

RESUME

CHARLENE C. PITA, LPT, PhD, RGC

Bachelor of Science in P S Y C H O L O G Y major in Guidance & Industrial

Position Applied: Guidance Counselor

PRESENT JOB: Instructor I/ Guidance Counselor

PROVINCIAL ADDRESS:
Monte de Luna Subdivisión
Brgy. Luna, ORMOC CITY
LEYTE, PHILIPPINES

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Email Address: charlenepita14@gmail.com



Sex: Female born: August 23,1970 age: 53 yrs. old height: 5'4" weight: 120 lbs.

status: Married Religion: Roman Catholic citizenship: Filipino Children: 4

Private School (Guidance Counselor) = 20 yrs.

Government School = 8 yrs.

objective

To apply for any desired position that requires my capabilities and skills.

education

The University of San Carlos, Cebu City	Bachelor of Science in Psychology
1987-1991	major in Guidance & Industrial
Saint Peter's College of Ormoc	Secondary Graduate
1983-1987	
Can-adieng Elementary School	Elementary Graduate
1977-1983	

further studies

University/Schools Attended:

University of Bohol Tagbilaran City October 15, 2019	Philosophy in Educational Management
Honors Received	Summa Cum Laude
University of Bohol Tagbilaran City October 20, 2015	Masteral in Guidance & Counseling
Honors Received	Magna Cum Laude
University of San Carlos-Cebu City Master of Arts in EDUCATION	

major in Guidance & Counseling_____ 30 units earned
School Year 2011-2012

St. Peter’s College of Ormoc- Ormoc City
Certificates in Education _____ 32 units earned
School Year, 2008-2009

Franciscan College of the Immaculate Concepcion
Baybay Leyte
Masteral of Education major Guidance _____ 9 units earned
Second Semester, 2005-2006

University of San Carlos- Cebu City
Graduate School
Second Semester, 2003-2004
Masteral in Guidance _____ 30 units earned 5

Examination Taken (Professional Regulation Commission-PRC)

<i>Name of Board</i>	<i>Result</i>
<ul style="list-style-type: none">Guidance Counseling	Passed
<ul style="list-style-type: none">Professional Teacher Secondary	Passed

special skills / specialization

Knowledgeable in computer desktop operations and desktop publishing such as Microsoft Publisher, Microsoft Word Processor, Microsoft Excel, Internet, Good in speech and oral communications.

seminars /training attended

PGCA 58th National Midyear Conference
Theme: The Innovative Filipino Global Helping Professionals
Date: October 19 & 20, 2023 at the L’Fisher Hotel, 14th Lacson Street Bacolod City, Negros Occidental and STI West Negros Bacolod City.

13th PAFTE Midyear Convention
Theme: Evidence-Based Practices and Innovations in Education through Research and Integration for Sustainability
Date: June 15-16, 2023 via Microsoft Live

RACE Against Suicide: A Gatekeeper’s Training for Suicide Prevention in Schools
Date: April 20-21, 2023

5th Regional Career Advocacy Congress 2022
Date: December 7, 2022 at Madison Park Hotel, San Jose Tacloban City

3-Day International Academic Book Writeshop
Date: November 17-19, 2022

2nd National DABEST Students Research and Development Congress
Date: October 26-28, 2022 at Eastern Visayas State University Tacloban City, Leyte, Philippines

2-Day Regional Conference in Lined with the Celebration of Mental Health Month
Theme: Drawing the Line: De/Reconstructing Guidance and Discipline for Student’s Well-being
Date: October 8-9, 2022 at Hotel de Fides, Tacloban City

Training of Trainer (TOT)
Date: September 12-13, 2022 at Carlostia Hotel, Brgy. Cogon, Ormoc City, Leyte, Philippines

Mental Coaching on S.P.O.R.T.S.: Sports Psychology on Revitalizing Mental Toughness and Sustainability
Date: April 6-8, 2022 at The Monarch Hotel, Calasiao, Pangasinan

2-Day Regional Conference in Lined with the Celebration of Mental Health Month

Theme: Drawing the Line: De/Reconstructing Guidance and Discipline for Student’s Well-being
Date: October 8-9, 2022 at Hotel de Fides, Tacloban City

2nd SEAMEO-New Zealand Master Class on Digital Revolution for Education

Date: May 24, 2022

Orientation Seminar and Project Proposal Presentation of Extension Services Activities for the Year 2022

Date: November 9, 2021 at Sabin Resort Hotel, Ormoc City

Training of Trainers on the Universal Prevention Curriculum for Substance Use (UPC) – Core Course for Guidance Counselors of Higher Education Institutions (Curriculum 2 – Pharmacology and Physiology)

Date: August 26-27, 2021

Training of Trainers on the Universal Prevention Curriculum for Substance Use (UPC) – Core Course for Guidance Counselors of Higher Education Institutions (Curriculum 1 – Introduction to Prevention Science)

Date: August 17-19, 2021

IPCAP 2022 Annual National Mid-Year Convention Workshops

Theme: Mental Health Professionals in the Post-Pandemic World: Well-being and Recovery in Action
Date: August 25-26, 2022 via Zoom

55th National Midyear Conference

Theme: Professional Practice in the Age of Disruption for Glocal Well-being
Date: October 17-18, 2019 at Grand Caprice Convention Center and Xavier University, Cagayan De Oro City, Philippines

CSR Brave on DAPE (Community-School Relations: Building Responsiveness and Volunteerism Experience on Drug Abuse Prevention and Education)

Theme: Capacitating School Leaders and Volunteers in Managing Campus and Community Drug-Related Cases
Date: August 28-30, 2019 at the Golden Prince Hotel, Cebu City

Training-Workshop on Crafting Research Paper for High Impact Journal (Part 2)

Date: August 14-19, 2019 at Chateau Bistro, Ormoc City

3rd International S.T.E.A.M. Research Congress

Date: August 7-9, 2019 at Sabin Resort Hotel, Ormoc City

Crafting Qualitative Phenomenological Study Design Proposals

Date: July 29-30, 2019 at Origami Convention Center, Ormoc City

Basic Orientation on Intellectual Properties: An Echo-Seminar

Date: July 3-4, 2019 at EVSU-OCC Library, Ormoc City

Training-Workshop on Crafting Research Paper for High Impact Journal

Date: February 26-29, 2019 at EVSU-OCC Computer Laboratory, Ormoc City, Leyte

work experience

Present Job

Instructor I /Guidance Counselor

Eastern Visayas State University Ormoc Campus
Ormoc City, Leyte

Gr. II - Adviser in Senior High School Teacher in Humanities and Social Sciences track

Department of Education

Ormoc City Division
Dolores National High School
Brgy. Dolores, Ormoc City

Gr. 7 & 8 Secondary Subject Teacher in Values Education Teacher

September 19, 2013 – May 2016
Department of Education
Ormoc City Division
Ipil National High School
Brgy. Ipil Ormoc City

Guidance Counselor for Elementary

June 2010- August 2013
St. Peter's College of Ormoc
Ormoc City, Leyte Philippines

Guidance Counselor for High School

June 2001- May 2010
St. Peter's College of Ormoc
Ormoc City, Leyte Philippines

Guidance Counselor for College

June 1994- May 2001
St. Peter's College of Ormoc
Ormoc City, Leyte Philippines

Present Job Description

- preparing and delivering lessons to a range of classes of different ages and abilities;
- marking work, giving appropriate feedback, and maintaining records of pupils' progress and development;
- researching new topic areas, maintaining up-to-date subject knowledge, and devising and writing new curriculum materials;
- selecting and using a range of different learning resources and equipment, including interactive whiteboards;
- preparing pupils for qualifications and external examinations;
- managing pupil behavior in the classroom and on school premises, and applying appropriate and effective measures in cases of misbehavior;
- undertaking pastoral duties, such as taking on the role of form tutor, and supporting pupils on an individual basis through academic or personal difficulties;
- communicating with parents and careers over student's progress and participating in departmental meetings, parents' evenings, and whole school training events;
- liaising with other professionals, such as learning mentors, careers advisers, educational and education welfare officers;
- undergoing regular observations and participating in regular in-service training as part of continuing professional development.
- Referral Counseling
- Works on any guidance related activities.

References

1. **Dr. Jorgen T. Arradaza**
SASO – HEAD
Eastern Visayas State University Ormoc Campus
Ormoc City, Leyte
Contact No. 09298205499
2. **Dr. Erenita V. Bahian**
Faculty
Business Management Department
Eastern Visayas State University Ormoc Campus
Ormoc City, Leyte
Contact No. 09366069305
3. **Dr. Delecia C. Inghug**
Teacher Education Department
Eastern Visayas State University Ormoc Campus
Ormoc City, Leyte
Contact No. 09254983641
4. **Prof. Mary Ann B. Osores**
Business Management Department
Eastern Visayas State University Ormoc Campus
Ormoc City, Leyte
Contact No. 09267020448

