

**JOYCE LOGENIO CABAN**

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**PROFESSIONAL SUMMARY**

Human Resources Professional with progressive experience in recruitment, payroll administration, employee relations, timekeeping, and statutory compliance. Experienced in supporting end-to-end HR processes, maintaining employee records, administering compensation and benefits, and assisting with organizational workforce requirements. Knowledgeable in HR operations and compliance while contributing to effective people management and business operations.

**EDUCATIONAL ATTAINMENT**

**BACHELOR OF SCIENCE IN PSYCHOLOGY**

Academic Excellence Award

Outstanding Thesis Award

2018-2022

**UNIVERSAL COLLEGE OF PARAÑAQUE**

**SENIOR HIGH SCHOOL**

Academic Citation Award

2016-2018

**OLIVAREZ COLLEGE OF PARAÑAQUE**

**PROFESSIONAL EXPERIENCE**

**Payroll and HR Administrator**

**July 7, 2025 – Present**

**GRB Enterprises Inc.**

- Administer end-to-end payroll processing through Sprout HRIS, ensuring accurate computation of salaries, overtime, holiday pay, statutory deductions, and tax obligations.
- Ensure timely, accurate filing and remittance of SSS, PhilHealth, and Pag-IBIG.
- Maintain accurate employee records, update HRIS Human Resources Information Systems

(HRIS), and manage employee contracts, 201 files, and leave monitoring.

- Administer employee benefits programs, including health insurance, HMO and leave policies.
- Onboarding/Offboarding: Facilitate employee onboarding (document collection) and offboarding (final pay calculation, exit clearance).
- Serve as the primary HR contact for employee concerns related to payroll, benefits, company policies, and employment matters, ensuring timely resolution and positive employee experience.

**Recruitment Officer**

***Hightower Inc.***

**March 15, 2024 – July 5, 2025**

- Led full-cycle recruitment activities from manpower requisition approval, sourcing, screening, interviewing, job offer preparation, onboarding, and employee integration.
- Secures approved MRFs to ensure manpower requirements align with departmental needs.
- Posts job openings via company job portals and screens applicants based on MRF qualifications.
- Conducts initial screening, interviews, and schedules pre-employment exams and assessments.
- Facilitates background checks and sends job offers to selected candidates.
- Facilitated new hire orientation programs to support employee engagement, policy awareness, and smooth organizational integration.
- Handles preparation of employment contracts, job offers, and job descriptions.
- Ensures completion of employee update forms, NDAs, and accurate employee records in master files, departmental lists, and Acumatica.
  
- Maintains and monitors updated applicant tracker, 201 files, pre-employment requirements, orientation forms, and regularization documents.
- Coordinates ATM enrollment for new hires.
- Collaborate with third-party manpower providers to fulfil recruitment needs and ensures alignment on MRFs and personnel issues.
- Maintains strict confidentiality of all HR-related information

**HR Associate****Hightower Inc.****March 16, 2023 - March 14, 2024**

- Managed timekeeping of contractual employees, ensuring accurate records of overtime, night differential, and holiday work.
- Coordinated with account supervisors regarding employee-related concerns.
- Monitored and updated incident reports of contractual staff.
- Collaborate with third-party agencies regarding attendance violations, disciplinary actions, and employee concerns.
- Provided updates to third-party agencies on status changes such as promotions, transfers, AWOL, and resignations.
- Facilitated ID and uniform issuance for third-party employees.
- Maintained confidentiality of employee and HR information.

**HR Assistant****Readyman - Hightower Inc.****August 8, 2022 – March 15, 2023**

- Handled timekeeping and attendance tracking for contractual employees.
- Computed and processed weekly payroll for on-call workers.
- Assisted in resolving employee concerns with account supervisors.
- Maintained incident reports and monitored attendance infractions.
- Coordinated with agencies on employee status updates, disciplinary actions, and policy violations.
- Managed records of tardiness, sick/vacation leave, and LWOP.
- Monitored office supplies, medicines, and water stock.
- Requested petty cash from Accounts Payable when needed.
- Sent internal memos on new hires, promotions, birthdays, employee of the month, and holiday announcements.

**PARTICIPATION IN SEMINARS/TRAINING****Certified Payroll Professional**

Institute of Certified Payroll Professional (ICPP®)

January 2026

**HR Payroll and Other Government Compliances**

Ezacc Training Academy Incorporated

June 10 -15, 2024

**Certified Human Resource Associate (CHRA)**

September 23, 2023- Batch 39

**Computer Literacy Training Program Adamson University**

April 11, 2015

**CHARACTER REFERENCES**

Available upon request.

I hereby certify that the information stated above are all true and correct.

  
Joyce Caban

