

Respondent

< 119 Regina Grace Pigar >

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Time to complete

1. If anything was possible, what would your dream job be, and why? *

My ideal job would be something that will allow me to work from home. There is a recent demand for Virtual Assistants because of the pandemic and I became aware of this and became very interested. Working from home, especially for mothers like myself, would be very ideal since it will allow me to take care of the needs of my family, contribute financially and give myself a sense of fulfillment careerwise. If also given a choice, I would like to be assigned specifically to admin or human resources. I was connected to human resources in my previous work experience and I really enjoyed my job there. I was dealing with different kinds of people and I gained knowledge and confidence in myself. I also would like to be a writer, although it is one of my frustrations. I used to attend writing workshops back in high school but I wasn't able to nurture that creative side of me since I took up commerce in college.

2. Have you ever experienced a stressful situation in your past work place (college if fresh grad), what was it and how did you overcome it? *

I've had people who did not like me in the workplace. Perhaps, because some think I'm too serious or uptight and that I do not know how to have fun. I usually do not mind them and just go on with the work that was assigned to me. I just try to be civil and professional when dealing with them. Of course, it is especially difficult if you need them to teach you something that is important. I would still ask them in a polite way because after all, we need to set aside personal quarrels. What is most important is that do what the company has paid us to do and accomplish what is expected of us. I also get a lot of stress when I make a serious mistake a work. Since I'm on compensation and benefits, it involves the salary of the employees. When this happens, I often think of a solution first before going to my manager and admitting my mistake. That way, when I tell her all about it, I already know the steps on how I can make up for what I have done.

3. In your previous position, what task did you find most challenging and why? *

I did not find my tasks difficult at all. However, the challenge comes during system updates or when the management requires changes to our already well-established practices. It is especially difficult if there is already a set deadline and we are still required to accommodate

these new memos. There were times when we had to render unpaid overtime but these are sacrifices that we had to do. My previous work involves payroll and delays are unacceptable. I also find it difficult when dealing with those who are in a higher position than myself and whenever they would try to insist on what they want even if there are set rules. For example, being in timekeeping, we encode schedules for the employees. Sometimes, their supervisors or managers might want a specific schedule for the employees under them and that schedule is not in the system. We just explain calmly that there is no workaround on the system. When we inform them, some would get angry, but that's just the way it is.

4. In your previous position, what task did you enjoy most and why? *

I enjoy meeting different kinds of people. Being in human resources, you get to meet the newly-hired employees, the current employees, and the managers. All employees of the company often have business with HR, whether it is about their schedules, their salaries, or the status of their loans. This makes me familiar and on speaking terms with almost all of the employees of the company. I also like doing our payroll processes for the middle and end of the month. It is pretty much repetitive work - checking, encoding, summarizing, printing out the reports, checking again for accuracy, and then submitting it to my supervisor and manager for their signatures. It has become so familiar that it often gives me great satisfaction that I was able to finish all of the required reports for that specific period, especially if I finished it early and they have no corrections in my work.

5. How would your previous managers/coworkers describe you? *

They would describe me as quiet and reserved. I don't talk much at all unless someone talks to me first. I'm not a shy person at all but I often reserve idle chitchats during breaks or after office hours. I'm also someone who is most often so absorbed in my work, crouched down on my computer without a care in the world, that I often cannot see what is going on behind me. I could see it as both an advantage and a disadvantage. It is an advantage in the sense that I have this focus on my work and finish it before the set time. It can be a disadvantage because people sometimes see me as too much of a workaholic or an introvert. This is also I also think they'd see me as someone dedicated who is dedicated to my work. I don't like to be absent unless absolutely necessary and I often come early to work. I'm proud to say that I make it through our Perfect Attendance Awards quite often.

6. What personal or professional accomplishments are you most proud of? *

A personal accomplishment that I am most proud of is homeschooling my seven-year-old daughter during the pandemic and she finished the year on top of her class. I had my struggles, of course, since I don't have that much patience when teaching her, but I got through it. This actually made me very impressed with all teachers on how they are able to handle multiple kids in their class without getting burntout. As for my professional

accomplishment, I guess staying in my previous company for over four years was something I am proud of. At that time, the company was already grooming me for a higher position. I was often sent to paid training courses outside of Bacolod, I have high ratings in my evaluations, and my superiors would often express their high regard for my trustworthiness and my work. It is unfortunate that I had to leave to get settled down and start a family. It's not something I actually regret, but I often look back and think about what my career would have been like now if I did not quit.