

## **CURRICULUM VITAE**

### **PERSONAL DETAILS - AIDA L. ZARATE, LPT, MBBA**

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Residential Address: Brgy. Pa-a Hilongos, Leyte 6524

Mobile: 09126765172

Email: ivymae03@yahoo.com

**Degree: Doctor of Philosophy in Business Management**

**Baccalaureate degree: Bachelor of Science in Accountancy**

**License Professional Teacher in Secondary**

### **CAREER OBJECTIVE**

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To utilize my organizational and leadership skills as an administrative professional in a university environment, driving operational efficiency, fostering student success, and contributing to the growth and reputation of the institution.

### **EDUCATION HISTORY**

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October 2020 –Present	University of Batangas (CEFI consortium) Doctor of Philosophy in Business Management
September 2018-June 2020	University of Batangas (CEFI consortium) Masters in MASTERS IN BUSINESS MANAGEMENT -MAJOR IN BUSINESS ADMINISTRATION
June 2016	Mary Hill College Lucena City Professional Education or Uniting for Let Lucena City
October 1994 October 1998	Southwestern University Bachelor of Science in Accountancy Cebu City
1988-1993	Concepcion National High School High School Certificate Equivalent Hilongos Leyte
1982-1988	Paa Elementary School Hilongos Leyte

**WORK EXPERIENCE**

06/06/2017	TO PRESENT	SECONDARY SCHOOL TEACHER II	DEPARTMENT OF EDUCATION - LINA GAYETA LASQUETY NHS, PADRE BURGOS, QUEZON
31/08/2006	31/07/2011	SALES MARKETING	GLOBAL LINK MARKETING
30/04/2005	31/08/2002	ADMINISTRATIVE ASSISTANT	CEVOR SOFTWARE DEVELOPMENT GROUP
31/10/1994	30/04/1996	AUDIO TECHNICIAN AND OFFICE- IN-CHARGE	Hearing Impaired Center (Rotary Club and Chong Hua Hospital Project)

**Seminars/Webinars Attended**

- 11<sup>th</sup> SEAMEO University of Tsukuba Symposium Program. Theme Technology and Values- Driven Transformation Education Day 1
- 11<sup>th</sup> SEAMEO University of Tsukuba Symposium Program. Theme Technology and Values- Driven Transformation Education Day 2
- Participating for Submission of the Application Requirements for the PNPKI Digital Certificate of Deped Personnel in the Field Office
- Attending the Session of 2021 National Drug Education Program Webinar Series (NDEP) titled " Psychosocial Support for Students AT Risk of Substance Use"
- Participated and Completed the 40 hour Virtual In-Service Training for Public School Teachers
- Attendance and Active Participation in the 1-hour and 30 minutes In-Service Virtual Training with the Topic "Mobile Apps in Education"
- Many Char: Delivering Online –Offline Learning (McDoo"
- Solving Problem Puzzle
- Overview of R.A. 10173, The Data Privacy Act of 2012
- Google Workspace for Education Fundamentals
- Poster Design in Adobe Photoshop

- OER Readiness Review Criteria
  - A new normal: A Critical Role of Assessment in Online Learning
  - Video Editing Technique in producing quality video lessons
  - Effective Delivery of Synchronous/Asynchronous Teaching
  - Webinar on Tourism Promotion Service
  - Webinar on Start Up
  - School-based in Service Training Day 1
  - School-based in Service Training Day 2
  - Meritorious Service Rendered as a Writer in the Development of Division Initiative Supplementary Learning Materials
  - Publication Guidelines and Procedures and APA Application
  - Zoom Webinar Series entitled :How to Summarize Findings, Draw Conclusions, and Establish Recommendations
  - Zoom Webinar Series entitled "How to Present, Analyze, and Interpret"
  - Zoom Webinar Series entitled " Literature Review: What works and What Does not; How to write the Review of Related Literature and Studies and the Research Methodology
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- Zoom Webinar Series entitled " Guidelines on the Selection of Researchable Problem, how to Write the Introduction, Theoretical and Conceptual Frameworks ,and the Statement of the Problem
  - Creating Engaging Lessons through the Use of Supplemental Resource Materials
  - Changing Perspectives: Home-schooling Your Senior High School Learner
  - Conceptualization, Use, and Creation of Self-made Videos for Online Learning
  - Designing Instructional Materials Using TV and Radio as Platforms in Teaching
  - Developing Self-Paced Modules for Basic Education Students
  - Innovations in Teaching and Learning: Utilizing Electronic Teaching Materials in Virtual Classes
  - Managing Home-School Partnership for Learning-at-Home Environment

- Supplementary Learning Materials in the Fourth Industrial Revolution
- Enhancing Developmental Motivation to Self-paced/Autonomous Learning
- Webinars in: Literature Review-What works and What Does not
- Guidelines on Selection of Researchable Problems
- Certificate of Completion of Having Completed the 10 Day Webinar Series on the National Drug Education Program (NDEP) for CY 2020 conducted on September 8 to November 17m 2020
- NDEP Webinar Series entitled " Preventive Drug Education Amidst Covid 19: Re-designing Preventive Drug Education for the New Normal
- NDEP Webinar Series entitled "Cultivating Health and Well-being Lessons: Choose to be Drug Free
- NDEP Webinar Series entitled "The Role of Parents in Drug Abuse Prevention and Intervention"
- NDEP Webinar Series entitled "Medical Aspect of Substance Use"
- NDEP Webinar Series entitled "The Media and Their Use in Substance Use Prevention"
- NDEP Webinar Series entitled "Mental Health Issues in the Context of Substance Use
- NDEP Webinar Series entitled "Social Stigma on Substance Use"
- NDEP Webinar Series entitled "The Role of Workplace in the Substance Use Prevention"
- NDEP Webinar Series entitled "-Evidenced based Prevention Interventions and Policies: The United Nations Office on Drugs and Crime International Standards on Drug Use Prevention"
- Zoom Webinar Series entitled "Effective Research Dissemination, Publication and Implementation"
- Zoom Webinar Series entitled "How Effectively Write Methods, Results, and Discussion for Publication"
- Zoom Webinar Series entitled " Literature Review: What Works and What Does Not Work"
- Zoom Webinar Series entitled "Guidelines on Selection of Researchable Problems

- Certificate of Capability Building for Teachers and School Leaders focused on Development and Utilization of I.D.E.A. Lesson Exemplar
- Webinar on Strengthening Comprehensive Tobacco Control Program In and Around Schools and Deped Offices During Covid Pandemic
- National Drug Education Program Webinar Series (NDEP) titled " Helping Youth Stay Drug-Free Through Literacy"
- National Drug Education Program Webinar Series (NDEP) titled "Psychological Support for Students at Risk of Substance Use"
- Vibal's Webinar on the topic "Changing Perspectives: Homeschooling Your Senior High School Learner"
- Vibal's Webinar on the topic "Creating Engaging Lessons through the Use of Supplemental Resource Materials"
- Vibal's Webinar on the topic "Innovations in Teaching and Learning: Utilizing Teaching Materials in Virtual Classes"
- Vibal's Webinar on the topic "Designing Instructional Materials Using TV and Radio as Platforms in Teaching"
- Vibal's Webinar on the topic "Use of Educational Television and Radio Shows in Teaching"
- Vibal's Webinar on the topic "Conceptualizing, Use, and Creation of Self-made Videos for Online Learning"
- Vibal's Webinar on the topic "Utilizing Local and Governmental TC and Radio Broadcast in Enhancing Student's Competencies"
- Vibal's Webinar on the topic "Managing Home-School Partnership for Learning –at-Home Environment"
- Vibal's Webinar on the topic "Enhancing Developmental Motivation to Self-paced/Autonomous Learning"
- Vibal's Webinar on the topic "Developing Self-Paced Modules for Basic Education Students "

- Vibal's Webinar on the topic "Optimizing the Curriculum and Learning Experience through Modular Approach"
- Certificate of Seminar Work-shop on Qualitative Research and Qualitative Data Analysis

## **OTHER SKILLS AND CERTIFICATES**

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- Certificate of Recognition -Development of Division Initiative Supplementary Learning Materials for Senior High School- Deped Division of Quezon
- Certificate of Completion of Having Completed the 10 Day Webinar Series on the National Drug Education Program (NDEP) for CY 2020 conducted on September 8 to November 17m 2020
- Service Record
- Rating Performance
- Certificate of Employment
- Certificate for PASSING the Comprehensive Examinations for the degree Doctor of Philosophy in Business Management

### **Computer Skills:**

- Microsoft XP applications (Word, Excel, Office, PowerPoints)
- Microsoft Office Document Imaging and Scanning
- Online searching

### **Language Skills:**

- English
- Filipino

## **PERSONAL COMPETENCIES**

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- Ability to work in a fast-paced environment to set deadlines
  - Excellent oral and written correspondence with an exceptional attention to detail.
  - Effective communication skill
  - Adaptability and flexibility
  - Collaboration and teamwork
  - Academic knowledge
  - Record managements
  - Student and parents
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## **INTERESTS AND ACTIVITIES**

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- Watching sports, Reading, Watching Educational Videos in Youtube,
- Farming, traveling, strolling

## **REFERENCES**

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<b>NAME</b>	<b>ADDRESS</b>	<b>Mobile No.</b>
Shirley T. Equipado	Muntilupa City	0916-6880-538
Donna Ellazar	Lucena City	0991-4545-900
Eliza Enopia	Dumaguete City	0910-4396-837