



# MARIAN TERESA NANALES, CHRA

## Human Resource Management Officer

### Address

584 C3 San Andres  
Malate, Manila

### Phone

0918 2514202

### Email

mtnanales@gmail.com

### Skills

Strategic Leadership & Team Management  
Policy Development & Process Optimization  
Organizational Planning & Interdepartmental Coordination  
Talent Acquisition & Human Resource Administration  
People & Communication Skill  
Stakeholder Engagement & Communication  
Time Management & Strategic Decision-Making  
Records Governance & Data Confidentiality  
Analytical Thinking & Multi-Tasking Under Pressure

### Eligibility

RA 1080 (Registered Nurse)

### Educational History

#### **Master of Arts in Psychology**

Mapua University (Makati Campus)  
(2025-present)  
18 units

#### **Bachelor of Science in Nursing**

Pamantasan ng Lungsod ng Maynila  
(2003-2007)

### About

Dedicated and compassionate professional with a background in nursing and over a decade of administrative and HR experience in a government academic-research institution. I aim to leverage my expertise in human resource management, organizational development, and public service to contribute to meaningful, people-centered programs and institutional growth. Passionate about creating systems that support staff well-being and organizational efficiency,

### Work Experience

#### ● **Human Resource Management Officer III**

UP Manila – National Institutes of Health, Institute of Human Genetics  
May 2022 - Present

##### *Key Leadership Responsibilities:*

- Lead end-to-end recruitment and placement processes in compliance with Civil Service Commission (CSC) rules and agency staffing requirements, ensuring transparency, merit-based selection, and timely onboarding of personnel.
- Ensure full compliance with statutory employee benefits by overseeing the administration of GSIS, PAG-IBIG, PhilHealth, and other mandated government programs.
- Supervise personnel records management, including 201 files, attendance, tardiness tracking, and leave administration, ensuring accuracy, data privacy, and audit readiness.
- Coordinate the preparation and consolidation of payroll and personnel documents, such as Notices of Appointment, plantilla updates, and employment status reports for submission to relevant oversight agencies.
- Review and issue HR-related communications, including employment contracts, internal memos, and policy advisories, ensuring alignment with legal and regulatory frameworks.
- Direct agency-wide training and development efforts, managing capacity-building programs, tracking compliance with learning and development (L&D) requirements, and reporting to CSC or relevant bodies.
- Oversee the performance management system (e.g., IPCR/SPMS), ensuring timely appraisals, proper documentation, and integration into employee development plans and promotion processes.
- Provide strategic human resource leadership for over 120 personnel, including plantilla, contractual, and job order staff, fostering a culture of accountability and service excellence.
- Advise department heads and unit leaders on HR policies, employee relations, disciplinary actions, and organizational development initiatives within the context of government service.
- Prepare and manage personnel services budget proposals, justifying allocations based on workforce needs, approved staffing patterns, and agency priorities.

#### ● **Administrative Officer IV (HRMO II)**

UP Manila – National Institutes of Health, Institute of Human Genetics  
August 2019 – May 2022

#### ● **Executive Assistant I**

UP Manila – National Institutes of Health, Institute of Human Genetics  
September 2014 – August 2019

#### ● **University Research Associate I**

UP Manila – National Institutes of Health, Institute of Human Genetics  
January 2010 – September 2014