



EDELINA B. MOLINA

Administrative Officer II

0956-433-6879

edelinamolina5@gmail.com

fb: Edeline Bagarinao Molina

Dist. 28 Hermosilla Drive,
Ormoc City, Leyte 6541

EDUCATION

Certificate in Professional Education
Cebu Technological University
June 2017

Bachelor of Arts
major in Industrial Psychology
University of Cebu
2018 - 2022

EXPERTISE / SKILLS

Great Organizational Skills
Good Communication Skills
Good Management Skills
Dynamic and Adaptive
Expertise in Procurement
Computer Literate

LANGUAGE

English

Work Experience

January 4, 2021 - Present

Department of Education - Schools Division Of Ormoc City
Administrative Officer II / BAC Secretariat Member

- Function as Human Resource Counterpart in the assigned school.
- Function and School Property Custodian in the assigned school
- designated as one of the BAC Secretariat Member in the Bids and Awards Committee (BAC) in the Division Office.

March 25, 2019 - January 3, 2021

Department of Education - Schools Division Of Ormoc City
Administrative Assistant III / BAC Secretariat Member

- Function as one of the BAC Secretariat Member in the Division Office.
- Consolidate PPMP to APP
- Post opportunities and awards in the PhilGEPS
- Prepare BAC resolutions
- Prepare and ensure on-time submission of all procurements reports required for PBB such as the APP, PMR and other reports.
- Prepare all the documents for the conduct of APCPI

August 19, 2016 - March 24, 2019

Department of Education - Schools Division Of Ormoc City
Administrative Assistant II

- Assigned in school and was In-charge in the preparation of all procurement documents such as PR, BAC Resolutions, RFQ, PO and other
- Prepare liquidation and ensure on-time submission of the report

2006 - March 2016

Various International Non-Government Organizations
Community Development Facilitator, Project Officer, Team Leader

- Organize people organizations
- Plan, Implement and monitor projects
- Coordinate with stakeholders, partners, and beneficiaries through meeting and consultations
- Facilitate in the conduct of trainings

Reference

Atty. Karisma Ivey L. Agraviador Artemia G. leoberas EdD

DepEd-Ormoc Legal Officer

Phone: 0999-421-7598

Email : karisma.agraviador@deped.gov.ph

DepEd-Ormoc SGOD Chief

Phone: 0933-318-1428

Email : artemia.leoberas002@deped.gov.ph