

KATHLEEN AMOR RIVAS BERONES



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EXPERIENCE

Administrative Officer III

Mines and Geosciences Bureau – Central Office

November 5, 2020 - Ongoing
North Avenue, Diliman, Quezon City

- Establishes and maintains an active continuing program for management preservation and disposition of records using database;
- Assumes full responsibility in the custody and safekeeping of voluminous official records and documents of the Bureau;
- Checks and classifies signed correspondence before they are released for mailing;
- Authenticates copies of documents in the possession of the Unit;
- Helps in the Online Data Tracking List
- Prepares annual and other required reports

REGISTRAR I

Department of Education, Division of Leyte

March 1, 2017 – November 4, 2020
Capoocan, Leyte

- Received, updated and maintained the records, reports and documents of the school, its staff and learners;
- Managed and updated the Learner Information System (LIS);
- Manages and updates the Enhanced Basic Education Information System (EBEIS);
- Ensured an efficient process of registration and enrollment;
- Facilitated the process of releasing records of the school, staff and learners to the necessary institutions
- Reports to the School Head

ADMINISTRATIVE ASSISTANT I

Philippine National Police, PRO - VIII

October 27, 2014 – February 28, 2017
Julita Police Station, Julita, Leyte

- Entered all PNP crime incident details in the blotter and accomplished the corresponding Incident Record Form
- Encoded and transferred the date from the IRF (Incident Report Form) to NCRS (National Crime Reporting System)
- Prepared the segregated reports on Crime Statistics and submitted Monthly Unit Crime Periodic Report (UCPER) & Crime Analysis
- Formulated and submitted periodic E-project (CIRS) reports, (Monthly Reports) List of Crime Incidents, List of Cleared and Uncleared Crime Incidents, and Victimization Data
- Uploaded Mugshots of apprehended persons to E-Rogues
- Prepared Notice of Conference, Invitation Letters, After-activity reports and minutes of each meeting

Bureau of Fisheries and Aquatic Resources 8

September 2, 2013 – October 24, 2014
Tacloban City

- Performed laboratory analysis of water, sediment and biological samples submitted for analysis from BFAR project areas
- Assisted in the sample collection for Microbiological analysis of aquaculture products and assist in the monitoring of aquaculture areas in Region 8
- Assisted in the maintenance, calibration and safekeeping of laboratory equipment

- Assisted in the conduct of research studies related to aquaculture, pollution studies and post-harvest handling of fisheries products
- Assisted in the activities of other BFAR division relative to data analysis, report-writing and publication, whenever requested
- Assisted the project-in-charge in the filling of data and consolidated reports of the Environmental Management Unit

EDUCATION

JURIS DOCTOR CANDIDATE

Dr. V. Orestes Romualdez Educational Foundation
College of Law, Tacloban City
Attendance : 2015 – 2019 (109 units)

BACHELOR OF SCIENCE(BIOLOGY)

UNIVERSITY OF THE PHILIPINES
Visayas-Tacloban College
Attendance : 2009 – 2013 (Graduated)

ELIGIBILITY/CERTIFICATIONS

Career Service Professional Passer

Agency: Civil Service Commission

Medalya ng Papuri (PNP Commendation Medal) for Commendable Performance as Non-Uniformed Personnel

Agency: Philippine National Police

Medalya ng Kasanayan (PNP Efficiency Medal) for Remarkable Dedication and Devotion to Duty

Agency: Philippine National Police

Chairman of Committee on Registration and Attendance in ThreeDay School-Based Roll-Out on ResultsBased Performance Management System (RPMS)

Agency: Department of Education

TRAININGS

1. The Fundamentals of Records Management for Efficient Governance and Accountability

Duration: December 18-20. 2019
Agency: Government Records Officers' Association of the Philippines, Inc.

2. One-Day Workshop Orientation on Records Management

Duration : June 14, 2019
Agency: Department of Education

3. Three-Day School-Based Roll- Out On Results-Based Performance Management System (RPMS) Manual Aligned with the Philippine Standards for Teachers

Duration : Sept. 27-29, 2018
Agency: Department of Education

4. Capacity-Building cum Crafting of the Individual Perfomance Commitment and Review Forms (IPCRF) of the Newly-Hired Administrative Officer II, Registrar I and Administrative Assistant II for the Senior High School

Duration : Jan. 4-6, 2018
Agency: Department of Education

5. TAKE IT FROM THE EXPERT (A LECTURE/SEMINAR ON LABOR LAWS)

Duration : April 8, 2017
Agency: DVOREF College of Law

6. Personnel Orientation Course for Crime Registrars

Duration : March 7-11, 2017
Agency : Philippine National Police

7. Advanced E-Learning on PNP Patrol Plan 2030 and Code-P

Duration : March 27, 2015
Agency : Philippine National Police

8. Fish Examiners' Training

Duration : Sept. 23 – Oct. 10, 2014

Agency : Bureau of Fisheries and
Aquatic Resources

9. National Training Workshop on ISO IEC 17025:2005 Documentation for the Fish Health Network

Duration : July 7 – 12, 2014

Agency : Asian Fisheries Academy

10.9th Philippine Shrimp Congress

Duration : July 2 – 7, 2014

Agency : Bureau of Fisheries and
Aquatic Resources

11.Hands-On Training for the Detection And Enumeration of *E. coli* and Faecal Coliforms in Water

Duration: May 26 – 30, 2014

Agency : Bureau of Fisheries and
Aquatic Resources

12.Leyte Gulf Demersal (Trawl) Assessment Survey Onboard M/V DA-BFAR

Duration: March 16 – 27, 2014

Agency: Bureau of Fisheries and
Aquatic Resources

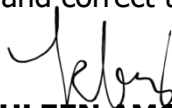
PUBLICATION

**A Comparative Analysis of the Stomatal Density
of *Ficus septica* Burm. f. Along an Altitudinal
Gradient at the Kalungan Forest of Mt. Talinis,
Bacong, Negros Oriental**

Co-Author

Journal: Vol. 35 No. 1 (2013). Annals of
Tropical
Research

I certify that the above information stated
regarding my eligibility and other certifications are
true and correct to my knowledge.



KATHLEEN AMOR RIVAS BERONES

Applicant

Date: 5 November 2020