

## ERIKA MARIE PAME MOLON

**Pob. Dist. 3, La Paz, Leyte**  
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### OBJECTIVE

To uphold a position of responsibility where I can help the university to bear its objectives and also enhance my learning competence and be responsible in rendering professional care to the client and pursuant to the objectives and policies of institution.

### SUMMARY OF QUALIFICATIONS

- Graduate of **Bachelor of Elementary Education**
- Proficient in **English, Filipino and Waray-waray**
- Computer Literate (**MS Word, Excel, Powerpoint, Internet**)
- Excellent interpersonal and communication skills
- Highly motivated, has strong work ethic, can work with less supervision

### PERSONAL DETAILS

POSITION DESIRED	:	Registrar IV
AGE	:	26 yrs. old
DATE OF BIRTH	:	May 12, 1993
PLACE OF BIRTH	:	Tacloban City
SEX	:	Female
NATIONALITY	:	Filipino
RELIGION	:	Roman Catholic
CIVIL STATUS	:	Single
WEIGHT	:	40 kgs.
HEIGHT	:	1.52 m
FATHER'S NAME	:	Enrico B. Molon
OCCUPATION	:	None
MOTHER'S NAME	:	Marina P. Molon
OCCUPATION	:	Self-employed

## EDUCATIONAL BACKGROUND

GRADUATE	:	Master of Arts in Instruction and Supervision Eastern Visayas State University Tacloban City April 2018
TERTIARY	:	Bachelor of Elementary Education Leyte Normal University Tacloban City March 2013
SECONDARY	:	Eastern Visayas State University Tacloban City March 2009
ELEMENTARY	:	La Paz Central School La Paz, Leyte March 2005

## WORK EXPERIENCE

- ✓ Non-uniform Personnel (NUP) at October 2014 to Date  
Philippine National Police (Permanent)
- Consolidates crime incidents at the assigned Police Station
  - Does dashboard for Operation Section
  - Conducts information dissemination to the community

## SEMINARS ATTENDED

### **DESO Technical Support Staff's Training**

Ritz Tower, Tacloban City  
February 26, 2019

### **Personnel Orientation Course for Crime Registrars**

Police Regional Office 8, Camp Kangleon, Palo, Leyte  
June 6-10, 2016

### **Computer Hardware Servicing**

Innovate Information and Communications Technology Systems, Inc. Tacloban, City  
April-May 2012

## RECOGNITION

**Medalya ng Papuri – 2**  
**Medalya ng Kasanayan – 2**

## **CHARACTER REFERENCES**

### **PCAPT ERNIE B. ROCHA**

Acting Chief of Police  
La Paz Police Station  
La Paz, Leyte

### **Dr. Lesmes C. Lumen**

Provincial Health Officer  
Province of Leyte  
Palo, Leyte

### **Ian Jane V. Caminoc**

Instructor  
VSU – Tolosa Campus  
Tolosa, Leyte