

CHARITY A. MAARAT



SUMMARY

Experienced and dedicated Support Staff with a proven track record of providing exceptional administrative support. Skilled in managing records, scheduling appointments, and handling confidential information with discretion. Adept at coordinating with others to ensure that client is satisfied. Effective communicator with a commitment to delivering high-quality of support.

CONTACT

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PERSONAL INFORMATION

Gender: Female
Nationality: Filipino
Age: 30
Date of Birth: March 9, 1995
Place of Birth: Zone 15, Baybay City, Leyte
Civil Status: Single
Height: 5'0
Weight: 58 kg

ELIGIBILITY

Career Service Subprofessional Examination
Passed, August 20, 2023

EDUCATION

2013-2020	Visayas State University Visca, Baybay City, Leyte Bachelor of Science in Computer Science
2012	Alternative Learning System A. Bonifacio St., Baybay City
2002-2009	Carlos P. Garcia Elementary School Emilio Jacinto St., Baybay City

WORK EXPERIENCE

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES - CENRO ORMOC - BRGY. BANTIGUE, ORMOC CITY, LEYTE

Planning Support Staff (February 23, 2024 - Present)

Listed below are the specific functions, duties, and responsibilities of a Planning Support Staff:

- Coordinate with the Planning Offices of the Regional Office and PENRO in the execution of duties and responsibilities.
- Serves as the focal person in the conduct and implementation of all planning-related activities
- Provide support to the PENRO during planning workshop, seminars, and meetings. This may include the preparation of presentation materials, briefers
- Submit periodic reports on the status of Planning-related activities and implementation of programs and projects to the supervising PENRO
- Attends meeting/seminars/conferences/workshops per instruction of the CENRO
- Prepare the CENRO's annual budget proposal, forward estimates and WFP
- Assist in the consolidation and evaluation of accomplishment reports of CENRO
- Perform other task as may assigned by the CENRO.

VISAYAS STATE UNIVERSITY - VISCA, BAYBAY CITY, LEYTE

Technical Support Staff (October 15, 2020 - February 22, 2024)

Listed below are the specific functions, duties, and responsibilities of a Technical Support Staff:

- Create virtual classrooms in VSUEE for the faculty of the university.
- Cater technical problems of students and faculty with VSUEE and Turnitin concerns through email and face-to-face.
- Create, update, and delete VSUEE accounts for students and faculty.
- Making comprehensive reports of all the data extracted from the system.
- Facilitate during VSUEE Webinar/Training Workshop.
- Performs other functions as assigned by superiors and other office staff.

WORK EXPERIENCE

Alternate Deputy Document Record Controller (adDRC) & TPES Personnel (October 15, 2020 - February 22, 2024)

Listed below are the specific functions, duties, and responsibilities of an Alternate Deputy Document Record Controller (adDRC):

- Record submission of the OBE Course Syllabus, Table of Specifications, Virtual Classroom Evaluation, Virtual Classroom Monitoring, Virtual Classroom Creation Request Form.
- Making comprehensive reports of all the data recorded.
- Create certificate for the submission of the syllabus to the faculty.
- Compile and organized the submitted OBE Course Syllabus, Table of Specifications, Virtual Classroom Evaluation, Virtual Classroom Monitoring, Virtual Classroom Creation Request Form.
- Facilitate during the Training for OBE Course Syllabus, Table of Specifications and TPES.
- Create Zoom link and google meet link in every virtual meeting and events.
- Administer and serve as assistant in in every virtual meeting and events.
- Make a Project Procurement Management Plan (PPMP) for the software application.
- Processed all the requirements needed for purchase request of the items needed for the office.
- Facilitate during faculty onboarding and other events under the office.
- Performs other functions related to the designation as adDRC.
- Administers the teaching performance evaluation to students in different colleges at the main and external campuses.
- Encodes both the numeric and the summarized written comments of students on faculty teaching performance.
- Manage the numeric data gathered from the evaluation.
- Analyzed the numeric data.
- Assist in sorting/compiling the evaluation results and provides copies to academic unit heads.
- Perform other functions related to TPES (Teaching Performance Evaluation by Students).

WORK EXPERIENCE

COLONNADE SUPERMARKET – CEBU CITY (AUGUST 2017 – FEBRUARY 2018)

Work as a Cashier

Listed below are the specific functions, duties, and responsibilities of an Alternate Deputy Document Record Controller (adDRC):

- Registers sales on a cash register
- Handling returns, exchanges and complaints
- Greet customers
- Bagging purchases
- Processing returns
- Keep a clean working area
- Answering customer questions

PRE-PROFESSIONAL EXPERIENCE:

Visayas State University (March 2015 – June 2015, April 2016- August 2016)

Encoder

- Enrollment encoder and assist the computer registrar for encoding the subjects, handled troubleshooting and maintenance as well as monitoring.

SEMINARS AND TRAINING ATTENDED

- HRIS SOFTWARE ONBOARDING ON DECEMBER 6, 2023
- MICROSOFT OFFICE 365 A3 I KNOWLEDGE TRANSFER ADMINISTRATOR'S TRAINING ON SEPTEMBER 17, 2023
- ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR ON AUGUST 29, 2023
- SEMINAR-WORKSHOP ON THE PREPARATION OF OBE-ALIGNED COURSE SYLLABUS, CONSTRUCTION OF TABLE OF SPECIFICATION AND DELIVERY OF INSTRUCTION.ASSESSMENT/TPES ON JUNE 3, 2023
- MENTAL HEALTH WELLNESS SEMINAR ON APRIL 25, 2023

SEMINARS AND TRAINING ATTENDED

- TURNITIN FEEDBACK STUDIO INSTRUCTOR'S WORKFLOW TRAINING ON APRIL 17, 2023
- SEMINAR-WORKSHOP SERIES ON VSU INSTRUCTION AND EVALUATION ON MARCH 5, 2023
- LEARN AND RE-LEARN: VSU TABLE OF SPECIFICATIONS AND TEST ITEM ANALYSIS ON APRIL 4, 2023
- ISO 9001:2015 AWARENESS/RE-AWARENESS VIRTUAL SEMINAR ON FEBRUARY 15, 2023
- MANDATORY ORIENTATION AND RE-ORIENTATION OF ACADEMIC ADVISER, DEPARTMENT ENROLLMENT FOCAL PERSON ON FEBRUARY 2, 2023
- ISO 9001:2015 AWARENESS/RE-AWARENESS VIRTUAL SEMINAR ON AUGUST 30, 2022
- ORIENTATION/RE-ORIENTATION OF DUTIES AND RESPONSIBILITIES OF dDRCs AND AdDRC's, AND CASCADING OF DOCUMENTS AND RECORDS CONTROL PROCEDURE MANUALS AND GUIDELINES ON JULY 9, 2022
- HANDS-ONLY CARDIOPULMONARY RESUSCITATION ON JULY 21-22, 2022
- VSU FACULTY ONBOARDING ON MAY 9, 2022
- WEBINAR ON VSU E-LEARNING ENVIRONMENT VIRTUAL CLASSROOM MANAGEMENT ON JUNE 4, 2021
- VSU E-LEARNING ENVIRONMENT TRAINING-WORKSHOP SERIES FROM NOVEMBER 19, 2020 TO JANUARY 14, 2021

REFERENCES

MARY GRACE M. PALACIO

Chief of Planning - DENR CENRO ORMOC

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