

The Office of the HRMO
DEPED Ormoc City Division
Narra St., Brgy. Don Felipe Larrazabal
Ormoc City, Leyte

September 19, 2020

Dear Sir/Ma'am,

Greetings!

It gives me great pleasure in applying for the post of Administrative Officer II.

As a highly organized and efficient professional with a variety of administrative leadership experience and exceptional interpersonal abilities, I am sure that my credentials and interests suits to your needs well.

My years of experience as an Academic Coordinator, has provided me an excellent understanding of the process and procedures that operates in an Academic Environment. I Have been exposed to the different facets of Administrative support including but not limited to overseeing administrative operations and staff members while driving office efficiency and maximizing productivity, providing administrative and logistical support for various projects, Strategic Planning and Organization, and Research and Development.

The compassion and Flexibility that I have manifested became one of the reasons why I was assigned several Domestic and International Projects addressing the needs of both our Individual and Corporate Clientele. I have outstanding interpersonal and communication skills with the ability to teach in such a way that is easy to understand, along with the ability to multi-task and to work well in a high stressful environment.

In an effort to expand my knowledge and horizon, I wish to be able to apply my accumulated knowledge and experiences towards making your Institution a success providing a top level administrative support and along with my superior team leadership. My track record with my previous employer has been impeccable and the seminars and training that I have attended and even facilitated have assisted me in developing my methods and improving myself.

I look forward to the possibility of an interview to discuss the demands of this position and how I can be a value to your team.

Respectfully,


Ma Rose Karen Teves
09958717301

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes ☐) and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	TEVES		
FIRST NAME	MA ROSE KAREN		NAME EXTENSION (JR., SR)
MIDDLE NAME	HENERALE		
3. DATE OF BIRTH (mm/dd/yyyy)	08/22/1981	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	ORMOC CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	39 House/Block/Lot No. Street BLISS BAGONG BUHAY Subdivision/Village Barangay ORMOC LEYTE City/Municipality Province
7. HEIGHT (m)	1.52	ZIP CODE	
8. WEIGHT (kg)	57		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	39 House/Block/Lot No. Street BLISS BAGONG BUHAY Subdivision/Village Barangay ORMOC LEYTE City/Municipality Province
10. GSIS ID NO.		ZIP CODE	
11. PAG-IBIG ID NO.	233533839000		
12. PHILHEALTH NO.	12050361070-7	19. TELEPHONE NO.	
13. SSS NO.	06-2301300-5	20. MOBILE NO.	09958717301
14. TIN NO.	121043270200	21. E-MAIL ADDRESS (if any)	khaye.teves@gmail.com
15. AGENCY EMPLOYEE NO.			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	TEVES			
FIRST NAME	REYNALDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CODOG			
25. MOTHER'S MAIDEN NAME				
SURNAME	HENERALE			
FIRST NAME	NORMA			
MIDDLE NAME	LINGGO		(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	ST. PETER'S COLLEGE OF ORMOC	ELEMENTARY	06/01/1988	03/01/1994		1994	
SECONDARY	ST. PETER'S COLLEGE OF ORMOC	HIGHSCHOOL	06/01/1994	03/01/1998		1998	
VOCATIONAL / TRADE COURSE							
COLLEGE	UNIVERSITY OF SAN CARLOS	BS PSYCHOLOGY	06/01/1998	03/01/2002		2002	
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	MAEd SPED	06/01/2003	03/01/2006	24 units		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

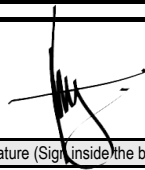
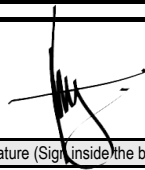
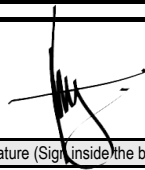
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	UGAT FOUNDATION INC	06/01/2016	PRESENT		VOLUNTEER COUNSELOR	
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	COUNSELING CHILDREN AND FAMILIES: PRACTICAL APPLICATIONS FOR DIFFERENT SETTINGS	07/03/2005	07/03/2005	4.0		SYSTEMIC ENTERPRISES
	POSITIVE PSYCHOLOGY AND COUNSELING FOR LIFE LONG LEARNING	7/26/2006	7/28/2006	24.0		ASS. OF PSYCH AND EDUCATIONAL COUNSELOR
	16TH INTER CORE GROUP FORMATION	5/19/2008	5/22/2008	24.0		UGAT FOUNDATION INC
	NATIONAL CONSULTATION WORKSHOP ON DEVELOPING A PACKAGE OF INTERVENTION	7/28/2010	7/29/2010	16.0		ACHIEVE INC
	TO PROMOTE THE MENTAL WELL-BEING OF WOMEN MIGRANT DOMESTIC WORKERS					
	LABOUR MIGRATION AND THE MEDIA: MYTHS, MESSAGES AND MEANINGS	11/04/2014	11/06/2014	24.0		INTERNATIONAL ORGANIZATION FOR MIGRATION
	MANAGING CHILDREN IN AN ONLINE PLATFORM	June 5 2020		4.0		CENTER FOR BEHAVIORAL SUPPORT
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)		
	MICROSOFT OFFICE SUITE					
	Adobe Photoshop					
	Social media Marketing					
	CANVA					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE		

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	☐ YES ☒ NO ☐ YES ☒ NO If YES, give details: _____												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	☐ YES ☒ NO If YES, give details: _____ ☐ YES ☒ NO If YES, give details: _____ Date Filed: _____ Status of Case/s: _____												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	☐ YES ☒ NO If YES, give details: _____												
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	☒ YES ☐ NO If YES, give details: _____ Resignation. New employment _____												
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	☐ YES ☒ NO If YES, give details: _____ ☐ YES ☒ NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	☐ YES ☒ NO If YES, give details (country): _____												
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	☐ YES ☒ NO If YES, please specify: _____ ☐ YES ☒ NO If YES, please specify ID No: _____ ☐ YES ☒ NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Fr. Nilo E. Tanalega SJ</td> <td>Ateneo De Manila Univ</td> <td>9173201946</td> </tr> <tr> <td>Atty. JO ANN PABRIAGA</td> <td>MANDAUE CITY</td> <td>9173228128</td> </tr> <tr> <td>MARY ANN PATACSIL</td> <td>Ateneo De Manila Univ</td> <td>9178459370</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Fr. Nilo E. Tanalega SJ	Ateneo De Manila Univ	9173201946	Atty. JO ANN PABRIAGA	MANDAUE CITY	9173228128	MARY ANN PATACSIL	Ateneo De Manila Univ	9178459370
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MARY ANN PATACSIL	Ateneo De Manila Univ	9178459370											
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i></td> </tr> <tr> <td>Government Issued ID: 06-23001300-5</td> </tr> <tr> <td>ID/License/Passport No.: SSS</td> </tr> <tr> <td>Date/Place of Issuance: MANILA</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i>	Government Issued ID: 06-23001300-5	ID/License/Passport No.: SSS	Date/Place of Issuance: MANILA	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 80px; text-align: center; vertical-align: middle;">  </td> </tr> <tr> <td style="text-align: center;">Signature (Sign inside the box)</td> </tr> <tr> <td style="height: 30px;"></td> </tr> <tr> <td style="text-align: center;">Date Accomplished</td> </tr> </table>		Signature (Sign inside the box)		Date Accomplished				
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Right Thumbmark													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath													

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: June 2016-June 2020
- Position: Academic Coordinator
- Name of Office/Unit: Busybee Playschool
- Immediate Supervisor: Atty. Emmeline Sacay-Hwang
- Name of Agency/Organization and Location: SMEAG GLOBAL EDUC.

- List of Accomplishments and Contributions (if any)
 - Designed Training Program for Teachers
 - Increased Number of Enrollment to 100% in one year.

- Summary of Actual Duties

- Provide professional development
- Mentoring and coaching to Staff Development Teachers
- Equipping them to set and deliver training and coaching to teachers in line with job-embedded staff development priorities to meet the needs of district educational goals
- Develop and disseminate innovative and successful school improvement practices
- Coordinates system-wide staff development initiatives relative to curriculum and instruction and activities through the implementation of a comprehensive training calendar – including the development, implementation, monitoring, and revision of workshops
- Works directly with cross-departmental teams to align job-embedded professional development for implementation in the schools
- Support the mission of the Office of Curriculum and Instruction by providing professional development and training equipping school staff
- Facilitates the progress, design and delivery of district wide academic matters
- Supports all elements of the instructional program and directly supervises instructional staff
- Conducts the instructional portion of staff training and assists with preparations for student arrival
- Helps in marketing strategies to maintain influx of students and quality is met
- Visits classes regularly and provides feedback to the instructional staff.
- Conducts regular staff meetings
- Reports all academic concerns to the on-site director or site manager and confers regularly with the on-site administrative team and the main office to discuss student and site issues
- Assist in managing schedule, student payroll, rooms and instructional supplies for workshops and other study programs
- Develop and manage comprehensive academic support program
- Work with parents, teachers and counselors to address students' behavioral, academic, and other problems
- Assist in updating lesson content and instruction methodology
- Assist in development of training modules and programs
- Coordinate with teachers and center coordinators to develop lesson plans and Materials

- Duration: June 2008-May 2016
- Position: Program Coordinator/ Counselor/Facilitator
- Name of Office/Unit:
- Immediate Supervisor: Fr. Nilo E. Tanalega SJ
- Name of Agency/Organization and Location: UGAT Foundation Inc.

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

Job Responsibilities

Project Coordinator

UGAT – OWWA OFW REPATRIATION PROJECT

December 2008- May 2016

- Provide project administration and program management support, including organizing logistics for and attending meetings, preparing and disseminating meeting notes, developing information materials.
- Organizing Monthly Schedule of Volunteer Counselors
- Organizing Monthly Visits for OWWA Halfway House
- Organizing Quarterly Training and Evaluation of Volunteer Counselors
- Preparing Monthly Reports and Billing for OWWA Repatriation Department
- Preparing for Logistics needs such as Ticket and hotel Bookings for out of Town trainings.

Job Responsibilities (Training Coordinator)

- Program Module Development and Design based on Needs Analyses of Target Audience
- Budget and Staff Proposal according to Project demands
- Coordinates with different departments to achieve desired results and Evaluates Staff Competence and Performance
- Inspects and Prepares necessary tools, documents and materials for Projects handled including activities that promote other aspects and branches of UGAT Foundation
- documents every seminar conducted, which would include a progress report, evaluation report and financial report
- responsible for developing and conducting trainings, seminars, workshops and learning sessions geared towards continuous development of the clients served
- Design and Facilitate learning Modules
- Assesses Training needs through surveys and interviews with client's employees, consultation with corporate Managers.
- Obtains, organizes and develops training procedure manuals, guides or course materials such as handouts or visual materials

- Provide follow up feedback sessions/counseling/coaching sessions for training Participants as requested by the Corporate clients.

Job Responsibilities (Counselor)

- Conducted individual and group counseling sessions implementing behavior management systems and conducting crisis intervention counseling as necessary
- Developed and monitored ongoing performance contracts and strategies coordinating and scheduling all other clinical services to ensure appropriate utilization of continuum
- Provided family counseling services contributing to overall case management of clients
- Contribute to weekly treatment team staffing collaborating with colleagues to ensure strongest treatment plan for each patient

Guidance Counselor

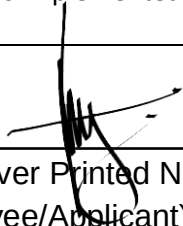
St. Peter's College of Ormoc

Ormoc City, Leyte

June 2005- May 2008

Job Responsibilities

- Conducted orientation to new students regarding guidance and counseling services and its importance at the beginning of the school year.
- Administered different tests to different year levels in High School
- Interpreted results to administrators, teachers, parents and students
- Assisted students in Career Planning
- Organized test materials to be used for the coming school year
- Participated in planning of the guidance program and contributes to curriculum development through research
- Provided group guidance and counseling service to the assigned year level
- Assisted in data gathering and documentation
- Conducted performance evaluation of teachers, staff and guidance services
- Provided a mid-year and yearly evaluation of services rendered and the programs implemented to the guidance head



(Signature over Printed Name
of Employee/Applicant)

Date: _____