

LERMAFLOR GABUYA NAPOLES

Barangay San Isidro

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**OBJECTIVE:**

To be able to work in an institution where my experience and skills will be used and be able to contribute extensively to the fulfillment of its mandate and to achieve career enhancement.

PROFESSIONAL STRENGTHS:

- Proficient in overseeing administrative functions, including budgeting, resource allocation, policy development, and strategic planning, resulting in streamlined operations and improved efficiency.
- Strong leadership skills in effectively managing teams, fostering a collaborative work environment, and encouraging professional development among staff members.
- Extensive experience in implementing administrative procedures, utilizing technology-driven solutions, and optimizing processes to enhance productivity and meet organizational objectives.

SUMMARY OF EXPERIENCE:

Organization: Department of Education Division of Biliran

Duration: March 25, 2015 to present

Designation: Administrative Officer IV – HRMO II (Human Resource Management Office).

- List of Accomplishments and Contributions (if any)
 - Developed recruitment plan
 - Developed and Innovation for Enhancement of Recruitment Selection and Placement System of the Division (eTHOR)
 - Designed a training program for retirees under EO 366
- Summary of Actual Duties

To provide personnel administration services to the management and personnel of the Schools Division in the areas of recruitment and selection, personnel administration, compensation and benefits administration, personnel records, while ensuring adherence to the standards, rules and regulations in personnel administration of government oversight agencies (CSC, DBM, COA, etc.)

Organization: Department of Education Division of Biliran
Duration: June 10, 2010 to March 24, 2015
Designation: Administrative Aide IV – Clerk II (Training and Development and Human Resource Management Office).

- Performed clerical and administrative and technical tasks
- Pre-screening of applicants, , preparation of monthly report on accession and separation.
- Report of appointments issued, preparation of minutes of meetings of various HR committees
- Assisted during conduct of trainings;
- respond to queries and performs other related functions

EXAMINATION PASSED:

Licensure Examination for Teachers

Secondary – Mathematics

Leyte National High School

Rating: 81.8

CAREER SERVICE PROFESSIONAL ELIGIBILITY

Civil Service Commission

Leyte Normal University

Rating: 80.1

AWARDS AND RECOGNITIONS RECEIVED:

- **Outstanding SDO (School Division Office) Personnel**
Date received: October 29, 2021
- **2019 Division Nominee Search for Outstanding Division HRMO**
Date received: December 6, 2019
- **Recognition for Participation and Contribution to the Writeshop for the Finalization of Resource Guidebook:** Chapter I – Department of Education and Chapter IV – Work Ethics
Duration and Venue: August 29-31, 2018 at Sea Dreams Resort, Dauin, Negros Oriental.

TRAININGS ATTENDED:

Leadership and Supervisory

Capacity Building of Human Resource Management Officers (HRMOs)

Department of Education Bureau of Human Resource and Organizational Development

DepEd Ecotech, Cebu City

Duration of Training: November 20-24, 2023

2023 Service Excellence Summit for Leaders (SESL)

Civil Service Commission Regional Office VIII

Marco Polo Plaza Cebu, Cebu City

Duration of Training: November 9-10, 2023

2022 Regional Congress of Human Resource Management Practitioner in Eastern Visayas

Civil Service Commission Regional Office VIII

Summit Hotel, Tacloban City

Duration of Training: August 24-26, 2022

Executive Education in Leadership Development (Moral Leadership and Resilience with Strong Emphasis in Conflict Resolution, Decision Making and Balance)

Department of Education Regional Office VIII

RELC RO VIII, Tacloban City, Leyte

Duration of Training: February 23-25, 2022

29 Public Sector HR Symposium “Moving together toward AMBISYON NATIN 2040”

Civil Service Commission – CSI

Philippine International Convention Center, Pasay City

July 24-26, 2019

2019 Human Resource (HR) Assembly

Department of Education

La Fortuna Hotel Cebu City

April 3-5, 2019

Technical

Seminar-Workshop on LNU-REC SOPs and Forms cum ETHICS Review Simulation

LNU House Tacloban City

November 28-30, 2023

Leyte Normal University-Research Ethics Committee Standard Operating Procedure Writing

Sabin Hotel, Ormoc City

December 5-8, 2022

Capability Enhancement of Records Officers and Document Controllers on Data Privacy Management Control and Disposition

DepEd RO 8, NEAP Mess Hall

September 21, 2020

Workshop for the Preparation and Submission of Inventory of DepEd Personnel

DepEd BHRD

DepEd ECOTECH Center, Cebu City

October 3-4, 2019

DepEd Region VIII: Cluster Training on Program Management Implementation System Basic Education Inputs Module System

Leyte Park Hotel, Tacloban City

October 8-11, 2019

RESOURCE SPEAKERSHIP:

Division Level:

“Roll-Out on Enhance Leave Administration Course for Effectiveness (ELACE)”

December 19-20, 2023

“Induction Program for New Hired Non-teaching Personnel”

December 8-11, 2023

“School Heads Induction Program” (SHIP)

July 16-18, 2019

“Capability Building for Newly Hired and Promoted Non-teaching Personnel”

October 11-12, 2022

“2020 Online Non -teaching and Teaching Personnel Induction Program”

December 7 -9, 2020

Speakership with other Institution:

Student Teachers’ Career Development, Gender Inclusive Career Paths, and Employability Skills

Forum held August 5, 2022, BIPSU Gymnasium

Career Development Program: Job and Employment Readiness Sessions

Topic - Current Trends in Teaching Profession, Qualification Requirements”

Forum held August 5, 2021, BIPSU Main Campus, Naval, Biliran

ORGANIZATIONS AND AFFILIATION

LNU Research Ethics Committee

Non- Institutional and Non-Scientist Member

August 2023- Present

METROPOLITAN TACLOBAN JUNIOR JAYCEES

Director

January 3,2003 to October 30,2005

EDUCATIONAL BACKGROUND SUMMARY

Post Graduate

- **Master of Arts in Education, Educational Management**
Biliran Province State University, Naval Biliran
27 Masteral Units

Tertiary

- Bachelor of Science in Office Administration
University of San Jose Recoletos, Cebu
Cebu City
March 4, 2013 to May 3, 2014

Secondary Education

- The Sisters of Mary School Girlstown
Poblacion Talisay City, Cebu
April 6, 1998 to December 21, 2001

Elementary Education

- Biliran Central School
Biliran, Biliran
June 3, 1992 to March 4, 1998

Personal Data

Date of Birth: September 13, 1985
Age: 38 years old
Place of Birth: Biliran, Leyte
Employment Status: 14 yrs Government Employee
Civil status: Married
Nationality: Filipino
Dialects Spoken: Waraywaray, Cebuano, Filipino, English

REFERENCE:**DR. JUDELLA R. LUMPAS, CESO V**

School Division Superintendent
DepEd Division of Tacloban City
Mobile: 09173226014

DR. MARGARITO A. CADAYONA JR., CESO VI

Assistant Schools Division Superintendent
OIC Office of the Schools Division Superintendent- Calbayog City, Northern Samar
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MONALIZA GRANADA- PETILOS

Master Teacher I
Biliran National Agricultural High School
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