PHP For AGUSTIN Maria Mylissa

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Current Employee	
1. UN Index Number **498130**	2. Category/Grade **G-6**
3. Start Date of Appointment **Jun 2000**	4. End Date, if any
5. Organization or Agency **United Nations Secretariat**	
6. Department, office or mission **Office for the Coordination of Humanitarian Affairs**	
7. Type of Appointment **Permanent Appointment (under 100 series)**	
8. Limitations to Appointment **N/A**	

General Details

1. Family Name	First Name	Middle Name	Maiden Name, if any
Agustin	**Maria Mylissa**		

2. Date of Birth	3. City of Birth	Country of Birth
6 May 1967	**Manila**	**Philippines**

4. Country of Nationality at Birth	Second Nationality (if any)	5. Country of Present Nationality	Second Nationality (if any)
Philippines		**Philippines**	

6. Gender	7. Height [cm]	8. Weight [kg]	9. Marital Status
Female	**155**	**68**	**Single**

10. Entry into United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities.
Are there any limitations on your ability to engage in all travel?
No

Are there any limitations on your ability to perform in your prospective field of work?
No

11. Have you taken up legal permanent residence status in any country other than that of your nationality?
No

12. If you have taken any legal steps towards changing your present nationality, explain the circumstances:

13. What is your preferred field of work?
Personnel management specialists

14. Would you accept employment for less than six months?
Yes

15. If you have previously submitted an application for employment and/or undergone any tests with the United Nations, indicate when:

16. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

No Give explanation of each case:
17. State any other relevant facts, include information regarding any residence outside the country of your nationality.
18. Email Address **myles612@yahoo.com**

Contact Address and Telephone

Home
432 Devon Street
Kearny
United States of America

Telephone Number
+1 201 9917667
+1 201 8895829

Relations

Are any of your relatives employed by a public international organization?
No
If you answered Yes to #1, list any relatives employed by the United Nations or its Specialized Agencies Below:

Relative Name	*Relationship*	*Organization or Agency*

If you have any dependants, list them below.

Dependant Name	*Relationship*	*Date of Birth*	*Gender*	*City , Country of Birth*	*Nationalities*
Leslie Anton Agustin	**Son**	**7 Dec 1988**	**Male**	**Manila, Philippines**	**Philippines**

Education

List all university degrees or equivalent qualifications obtained.

University Name	*City, Country*	*Attended From - To*
University of Sto. Tomas	**Manila, Philippines**	**Jun 1983 - Mar 1987**

Main Course of Study	*Field of Study*
Business & Administration	**Management**
Degree or Equivalent	*Exact Title of Degree (Do Not Equate)*
Bachelor of Sciences	**Bachelor of Science in Commerce Major in Business Administration**

List schools or other formal training or education from age 14 (e.g. high school, technical school or

apprenticeship)		
School	*City, Country*	*Attended From - To*
Paco Catholic School	**Manila, Philippines**	**Jun 1979 - Mar 1983**

Main Course of Study	*Certificates or Diplomas obtained*
High School	**High School Diploma**

List any significant publications you have written.		
Journal/Publisher	*Title of Publication*	*Date*

List professional societies and activities in civil, public or international affairs.

Employment

26. Starting with your present post, list in reverse order every employment you have had:			
Job Title **Recruitment Assistant (FS-5)**	Type of Business **Peacekeeping mission**	From - To **May 2010 - Present**	
Name of Employer **On mission assignment with the UN Support Office for AMISOM (UNSOA)**	Name of Supervisor **Ms. Cristina Gomez, Head of Recruitment Cell**	Is this a Civil Servant Position of your Government? **No**	Is this a position within the UN Common System? **Yes**
Salaries per Annum: Starting	Final	Currency Paid **Kenya Shilling**	
Telephone Number **+254 20762-6244 Extension 6244**	Fax Number	Email Address **mylissa.agustin@unsoa.org**	
Address of Employer **UNON Complex Nairobi, Kenya**			
Field of Work **Administration related**	Specialty **Personnel management related**		
Number of Employees Supervised by You **N/A**	Kind of Employees Supervised by You **N/A**		

Description of Duties
Identifies upcoming vacancies in coordination with Chief of Sections; reviews applications, and provides a Nucleus generated short-lists to the program managers. Maintains and updates special reports and statistics based on the Staffing Table, ensuring accuracy in post incumbency. Keeps abreast of developments in various areas of recruitment including staff selection and on-boarding. Provides advice and support to managers and staff on recruitment-related matters. Monitors and reviews the work of the other Recruitment Assistants (4 International staff, 1 Individual Contractor and 3 national staff) in carrying out all recruitment and administrative transactions including preparation of cases to the FCRB, maintenance of staffing tables, and post management. Verifies categorization of candidates using IMIS and Nucleus and ensures that submissions of cases are in line and in compliance with the Standard Operating Procedures (SOP) on staff selection in UN peacekeeping operations. Provides guidance to program managers on the application of classification policies and procedures. Acts as Officer-in-Charge in the absence of the Head of the Recruitment Cell. Performs any other duties as required by the Head of the Recruitment Cell and the Chief of Administrative Services.

Summarize Any Of Your Achievements.
I have effectively and efficiently assisted the Head of the Recruitment Cell in the smooth operation of the Section and helped expedite the processes of all vacancy cases for submission to the FCRB. During absence of the Head of RC, I managed and coordinated work of the other Recruitment Assistants (4 International Staff, 1 Individual Contractor and 3 national staff). I was designated and performed the responsibility of supervising the review of all approved and closed FCRB cases for an upcoming audit.

Reason for Leaving
n/a

Job Title	Type of Business	From - To	
Human Resources/Monitoring Assistant	**International organization**	**Apr 2008 - Apr 2010**	
Name of Employer **OCHA - Executive Office**	Name of Supervisor **Ms. Martha Natale, Senior Adviser**	Is this a Civil Servant Position of your Government? **No**	Is this a position within the UN Common System? **Yes**
Salaries per Annum: Starting **75868**	Final **84912**	Currency Paid **United States of America Dollar**	
Telephone Number **+1 212 963-1614**	Fax Number **+1212 963-8880**	Email Address **agustin1@un.org**	

Address of Employer
OCHA Executive Office
New York, NY 10017 United States of America

Field of Work	Specialty
Administration related	**Personnel management related**
Number of Employees Supervised by You **N/A**	Kind of Employees Supervised by You **N/A**

Description of Duties
Monitoring: Assists in the annual review of HRAP, and monitoring & reconciling of HR mgt areas, including vacancy mgt, geographical distribution, gender distribution, gender representation, EPAS and mandatory programmes compliance and staff mobility. Recruitment and General Administration: Assists in the recruitment of consultants by reviewing ToRs and supporting docs, ensuring availability of funds, requesting index no, creating pre-encumberance and obligation documents/contracts. Reviews evaluation reports, monitors payment schedule and processes payments of consultancy fees. Initiates, reviews, processes & follows-up on actions related to the administration of OCHA's HR activities, including recruitment of staff, placement, promotion, transfer, assignment, reclassification, SPA, extension of contract, post incumbency & mgt, updating/maintaining of staffing tables, EPAS compliance, separation of staff members, etc. Prepares personnel actions through IMIS. Responds to enquiries, provides information and advises staff on their entitlements, administrative procedures, processes and practices. Assist in the prepararation and posting of TVAs in ISeek. Monitor TVAs and participate in interviews. Secretary of SPA Panel: Prepares SPA recommendations and background documents for distribution to Panel members. Prepares relevant computation sheets for remuneration adjustments. Initiates SPA personnel action in IMIS. Statistics: Compile, process data derived from a variety of sources and prepare monthly reports, on gender, geographic balance, HR appointments and separations. Maintain, update and post statistical data, new issuances of AIs and ICs and other HR related info in the OCHA Intranet. Maintain HR related automated systems and applications including automated databases containing HR related statistics and prepare periodic reports. Time and Attendance: Overall custodian of T&A including extended SL, CTO and OT. Administers T&A data for separation

Summarize Any Of Your Achievements.
Timely and accurate processing of personnel actions and payments. Effectively and successfully served as NY focal point for OCHA's contact and contract management database, which facilitates HR and other related inter-linkages between the EO and its administrative offices in Geneva and field offices. Statistical data were readily available when required by the OCHA Senior Management Team, OHRM and donor countries. Time and attendance has been well-maintained and staff

members were well-informed of leave balances.
Reason for Leaving **Temporary assignment with UNSOA**

Job Title **Administrative Assistant**	Type of Business **Executive Office**	From - To **Jul 2004 - Mar 2008**	
Name of Employer **OCHA - Executive Office**	Name of Supervisor **Maria Luisa Murphy, Executive Officer**	Is this a Civil Servant Position of your Government? **No**	Is this a position within the UN Common System? **Yes**
Salaries per Annum: Starting **51661**	Final **51661**	Currency Paid **United States of America Dollar**	
Telephone Number **+1 212 9631614**	Fax Number **+1212 9638880**	Email Address **agustin1@un.org**	
Address of Employer **United Nations HQ, Room S-3600N** **New York, United States of America**			
Field of Work **Administration related**	Specialty **Personnel management related**		
Number of Employees Supervised by You **0**	Kind of Employees Supervised by You **N/A**		
Description of Duties **Assisted the Executive Officer with the administration of the office; Monitored and maintained time and attendance of OCHA NY staff, including OT and flextime arrangements and extended sick leave; Processed personnel actions through IMIS. Performed Help Desk tasks in the EO; Provided research assistance to the EO in the drafting of reports and statements, including processing of statistical data and reports on gender, geographic balance, EPAS compliance and other reports requested by OHRM; EO focal point for the management and update of the OCHA Contact and Contract Management database; Was responsible for maintaining and updating the admin page in the OCHA intranet, ensuring that statistical data, admin circulars and information are regularly posted. Ensures continuous flow of information, work distribution within EO; Arranged official mission travel and processed travel claims for the EO; Provided administrative assistance in the processing of day-to-day personnel actions; Served as "Office Manager" for the EO.**			
Summarize Any Of Your Achievements. **I have successfully carried-out heavy and varied workloads assigned to me in the Executive Office. I had effectively assisted the Executive Officer in a wide-range of human resources issues including compilation, analysis, updating and posting of all integrated OCHA-wide staffing and statistical data. I am in the forefront of the development of OCHA administrative databases and management of the Admin page of the OCHA Intranet. Being the department's overall time and attendance custodian I have devised a system of collecting time and attendance records which brought the whole department's records up-todate.**			
Reason for Leaving **N/A**			

Job Title **Administrative Assistant**	Type of Business **Peacekeeping Mission**	From - To **Apr 2003 - Jun 2004**	
Name of Employer **MONUC**	Name of Supervisor **Ms Nancee Oku Bright Chief of Section**	Is this a Civil Servant Position of your Government? **No**	Is this a position within the UN Common System? **Yes**
Salaries per Annum: Starting **51661**	Final **51661**	Currency Paid **United States of America Dollar**	
Telephone Number	Fax Number	Email Address **agustin1@un.org**	

Address of Employer **MONUC HQKinshasa** **Kinshasa, Congo, Dem. Rep.**	
Field of Work **Administration related**	Specialty **Personnel management related**
Number of Employees Supervised by You **0**	Kind of Employees Supervised by You **N/A**
Description of Duties **Extended administrative and secretarial support to the Chief of the Humanitarian Affairs Section;Performed administrative functions including monitoring of T&A and preparation of monthly attendance reports, PAS, travel claims and requests of section staff: Liaised with Personnel to ensure timely processing of contracts; Coordinated daily activites of the section; Extended assistance to Sectors staff in processing Special Flight and Cargo Movement requests for humanitarian community; Prepared briefing materials for humanitarian mission travel of the DSRSG and Chief of Section; Organized and prepared relevant documents and arrangements for section meetings and brainstorming sessions; Managed calendar of meetings and appointments of the Chief of Section; Organized and coordinated Section Chief's travel and special missions arrangements; Ensured work distribution within the Section & disseminated information to respective Human. Affairs Officers.**	
Summarize Any Of Your Achievements. **I initiated the creation of a database that assisted the Section staff in the tracking of Cargo, Special Flight and Transport requests received from UN agencies, INGOs, NGOs and nationals. This became a very helpful reference tool in the preparation of the Section's budget and performance reporting. I also initiated a monthly reporting of all actions taken on all correspondence received from the SRSG's office. During this peacekeeping assignment, I was called to be a member of the Board of Inquiry convened by the SRSG, for which I had efficiently and successfully participated.**	
Reason for Leaving **Return to UNHQ**	

Job Title **Secretary**	Type of Business **Humanitarian Emergency Branch**	From - To **Sep 2000 - Mar 2003**	
Name of Employer **OCHA**	Name of Supervisor **Mr Stephen Johnson Deputy Chief of Branch**	Is this a Civil Servant Position of your Government? **No**	Is this a position within the UN Common System? **Yes**
Salaries per Annum: Starting **38000**	Final **49000**	Currency Paid **United States of America Dollar**	
Telephone Number **+1 212 963-1614**	Fax Number **+1212 9633630**	Email Address **agustin1@un.org**	
Address of Employer **United Nations HQNew York, N.Y.** **New York, United States of America**			
Field of Work **Administration related**		Specialty **General administration related**	
Number of Employees Supervised by You **0**		Kind of Employees Supervised by You **N/A**	
Description of Duties **Extended secretarial and administrative support to the Deputy Head of Branch and Chief of the Middle East and Northern Africa Section; Extended administrative support to the Special Envoy of the SG for Humanitarian Affairs in the Sudan; Undertaken responsibilities as Branch focal point on Security Council matters for IMDIS reporting;Assisted Chief of Section and 2 Desk Officers in the preparation of background documents for briefings, meetings and mission travels; Backstopped for the Assistant of the Chief of Branch.**			
Summarize Any Of Your Achievements.			

The Branch's work involves extensive mission travel of staff, that are usually planned in a very limited timeframe. I have effectively and efficiently assisted the Special Envoy of the SG for Sudan (who was based in Helsinki) with his travel arrangements and mission preparations in a timely and coordinated manner.

Reason for Leaving
Mission assignment in DRC

Job Title	Type of Business	From - To
Secretary	**IASC-ECHA Secretariat**	**Jun 2000 - Sep 2000**
Name of Employer **OCHA**	Name of Supervisor **Mr David Bassiouni Director and Coordinator**	Is this a Civil Servant Position of your Government? **No** Is this a position within the UN Common System? **Yes**
Salaries per Annum: Starting **38000**	Final **38000**	Currency Paid **United States of America Dollar**
Telephone Number **+1 212 9631614**	Fax Number	Email Address **agustin1@un.org**

Address of Employer
United Nations HQNew York, NY
New York, United States of America

Field of Work	Specialty
Administration related	**General administration related**
Number of Employees Supervised by You **0**	Kind of Employees Supervised by You **N/A**

Description of Duties
Organized meetings of the IASC Secretariat; Ensured availability of conference rooms and facilities and distribution of invitations for the meetings; Maintained calendar of the Coordinator; Typed and circulated drafts of agenda, documents and e-mails relating to all inter-agency meetings; Assisted the Director in performing his tasks as focal point for OCHA change process.

Summarize Any Of Your Achievements.
I joined the Secretariat as a vacation replacement for the Meeting Services Assistant, but was able to perform beyond expections of the Director. During my short stint with the IASC Secretariat, I was able to also extend secretarial support at the Senior Management Retreat and backstopped for the OUSG when needed.

Reason for Leaving
Moved to the Humanitarian Emergency Branch

Job Title	Type of Business	From - To
Personal Assistant to the Ambassador	**Diplomatic Mission**	**Sep 1990 - Jun 2000**
Name of Employer **Permanent Mission of Nepal to the United Nations**	Name of Supervisor **Ambassador Narendra Bikram Shah**	Is this a Civil Servant Position of your Government? **No** Is this a position within the UN Common System? **No**
Salaries per Annum: Starting **9000**	Final **28800**	Currency Paid **United States of America Dollar**
Telephone Number **+1 212 3704188**	Fax Number	Email Address **magustin@un.int**

Address of Employer
820 Second Avenue, Suite 17BNew York, N.Y. 10017
New York, United States of America

Field of Work	Specialty

Administration related	**General administration related**
Number of Employees Supervised by You **0**	Kind of Employees Supervised by You **N/A**
Description of Duties **Extended secretarial and administrative support to the Permanent Representative of Nepal to the UN; Monitored UN contributions, peacekeeping operations' financial matters and candidature issues; Assisted in the management of administrative matters; Assisted delegates with their travel and documentation needs during the GA; Responsible in coordinating and arranging social functions for the Ambassador; In-charged of UN documents retrieval; Maintained library files; Processed visas and Nepalese passports; Entertained consular queries.**	
Summarize Any Of Your Achievements. **Being the only secretary in the Mission, I was the person who catered to all secretarial and administrative needs of the Ambassador and 6 diplomats. During the GA, I also directly assisted the Head of the Delegation (Prime Minister or Minister of Foreign Affairs) handling his schedules and coordinated bilateral meetings. I created an extensive library files for the members of the delegation which tremendously helped them in the preparations of the delegation's GA statements and reports.**	
Reason for Leaving **Moved to UN Headquarters.**	

Job Title **Processor**	Type of Business **Commercial Bank**	From - To **Jun 1990 - Sep 1990**	
Name of Employer **Merchants Bank of New York**	Name of Supervisor **Mr Joseph Cestone Vice President**	Is this a Civil Servant Position of your Government? **No**	Is this a position within the UN Common System? **No**
Salaries per Annum: Starting **24000**	Final **24000**	Currency Paid **United States of America Dollar**	
Telephone Number	Fax Number	Email Address	
Address of Employer **Broadway,New York, N.Y.** **New York, United States of America**			
Field of Work **Administration related**		Specialty **Financial management related**	
Number of Employees Supervised by You **0**		Kind of Employees Supervised by You **N/A**	
Description of Duties **Handled foreign money transfers; Processed cable messages for foreign collections to correspondent banks; Responsible for the transmittal of fax messages to clients.**			
Summarize Any Of Your Achievements. **While I performed my day-to-day duties, I was also entrusted to assist the Assistant Vice-President in handling accounts investigations.**			
Reason for Leaving **Accepted job offer of the Permanent Mission to maintain visa status.**			

Job Title **Processor**	Type of Business **Commercial Bank**	From - To **Jan 1988 - Mar 1990**	
Name of Employer **United Coconut Planters Bank**	Name of Supervisor **Mr Jaime , Chief of Imports Section**	Is this a Civil Servant Position of your Government? **No**	Is this a position within the UN Common System? **No**

Salaries per Annum: Starting **60000**	Final **60000**	Currency Paid **Philipines Peso**
Telephone Number	Fax Number	Email Address
Address of Employer **United Coconut Planters BankHead Office, Makati AvenueManila Manila, Philippines**		
Field of Work **Administration related**	Specialty **Financial management related**	
Number of Employees Supervised by You **0**	Kind of Employees Supervised by You **N/A**	
Description of Duties **In-charged of processing payments of Trust Receipts (TRs) Loans; Monitored maturities of loans; Prepared inventory of outstanding TRs and monthly statements for clients; Assisted the Accounting Department in reconciling floating entries in their records; Liaised with Branch Officers on the availability of clients' funds; Kept track of interest rate movements.**		
Summarize Any Of Your Achievements. **Clients were effectively advised of maturities of their loans. Backstopped for the Personal Assistant of the Vice-President and Head of the International Department.**		
Reason for Leaving **Moved to the USA**		

Job Title **Purchasing Assistant**	Type of Business **Resort Hotels Management Company**	From - To **Apr 1987 - Dec 1987**	
Name of Employer **The Islander Group**	Name of Supervisor **Mr Anthony Reguindin Purchasing Manager**	Is this a Civil Servant Position of your Government? **No**	Is this a position within the UN Common System? **No**
Salaries per Annum: Starting **40000**	Final **40000**	Currency Paid **Philipines Peso**	
Telephone Number	Fax Number	Email Address	
Address of Employer **Glass Tower BuildingLegazpi Village, MakatiManila Manila, Philippines**			
Field of Work **Administration related**	Specialty **Purchasing and contracting related**		
Number of Employees Supervised by You **0**	Kind of Employees Supervised by You **N/A**		
Description of Duties **Processed purchase requisitions from departments and 6 hotels being managed; Conferred with the Accounting Department and requisitioning parties concerning costs, market lists and purchase requisitions to clear-up quantity and quality specifications; Liaised with suppliers; Kept track of price movements, noting suppliers offering lowest prices; Supervised deliveries of items purchased to hotels managed; Controlled office supplies and assisted Property Custodian in the inventory and management of supplies.**			
Summarize Any Of Your Achievements. **In just a week after my college graduation, I was able to receive acceptance to work in this competitive company that managed six 5-star resort hotels. Without any formal trainings, I was able to quickly learn and efficiently performed the tasks assigned to me.**			
Reason for Leaving			

Career advancement

Have you any objections to our making inquiries of your present employer? **No**
Other Agencies of the United Nations System may be interested in our applicants. Do you have any objection to your Personal History Profile being made available to them? **Yes**

For clerical grades only:

Indicate typing speed in words per minute:English - **75**
List any office machines or equipment you can use: **Fax, Photocopier, scanner, PC, typewriter, desk calculator, digital sender**

List any of the Official Languages of the United Nations you know.

Language	*Mother Tongue*	*Read*	*Write*	*Speak*	*Understand*	*Have you passed the UN Proficiency Exam for this language?*
English	**No**	**Easily**	**Easily**	**Easily**	**Easily**	**No**
Spanish	**No**	**Easily**	**Not easily**	**Not easily**	**Not easily**	**No**

In addition to the six Official United Nations Languages, list any other languages you know.

Language	*Mother Tongue*	*Read*	*Write*	*Speak*	*Understand*
Tagalog	**Yes**	**Easily**	**Easily**	**Easily**	**Easily**

References

30. List three persons, not related to you, and who are not current United Nations Staff Members, who are familiar with your character and qualifications. Do not repeat the names of supervisors listed under Employment.

Reference Name **Maria** **Belinda Bautista**	*Business or Occupation* **Teacher**	*Telephone Number* **+1 718 2711321** *Country* **United States of America**	*Address* **Elmhurst, New York** *Email Address*
Reference Name **Rita Nulud**	*Business or Occupation* **Dentist**	*Telephone Number* **+1 212 7844885** *Country* **United States of America**	*Address* **114 East 72nd Street** **New York, N.Y.** *Email Address*
Reference Name **Omar Vigilia**	*Business or Occupation* **Lawyer, Head of Legal Department**	*Telephone Number* **+011 632 9219991** *Country* **Philippines**	*Address* **Chinabank Head Office** **Paseo de Roxas** **Makati** *Email Address*