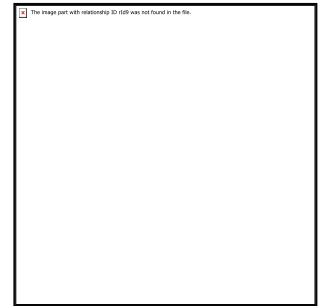


EDELINA B. MOLINA

Barangay District 28, Hermosilla Drive, Ormoc City, Leyte 6541

edelinamolina5@gmail.com / (+63) 956-433-6879



I am hard working, dynamic and has sense of accountability. I always think of ways how to make my work easier and faster without comprising the quality of it. I view challenges and conflicts as an opportunity for me to grow and to become better. Working as a procurement practitioner is challenging yet self-fulfilling.

WORK EXPERIENCE

FEBRUARY 2018 – JANUARY 2024

BAC SECRETARIAT MEMBER (DESIGNATE), DEPED – SCHOOLS DIVISION OF ORMOC CITY

- ❖ Provides secretariat and administrative support to the Bids and Award Committee (BAC);
- ❖ Manages PhilGEPS posting of notices and awards;
- ❖ Prepares bidding documents, letters, bid bulletins and resolutions.
- ❖ Prepares procurement reports and ensure timely submission of PMR, APP and others.
- ❖ Consolidate PPMP to APP. Update APP as needed.
- ❖ Monitor milestones of procurement
- ❖ Records Custodian of all Procurement documents
- ❖ Assist TWG in the conduct of Post Qualification and Evaluation Activities

JANUARY 2024 - PRESENT (ASSIGNED IN ORMOC CITY NIGHT HIGH SCHOOL)

NOVEMBER 2022 – DECEMBER 2023 (ASSIGNED IN ORMOC CITY NIGHT HIGH SCHOOL AND AT THE SAME TIME ASSIGNED AS OFFICER IN-CHARGE IN THE GENERAL SERVICES UNIT IN THE DIVISION OFFICE)

JANUARY 4, 2021 – NOVEMBER 2022 (ASSIGNED IN ORMOC CITY CENTRAL SCHOOL)

ADMINISTRATIVE OFFICER II AND BAC SECRETARIAT MEMBER

The following are my function as the Administrative Officers in Ormoc City Night High School:

- ❖ Human resource counterpart and property custodian of the school.
- ❖ Ensure that all property of the school is accounted and prepare yearly inventory reports.
- ❖ Receive deliveries of property (such as textbooks, modules, furniture and equipment) from region/central office and facilitate distribution to end-users/beneficiaries.
- ❖ Facilitate submission of leave applications, retirement or separation benefits, permit to study/practice of profession, authority to travel and other school requests of the school head and its personnel for indorsement to the Schools Division Office
- ❖ Compute and submit maternity benefit claims, step increment, salary differentials, PVP and etc to SDO for processing, funding and release.
- ❖ Check and validate completeness, veracity and authenticity of applicants documents
- ❖ maintained 201 filing system and database of all school personnel
- ❖ Monitor and record attendance and absences of school personnel and Check and consolidate Daily Time Record (DTR) school personnel
- ❖ Prepare and submit report of personnel absences to Division Office

- ❖ Prepare and submit Notice for Step Increment and salary adjustments of school personnel to HRMO for checking and verification
- ❖ Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel and other requests of school personnel
- ❖ Assist the school head in preparing of HR-related reports and submits the same to the HRMO
- ❖ Supervise the administrative assistant and Job Order Personnel, utility workers in Ormoc City Central School and Ormoc City Night High School in the daily performance of their duties.

The following are my function as the Officer-In-Charge in the General Services Unit of the Division Office:

- ❖ Provide general support services to office personnel
- ❖ Conduct regular inspection of building and office facilities to ensure its functionality and safety of all personnel
- ❖ Regularly plot the schedules of all vehicle request and coordinate with the requester for the availability and with the drivers for their daily schedule
- ❖ Submit reports to Administrative Officer V for the possible recommendation for repairs of facilities
- ❖ Regularly supervise more or less 15 job order personnel in the daily performance of their duties.
- ❖ Assist the Administrative Officer V in the plotting of Job Order personnel to their respective assignments

MARCH 25, 2019 – JANUARY 3, 2021

ADMINISTRATIVE ASSISTANT III, DEPED – SCHOOLS DIVISION OR ORMOC CITY

- ❖ Designate as BAC Secretariat Member;
- ❖ Provides secretariat and administrative support to the Bids and Award Committee (BAC);
- ❖ Manages PhilGEPS posting of notices and awards;
- ❖ Prepares bidding documents, letters, bid bulletins and resolutions.
- ❖ Prepares procurement reports and ensure timely submission of PMR, APP and others.
- ❖ Consolidate PPMP to APP. Update APP as needed.
- ❖ Monitor milestones of procurement
- ❖ Records Custodian of all Procurement documents

AUGUST 19, 2016 – MARCH 24, 2019

ADMINISTRATIVE ASSISTANT II, LILOAN NATIONAL HIGH SCHOOL, ORMOC CITY

- ❖ Disbursing officer at the same time designate as BAC Secretariat member on Aug. 2018.
- ❖ Prepare all the procurement documents
- ❖ Canvass, purchase, and prepares and submit monthly liquidation report of school MOOE
- ❖ Compute and submit maternity benefit claims, step increment, salary differentials, PVP and etc to SDO for processing, funding and release.
- ❖ Monitor and record attendance and absences of school personnel and Check and consolidate Daily Time Record (DTR) school personnel

JUNE 16, 2024 – MARCH 4, 2026

TEAM LEADER, HELPAGE INTERNATIONAL/COSE (ORMOC AND KANANGA)

- ❖ Collect data through survey, Focus Group Discussions, Meetings, and Consultation
- ❖ Plan, implement and monitor projects in the community
- ❖ Coordinate with stakeholders, partners, beneficiaries for planning, implementation and monitoring of the projects
- ❖ Supervise community organizers and volunteers in my team.
- ❖ Assist the community organizers in my team in organizing Older People's Organization (OPO)
- ❖ Facilitate training in Disaster Risk Reduction (Basic Concepts, Hazard Mapping, Risk Assessment, Contingency Planning and Community Drill), Financial Management, Organizational Formation and others
- ❖ Conducts regular audit on the financial transactions and project developments of 20 OPO in Ormoc City and Kananga, Leyte

FEBRUARY 1, 2014 – JUNE 15, 2024

COMMUNITY ORGANIZER HELPAGE INTERNATIONAL/COSE (ORMOC)

- ❖ Organize Older Person's Organization (OPO)
- ❖ Lead in the distribution of livelihood support
- ❖ Facilitate training in Disaster Risk Reduction (Basic Concepts, Hazard Mapping, Risk Assessment, Contingency Planning and Community Drill), Financial Management, Organizational Formation and others
- ❖ Attend meetings of OPOs
- ❖ Monitor development of projects implemented in the community

FEBRUARY 25, 2008 – OCTOBER 31, 2013

COMMUNITY DEVELOPMENT FACILITATOR, PLAN INTERNATIONAL (EASTERN SAMAR PROGRAM UNIT)

- ❖ Mobilize community in determining its problem and intervention towards ownership of the project
- ❖ Plan, Implement and monitor projects
- ❖ Facilitate trainings to children, stakeholders and partners
- ❖ Coordinate with stakeholders, partners, beneficiaries for planning, implementation and monitoring of the projects
- ❖ Capacitate local organizations in the community on how to plan, implement and monitor their projects.
- ❖ Conducts regular audit on the financial transactions of the local organizations

FEBRUARY 10, 2006 – FEBRUARY 18, 2008

COMMUNITY DEVELOPMENT OFFICER, PEARL S. BUCK FOUNDATION, PHILS. (ORMOC)

- ❖ Mobilize community in determining its problem and intervention towards ownership of the project

- ❖ Plan, Implement and monitor projects
- ❖ Facilitate trainings to children, stakeholders and partners
- ❖ Coordinate with stakeholders, partners, beneficiaries for planning, implementation and monitoring of the projects

JANUARY 4, 2006 – FEBRUARY 9, 2006

HUMAN RESOURCE STAFF, CORBOX

- ❖ Filing of 201 files
- ❖ Conducts orientation to newly hired personnel
- ❖ Review, check and forward shortlisted of applicants to HR supervisor for interview
- ❖ Conducts initial interview to applicants

WORK ACCOMPLISHMENTS (IN GOVERNMENT WORKS)

As BAC Secretariat Member:

- ❖ Developed library/price list of all items that the end-users could use in crafting their PPMPs
- ❖ Develop of the procurement flowchart in 2019 which served as a guide of procurement processes to all sections in the division office.
- ❖ Recording and filing system of the procurement documents.
- ❖ Established data bank of eligibility documents of suppliers/service providers where all personnel can access including personnel from the school
- ❖ Yearly preparation and completion of all documents for the APCPI
- ❖ Assisted few suppliers, service providers, and schools in their registration/renewal of PhilGEPS accounts

As Administrative Officer II in the school:

- ❖ Established 201 files in Ormoc City Central School
- ❖ Established Inventory List of all properties of Ormoc City Central School
- ❖ Registered Ormoc City Central School and Ormoc City Night High School to PhilGEPS
- ❖ Established data system of all personnel in Ormoc City Central School

As Officer-in-Charge of the General Services Unit (GSU)

- ❖ Established vehicle online request strategy in which personnel can easily view the availability of the vehicle and can easily submit their request online.
- ❖ Installed policy on the access of DepEd Division Office gate

EDUCATION

JUNE 2017

CERTIFICATE IN PROFESSIONAL EDUCATION

CEBU TECHNOLOGICAL UNIVERSITY (CTU)

MARCH 2002
BACHELOR OF ARTS MAJOR IN INDUSTRIAL PSYCHOLOGY
UNIVERSITY OF CEBU (UC)

EXPERTISE / SKILLS

- Computer Literate
- Good in facilitating orientations/trainings
- knowledge of Republic Act (RA) 9184
- Good interpersonal and organization skills
- Ability to work well without supervision
- Ability to work well under pressure and can multi-task
- Strong sense of accountability and urgency

REFERENCES

ATTY. KARISMA IVEE L. AGRAVIADOR

Legal Officer
DepEd – Schools Division of Ormoc
Contact No.: 0999-421-7598
Email. karisma.agraviador@deped.gov.ph

ARTEMIA G. LEOBERAS EdD

SGOD Chief
DepEd – Schools Division of Ormoc
Contact No.: 0933-318-1428
Email. artemia.leoberas002 @deped.gov.ph