

CARYL MARIE K. CALIBO

Registered Nurse (Philippines)



0412262176



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EDUCATION

August 19,2011

Passed the Nursing Licensure Examination
License no. 0726145

April 8, 2010

University of the Visayas
Bachelor of Science in Nursing

April 8, 2005

Saint Vincent Academy
Graduated Highschool

SKILLS

Computer Literate



Goal oriented



Patient in handling clients



Willing to work on shifting
schedules



To obtain a position in a Health Care Facility where I can utilize my skills, knowledge and experience to provide quality health care. I am a student in Queensford College taking Certificate IV in Ageing Support, seeking a health related position which will give me an opportunity to expand my practical experience at the same time as providing quality health care to residents.

WORK EXPERIENCE

Institution:

Department of Social Welfare and Development (DSWD)

Position: Administrative Assistant I

Address: M.J Cuenco Ave.,cor.Gen.Maxilom Ave.,
Brgy.Carreta,Cebu City

Period Covered: April 1 2022- December 31,2022

DUTIES AND RESPONSIBILITIES

- Receives, records and endorses outgoing and incoming communications;
- Types and files communications;
- Photocopy/send out and file documents;
- Retrieves files in storage room and from the computer;
- Participates/attend un staff meetings, case conferences, seminars and other activities;
- Make telephone calls to qualified applicants for an interview;
- Assist in the preparation of the recruitment documentation.;
- Perform other related tasks and functions as assigned.

DUTIES AND RESPONSIBILITIES

- Participates in the implementation of various projects/programs/systems and activities related to Maternal, Neonatal and Child Health and Nutrition (MNCHN) and Pantawid Pamilyang Pilipino Program.
- Participates in the monitoring of the MNCHN programs/activities and Pantawid Pamilyang Pilipino Program health related services.
- Prepares and submits reports related to MNCHN programs/activities and Pantawid Pamilyang Pilipino Program health related services.
- Assists in the conduct of health education related to MNCHN.
- Provides nursing care services related to MNCHN.
- Coordinates with other health team providers in the provision of health care services.
- Assists in the establishment of models for data collecting and documentations system.
- Validates/verifies compliance to the conditionalities of Pantawid Pamilyang Pilipino Program.

Institution:

Siquijor Provincial Hospital

Position: Nurse-Trainee

Address: Pangi, Siquijor, Siquijor, Philippines

Period Covered: November 2,2011- February 20,2012

DUTIES AND RESPONSIBILITIES

- Performs nursing rounds every shift for endorsement of patients;
- Take and record patient's temperature, pulse rate, respiration rate, and blood pressure;
- Perform NGT feeding as ordered by the physician;
- Administer oral and parenteral medications as ordered;
- Perform IV follow-ups and IV termination as ordered;
- Provide health teaching by conducting a ward class regarding newborn care, the importance of breastfeeding and newborn screening;
- Chart patient's condition during the whole shift including the intake and output and remaining IV fluids at the end of the shift;
- Facilitate discharge of patient and provide health instructions for continuation of medications at home as necessary as directed by the doctor.

Position: Social Welfare Aide

Period Covered: August 10, 2015– March 31, 2022

DUTIES AND RESPONSIBILITIES

- Assist in implementing policies, regulations and work plans established by the agency and render direct service in accordance with the function and objective of the agency within the area of assignment;
- Conduct intake review and accomplishes forms that will determine client's eligibility for service or assistance;
- Conduct home visits and gather collateral contact or interview;
- Coordinates or networks and maintains good working relationship with NGA's (National Government Agency), LGU's (Local Government Unit), NGO's (National Government Office), GO (Government Office) and private individuals;
- Facilitates endorsement and referral to client to other center and institutions or partner agencies;
- Act on special cases or referrals or request from CO (Central Office) and Field Office;
- Performs clerical functions.

Institution:**Department of Labor and Employment (DOLE)****Position: GIP (Government Internship Program)**

Address: Siquijor Field Office, Polangyuta, Siquijor, Siquijor

Period Covered: May 12, 2014– December 21, 2014

DUTIES AND RESPONSIBILITIES

- Record-keeping including data-entry in the system, obtaining relevant supports;
- Segregating and arranging files;
- Render additional services if authorized in the exigency of service.

Institution:**Department of Health (DOH)****Position: RNHEALS (Registered Nurses for Health Enhancement and Local Services) Project**

Address: Regional Office VII , Osmeña Boulevard, Cebu City, Philippines

Area of Assignment: Maria Rural Health Unit– Maria, Siquijor, Philippines

Period Covered: January 2, 2013– December 31, 2013

TRAININGS/SEMINARS

Orientation for Newly Hired Workers
on DSWD: Traveling the roadmap to
service excellence.

Date: June 15-17, 2022

Courses on Depression and Suicide,
Personality Development:
Rediscovering Inner Being, Stress
Management with basic cognitive
behavioral therapy.

Date: December 7-8, 2019

Training -Workshop on the use of
Crisis Intervention Monitoring System

Date: July 6-8, 2017

Orientation on Diseases of Public Health
Importance for Registered Nurses for
Health Enhancement and Local Service
(RN HEALS)

Date: April 16-17, 2013

Finishing Course for Call Center Agents
NCII

Date: September 21, 2012

CHARACTER REFERENCE

- **DIVINE GRACE R. LECIAS**

SWOII/Team Leader

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- **AUBURN PATRICK SAMSON**

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- **RAUL H. RUIZ**

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