- Presentation Skills
- Planning and organizing
- B2B Sales / Marketing

CERTIFICATIONS

- Passed the **Certified Human Resource Associate (CHRA)** – June 23, 2024 (Batch 48)
- **Contracting and Subcontracting under philippine Labor Law:** Revisiting DOLE No. 174, 2017 and Evolving Jurisprudence- September 04, 2026
- **NWPC**: Employee Enagagement

OBJECTIVES

To contribute as a **Human Resources Team Leader/Supervisor** by delivering effective strategic and operational HR services across different facets of Human Resoruces such as Recruitment, Employee Relations, Employee Engagement, Training and Developemet, Payroll and Compesation and benefits. I am really Dedicated to leading team, optimizing HR processes, fostering a collaborative work environment, and aligning human capital initiatives with organizational goals.

WORK EXPERIENCE

Psychology Intern, Divine Mercy Pyschiatric Facility Inc.

September 2023 - October 2023

- Handling patients with severe diagnosis.
- Conducting Psychological Tests for Patients.and Conducting activities for patients.
- Interview some patients.
- Make journal for the whole internship.

Psychology Intern, Ligt Rail Manila Corporation Inc. (LRMC)

February 2024 - April 2024

- Handled compensation and benefits
- Managed and maintained 201 employee files
- Conducted employee interviews
- Addressed and resolved employee concerns
- Attended HR seminars and training programs

Social Media Handler, Me More Agency (German Based)

May 2024 - Janury 2025

- Managing Different Social Media Accounts
- Handling client concerns and Inquiries

HR- Employee Relation and Employee Engagement, Litexpress Internation Inc.
Agency: Personnel Depot Manpower Inc.

August 2024 - September 2025

- Managed employee separation, exit interviews, and clearance processing
- Prepared and administered incident reports, memorandum, and disciplinary documentations (NTE and NOD)
- Implemented and monitored compliance with the Code of Discipline (COD)
- Prepared ATD Memos, Holiday Memos, and administered administrative hearing
- Coordinated employee engagement activities, events, and programs
- Developed and disseminated HR announcements and communication materials
- Facilitated employee training, seminars, and development programs
- Conducted New Employee Orientation (NEO) and onboarding activities
- Handled and resolved employee concerns and workplace issues
- Assisted in end-to-end recruitment process and Payroll process

CERTIFICATIONS

- **PDEA**: Training of Trainers for PEMEDES Operators toward Detection and Prevention of Illicit Drug Trafficking-Pilot Implementation- March 24-25, 2026
- Internal Company **MESH Training**- September 05, 2026
- Advancing Productivity via Organizational Development- June 05, 2026
- **Leadership Training** - March 20-22, 2026
- **NWPC**: Online Business Start Up

PERSONAL VALUES

- Trustworthy & Knowledgeable
- Hardworking
- Reliable and Versatile
- Approachable and Jolly

WORK EXPERIENCE

HR Team Leader / Supervisor, Litexpress Internation Inc.

September 2025 - Present

- Led and supervised HR team operations, ensuring efficient and timely delivery of HR services.
- Enforced and monitored compliance with the Code of Discipline (COD) and company policies.
- Issued and administered Notices to Explain (NTE) and Notices of Decision (NOD) to employees in accordance with company policies and disciplinary procedures.
- Conducting Administrative Hearing
- Oversaw and monitored various HR functions and facets, ensuring accurate reporting, timely completion of deliverables, and compliance with company policies and procedures.
- Prepared and presented HR reports and key workforce updates to the Management Committee (MANCOM).
- Delivering KPI Reports for Human Resources Department.
- Facilitated and delivered employee training, events, seminars, and development programs.
- Supervised and supported the end-to-end recruitment process, from screening to onboarding.
- Coordinated and monitored payroll processing and employee compensation concerns.
- Developed and managed HR announcements
- Managed and resolved employee concerns and workplace issues..

REFERENCES

Enalp Rai Pangan, CHRA, RPM
HR Officer
Personnel Depot Manpower Resources Inc
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HR Generalist
Legend of Ice Recruitment and Services Inc.
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