

## RONIE CADORNA COLIBAO

Brgy. Cabarasan, Barugo, Leyte

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### OBJECTIVES

To work in an environment that will challenge me further and will allow me to contribute to the continued growth and success of the organization. Obtain a position that will provide me the ability to apply my work experience to a growing industry. Look forward to working with a company that promotes quality products and services.

### KNOWLEDGE AND SKILLS

- Computer skills (MS Word, MS Excel, MS PowerPoint)
- Ability to learn easily in a given period of time
- Can readily adopt to an unfamiliar environment
- Maintain effective performance under pressure
- A good team player
- Able to take responsibility
- Planning and organizing
- Leadership and management
- Strong customer service skills

### WORKING EXPERIENCE

#### POSITION: COMMUNITY EMPOWERMENT FACILITATOR

- Duration: **May 18, 2023 to December 31, 2024**
- Position: **Community Empowerment Facilitator (CEF)**
- Name of Office/Unit: **Department of Social Welfare and Development, KALAHI CIDSS-PMNP and AF-Phase 2**
- Immediate Supervisor: **JONATHAN M. SUAMER**
- Name of Agency/Organization and Location: **DSWD KALAHI CIDSS-NCDDP, Babatngon, Leyte**
- List of Accomplishment and Contribution
  - To empower the community
  - Conduct project orientation in the barangay to obtain buy-in for the program
  - Facilitate conduct barangay assemblies and other community meetings, with special emphasis on ensuring participation of vulnerable groups.
  - Persuades the barangay council to embrace the program
  - Encourages barangay constituents to collectively participate in the CDD process with special attention on the participation of the most marginalized vulnerable groups.

- Review correctness, consistency, and completeness of documents requirement of RFR
- And perform such other tasks that may be assigned
- Assist Barangay Secretary to make minutes in every conduct of meeting
- Assist & facilitate community volunteer rules and functions
- Assist and facilitate AIT and Bookkeeper to make report
- Assist and facilitate the Barangay Treasurer to make report such as petty cash fund liquidation, and annexes
- And facilitate the CV who assign to make their Sub-Project Completion Report.

- **Summary of Actual Duties**

- The Community Empowerment Facilitator (CEF) implements the community development processes of the program at the Barangay Level. He/She ensure that the barangays and community-level processes and activities conducted along the PMNP processes are the facilitated efficiently, with the direct participation, inclusions and engagement of all stakeholders. He/She ensures that opportunities are provided, processes are designed, and mechanisms are established at the barangay level that would allow sectors, especially the most marginalized groups, to engage in and benefit from project activities.

### **SANGGUNANG KABATAAN CHAIRPERSON**

- Duration: **June 30, 2018 to May 15, 2023**
- Position: **SK Chairperson**
- Name of Office/Unit: **Barangay Local Government Unit**
- Immediate Supervisor: **Clinio A. Balais**
- Name of Agency/Organization and Location: **BLGU, Brgy. Cabarasan, Barugo, Leyte**

- **Rules and Obligations of SK Chairperson**

- Leads the Katipunan ng mga Kabataan
- Organize and lead meetings of the Youth Council
- Empower the Youth
- Implement policies, programs, and projects based on the annual programs, in coordination with the Sangguniang Barangay and the Youth Development Council of the municipality
- Lead in creating Youth Organization in the barangay in supports to the SK and its programs
- Leads in formulation of CBYDP, ABYIP and Annual Budget

**Company: Yellow Cab Pizza Co.**

Store: Yellow Cab Makati

Position: Kitchen Staff

Year: August 07. 2017-March 06,2018

### **Duties and Responsibilities**

- Maintain a high standard of cleanliness, as it is required by law and plus it is good for health of customers. Therefore, the kitchen staff has to clean the kitchen, before opening and after closing.
- Following the standardized in making and preparing the product.
- Making the food presentable.
- As kitchen staff, you must have to maintain good hygiene.
- Maintain good relationship to your managers, co-kitchen staff and etc.
- Always inform the managers on duties if ever you cannot to come to work or late so that it can avoid unnecessary problems regarding to the production time.
- Perform all the task in the kitchen.
- They should not divulge any information about the kitchen to any outsiders.

### **Company: Jollibee Food Corporation**

Store: Jollibee Malabon Citisquare

Position: Service Crew (Grillman)

Year: January-July 2014

### **Duties and Responsibilities**

- Perform all the task in the kitchen or the assigned station.
  - They are the ones responsible for the hygiene of the kitchen and they have to clean so the kitchen remains clean before the surprise inspections.
- They have to prepare all the ingredients needed in your station (grill).
- Maintain the standardized of making the products like burgers.
- They have to train any new members regarding to the culture of your station.
- They should not divulge any information about the kitchen to any outsiders.

### **TRAINING AND SEMINARS ATTENDED**

BNAP 2023-2025 FORMULATION WORKSHOP  
OCTOBER 03-05, 2023 AT BALAY NI TATAY, BRGY. VILLA MAGSAYSAY,  
BABATNGON, LEYTE

TRAINING-WORKSHOP RE:DRR-CCA ENHANCED PARTICIPATORY BARANGAY  
DEVELOPMENT PLANNING CUM BDP WRITESHOP  
SEPTEMBER 18-20, 2023, AT EVACUATION CENTER, LGU BABATNGON, LEYTE

PMNP TRAINING FOR KALAHY-CIDSS ACTs  
JULY 11-15, 2023, AT MILKA HOTEL, TACLOBAN CITY

#WINOVEROSAEC: EMPOWERING YOUTH AGAINST ONLINE SEXUAL ABUSE  
AND EXPLOITATION  
NOVEMBER 21-22, 2022, AT HOTEL ALEJANDRO, TACLOBAN CITY

CONDUCT OF "SOLID WASTE ORIENTATION"  
JUNE 01, 2018, AT 2<sup>ND</sup> FLOOR EXECUTIVE BUILDING, BARUGO, LEYTE

6<sup>TH</sup> INTERNATIONAL YOUTH ASSEMBLY 2018  
THEME: “*PEACE LOVING GLOBAL YOUTH-BRIDGING GAPS TOWARD SUSTAINABLE PEACE*”  
SEPT. 20-23, 2018 AT EON CENTENNIAL RESORT HOTEL & WATER PARK, ILOILO CITY

OPERATION & MAINTENANCE TRAINING  
APRIL 29-30, 2019, AT EDS BUILDING, MUNICIPAL COMPOUND, BARUGO, LEYTE

TRAINING OF TRAINERS OF SOLID WASTE MANAGEMENT & MONITORING SYSTEM  
JUNE 07,2019, AT EVSU MAIN CAMPUS, TACLOBAN CITY

LEYTE PROVINCIAL EXIT CONFERENCE ON DISASTER RISK REDUCTION  
AUGUST 28, 2019, AT ABC HALL, MUNICIPALITY OF KANANGA, LEYTE

ORGANIZATION

NAME OF ORGANIZATION	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
SONS AND DAUGHTER ENCOUNTER- LEYTE CHAPTER	12/10/2022	PRESENT	1 YEAR	DEPUTY TREASURER
MUNICIPAL ADVISORY GROUP FOR THE POLICE TRANSFORMATION AND DEVELOPMENT-BARUGO, LEYTE	03/10/2021	05/15/23	2 YEARS	MEMBER FOR YOUTH SECTOR
PROVINCIAL KKDAT OFFICER	10/19/2020	05/15/23	2 YEARS	PUBLIC RELATION OFFICER
MUNICIPAL KKDAT-BARUGO,LEYTE	10/10/2020	05/15/23	2 YEARS	PRESIDENT
LOCAL YOUTH DEVELOPMENT OFFICER-BARUGO,LEYTE	07/20/18	05/15/23	4 YEARS	VICE PRESIDENT
SANGGUNIANG KABATAAN PEDERASYON-BARUGO,LEYTE	07/20/18	05/15/23	4 YEARS	VICE PRESIDENT
SANGGUNIANG KABATAAN - BRGY. CABARASAN, BARUGO, LEYTE	06/30/18	05/15/23	4 YEARS	CHAIRPERSON

RECOGNITION/AWARDS

MOST OUTSTANDING SK CHAIRPERSON OF SK FEDERATION-BARUGO, LEYTE
PERFECT ATTENDANCE RECORD
EXCELLENCE IN COMMUNITY SERVICE AWARD
PHENOMENAL LEADER AWARD

EDUCATIONAL BACKGROUND

Leyte Normal University | College of Education  
Bachelor of Secondary Education (Major in TLE) | 2016-2017  
4P's Scholar under DSWD  
Licensed Public Teacher  
Barangay Official Sub-Prof. Eligibility

PERSONAL BACKGROUND

Age: 28 years old  
Date of Birth: July 27, 1995  
Place of Birth: Barugo, Leyte Philippines  
Status: Single  
Citizenship: Filipino  
Religion: Roman Catholic

REFERENCES

NAME	ADDRESS	C.P. NO.
ROVIANNE THEALENE LAMSIN	BRGY.SANTA ROSA, BARUGO, LEYTE	9307920880
CLINIO A. BALAIS	BRGY. CABARASAN, BARUGO, LEYTE	9199950674
MA. ROSARIO C. AVESTRUZ	BRGY. CUTA, BARUGO, LEYTE	9399901973

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

  
**RONIE C. COLIBAO**  
Applicant