



PROFILE INFO

Dedicated Supply Officer with over 8 years experienced in managing school supplies and government-procured materials. Proficient in maintaining accurate inventory records, monitoring stock levels, and ensuring proper distribution to support daily operations. Committed to transparency, accountability, and efficient resource utilization.

SKILLS

- Technical Skills
- Leadership & decision-making
- Teamwork & collaboration
- Time Management
- Effective Communication
- Critical Thinking
- Problem-solving
- Work-ethic & professionalism

REFERENCE

JOEL A. ZARTIGA
ASDS - Samar Division
Phone: 0917-166-9605

ERLA JANE A. SANCHEZ
AO V - LGU Ormoc
Phone: 0921-418-8512

MAR ISRAEL C. RODRIGUEZ

Administrative Officer II

maryoon06@gmail.com

0926-701-4720

Brgy. Can-adieng, Ormoc City



EDUCATION

2016 **Bachelor of Secondary Education**
Saint Peter's College of Ormoc
Graduated with recognition of extra-curricular activities.



EXPERIENCE

2021 **Administrative Officer II**
NOW Department of Education - Valencia Central School
and Concepcion Elementary School

- Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the School Head
- Ensure proper storage and maintain updated inventory of all supplies, materials, equipment, textbooks and other learning resource materials in the school, conduct semi-annual inventory on all school properties
- Issue supplies, materials, equipment, textbooks and other learning resource materials to requesting teaching and non-teaching personnel in the school
- Prepare and submit reports on all property accountability of the school

2017 **Administrative Aide VI - Administrative Assistant II**
2021 Department of Education - Supply Section

- To receive and record supplies, materials, and equipment in order to document availability of the item for effective monitoring and supply management
- Prepare supplies and materials for issuance by the Supply Officer to requesting units
- Organize & maintain orderliness of the supplies & materials in the stockroom by systematizing storage, regularly cleaning & sanitizing to ensure easy identification, access & preservation & safety of materials resources
- Consolidate records on received and issued supplies and materials and prepared report on monthly balances
- Help the Supply Officer in maintaining an updated inventory of properties(furniture and fixtures, vehicles) and equipment (computers, printers) by the following the prescribed process and pertinent laws, rules and regulations to maintain accountability and inclusion in the books of accounts
- Determine serviceable properties and equipment requiring maintenance and repair in order to take appropriate action to extend its utilization
- Help the Supply Officer in the segregation of waste materials, unserviceable properties ready for condemnation or transfer in accordance with COA Rules and Regulations
- Received the Request for Quotation to canvass a supplier
- Received the Purchase Order to conforme a supplier for the delivery
- Keep copies of property card, stock card, and supporting papers for ready reference

TRAININGS ATTENDED



(2024-2019)

11/07/2024	DCP WORKSHOP ON MONITORING AND EVALUATION: CAPACITY BUILDING OF SCHOOL NON-TEACHING PERSONNEL AND CRAFTING M & E TOOL
11/11/2024	
06/11/2024	OPCR INTERIM GUIDELINES ORIENTATION
06/11/2024	
09/28/2023	PROFESSIONAL DEVELOPMENT OF PERSONNEL ON SCHOOLS ON THE IMPLEMENTATION OF THE REVISED CITIZEN'S CHARTER 2022
09/29/2023	
11/21/2022	CONDUCT OF FIRST CONVERGENCE
11/21/2022	
06/22/2022	3-DAY TRAINING WORKSHOP FOR NON-TEACHING PERSONNEL ON THE PRIORITY LEARNING NEEDS
06/24/2022	
04/07/2021	2017 OMNIBUS RUELS ON APPOINTMENT AND OTHER HUMAN RESOURCES ACTIONS (ORA OHRA) REVISED JULY 2018
04/08/2021	
12/08/2019	CAPACITY-BUILDING SEMINAR FOR SUPPLY OFFICERS AND PROPERTY CUSTODIANS
12/10/2019	
11/26/2018	REGIONAL ORIENTATION AND TRAINING ON PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)
11/28/2018	
01/30/2019	DIVISION ORIENTATION AND TRAINING ON PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)
02/01/2019	
11/06/2019	CAPACITY BUILDING ON REVISED IMPLEMENTING RULES AND REGULATIONS ON RA 9184
11/08/2019	

ACCOMPLISHMENTS



SPEAKERSHIP/LEARNING FACILITATOR

01/30/2019

DIVISION ORIENTATION AND TRAINING ON
PROGRAM MANAGEMENT INFORMATION SYSTEM
(PMIS)

02/01/2019



OUTSTANDING PERSONNEL

05/31/2022

OUTSTANDING PROPERTY CUSTODIAN - NATIONAL
CLUSTER CONSULTATION IMPLEMENTATION OF
OPLAN KASULUUGAN SA DEPED (OKsaDepEd)
PROGRAM

12/17/2021

OUTSTANDING NON-TEACHING PERSONNEL AO II -
GARBO SA DISTRITO 6



INNOVATION

02/01/2025 PROJECT QRIV (QR INVENTORY VERIFICATION)

Project QRIV was successfully implemented during the 2025 Annual
Physical Inventory of DepEd - Ormoc City Division.



CHAIRMANSHIP

07/02/2024 CHAIRMAN - IT TECHNICAL AND VISUAL GRAPHIC
DESIGN DURING THE 3rd DIVISION CONVERGENCE

12/29/2020

CHAIRMAN - FOOD PREPARATION AND
PROCUREMENT DURING THE DIVISION GARBO SA
DEPED 2020



OFFICER-IN-CHARGE

JUNE 18 - 27, 2024

AUGUST 7 - 11, 2023

JULY 17 - 20, 2023

Republic of the Philippines
Department of Education
Eastern Visayas - Region VIII
ORMOC CITY DIVISION
Narra St., Brgy. Don Felipe Larrasabal, Ormoc City

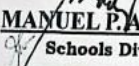
Certificate of Appreciation

is hereby awarded to

MAR ISRAEL C. RODRIGUEZ

for the commendable performance as **LEARNING FACILITATOR** during the
DIVISION ORIENTATION AND TRAINING ON
PROGRAM MANAGEMENT INFORMATION SYSTEM
on January 30 - February 1, 2019 at Sabin Resort Hotel,
Ormoc City, Leyte.

Given this 1st day of February, 2019 at the Sabin Resort Hotel, Ormoc City, Leyte.


MANUEL P. ALBAÑO, Ph.D., CESO V
Schools Division Superintendent



Program Management
Information System



Republic of the Philippines
Department of Education
REGION VIII-Eastern Visayas
District VI
Ormoc City

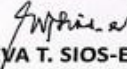
Certificate of Recognition

to

MAR ISRAEL C. RODRIGUEZ

as the district 6 MOST OUTSTANDING NON-TEACHING PERSONNEL AO II for School Year 2021.

Given this 17th day of December 2021 during the GARBO SA DISTRITO 6 held at the
Valencia National High School, District VI, Ormoc City Division, Ormoc City.


EYA T. SIOS-E
Public Schools District Supervisor



Republic of the Philippines
Department of Education
Region No. VIII-Eastern Visayas
ORMOC CITY DIVISION

CERTIFICATE OF APPRECIATION

IS HEREBY GIVEN TO

Mar C. Rodriguez

For his exemplary performance as Property Custodian
during the **National Cluster Consultation Series on the**
Implementation of Oplan Kalusugan sa DepEd
(OKsaDepEd) Program.

Given this **31st** day of **May 2022** at **Valencia Central**
School, Ormoc City.


CECILE LOUISE M. DEJAÑO, RN, MD
Medical Officer III


MARILYN B. SIAO, PhD, CESO VI
Schools Division Superintendent

PROJECT QRIV (QR INVENTORY VERIFICATION)

MAR ISRAEL C. RODRIGUEZ

February 1, 2025

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APPROVAL SHEET

This Project for Innovation entitled, "PROJECT QRIV (QR Inventory Verification)", has been examined and is recommended for IMPLEMENTATION.

SCHOOLS DIVISION RESEARCH COMMITTEE

RYAN T. ESPINA
SEPS, Planning and Research
Member

ALEJANDRO S. ALMENDRAS, EdD
Chief Education Supervisor - CID
Co-Chairman

ARTEMIO G. LEOBERAS, EdD
Chief Education Supervisor - SGOD
Co-Chairman

LORELEI A. MASIAS JD, CESO VI
Assistant Schools Division Superintendent
Chairman

CARMELINO P. BERNADAS PhD, CESO V
Schools Division Superintendent

Date submitted : February 1, 2025

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Project Proposal for Innovation in Schools

Project Title: QRIV (QR INVENTORY VERIFICATION)
Name of Proponent: MAR ISRAEL C. RODRIGUEZ
Project Time-frame:

I. Project Contacts

MAR ISRAEL C. RODRIGUEZ
Administrative Officer II
09267014720
marisrael.rodriguez@deped.gov.ph

II. Project Summary

The School Property Custodian is responsible for managing, tracking, and safeguarding a school's physical properties, such as equipment, furniture, and supplies. In a school setting, the school property custodian ensures that educational materials, IT devices, laboratory equipment, and other school asset are properly recorded, maintained, and accounted for.

The **QR Inventory Verification (QRIV)** is an innovation initiative designed to streamline inventory management by utilizing QR Codes for asset tracking and verification. This project allows the agency to quickly scan and verify inventory using mobile devices or scanners, reducing manual errors, improving efficiency, and providing real-time stock visibility.

III. Project Background

Inventory management is a critical aspect of school property custodian, ensuring that assets such as books, laboratory equipment, IT devices, and furniture are properly tracked and accounted for. Traditional methods of inventory tracking often lead to inefficiencies, errors, and time-consuming verification processes. To address these challenges, schools are increasingly adopting **QR Code Inventory Verification** to enhance accuracy, efficiency, and real-time monitoring of assets.

This innovation seeks to implement a **QR code-based inventory verification** within a school setting. School Property Custodian to track and manage assets seamlessly. By leveraging QR technology, schools can reduce loss and misplacement of assets, and improve audit compliance.

The QR code-based inventory verification provides a modernized approach to asset tracking in schools. This system involves generating unique QR codes

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for each inventory item, which can be scanned using mobile devices or handheld scanners. The scanned data is instantly verified against a centralized digital database, ensuring up-to-date records.

IV. Project Objectives

The primary objective of the **QR Code Inventory Verification** is to enhance the accuracy, efficiency, and accountability of inventory management in schools by implementing a QR code-based tracking and verification. This innovation aims to:

- **Improve Inventory Accuracy** - Minimize human errors and ensure precise tracking of school assets such as books, laboratory equipment, IT devices, and furniture.
- **Streamline Inventory Audits** - Automate stock verification using QR code scanning, reducing the time and effort required for manual checks.
- **Enable Real-Time Inventory Updates** - Ensure instant synchronization of inventory changes in a centralized digital database for up-to-date asset records.
- **Enhance Asset Security & Accountability** - Prevent asset loss, misplacement, or theft by maintaining digital records and tracking movement.
- **Reduce Operational Costs** - Minimize the manual tracking and optimizing resource allocation.
- **Simplify User Access & Verification** - Allow school personnel to easily scan and verify assets using mobile devices or handheld scanners.

V. Project Methodology

A. Work Breakdown and Task Time Estimates

Template & System Development

- Task 1: Encoding and Decoding
- Task 2: Development and Testing
- Task 3: Deployment and Quality Assurance

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Implementation of Verification Mechanisms

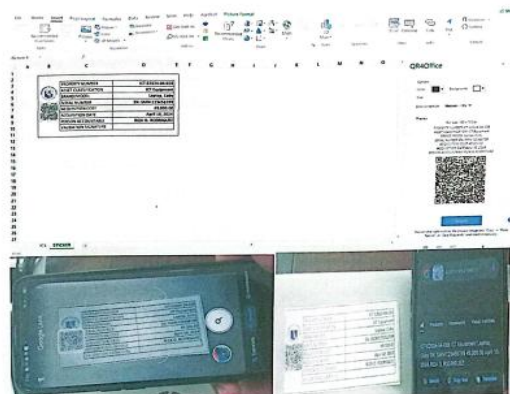
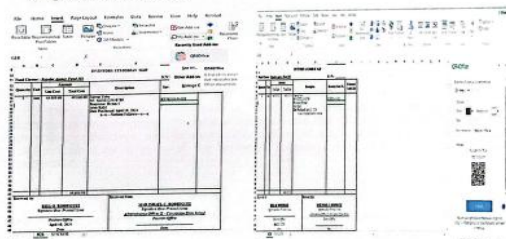
Task 1: Design Tracking System
Task 2: Testing and Debugging
Task 3: Launch and Training

Each task of the project was carefully planned to ensure they were completed on schedule, and allowing for effective implementation.

Task	Progress	Start	End
Template and System Development			
Encoding and decoding	100%	01/02/2025	01/03/2025
Development and Testing	100%	01/04/2025	01/05/2025
Deployment and Quality Assurance	100%	01/06/2025	01/08/2025
Implementation Verification Mechanisms			
Design Tracking System	100%	01/09/2025	01/09/2025
Testing and debugging	100%	01/10/2025	01/10/2025
Launch and Training	100%	01/12/2025	01/04/2025

B. Project Deliverables

1. Online Encoding Inventory Document
2. QR Code Generation
3. QR Code Labels/Stickers
4. QR Code Verification



C. Project Risk Management

The project can encounter a risk that required a monitoring and continuous improvement. Technical issues were the QR code generator system downtime or failures, and compatibility issues of scanner or mobile app. These also includes as a risk of the project; human error and loss of internet connection.

VI. Project Costs

Software or System Licensing Fees: No costs were incurred as Schools Property Custodian were provided free Google Accounts.

Templates and Documentation: No costs were incurred. The Supply Office provides all the templates and School Property Custodian for the data.

Security Measures and Services: No costs were incurred. Security software and services were provided free.

VII. Monitoring and Evaluation

Monthly Reports: Tracked development progress and milestones.

User Feedback: Collected feedback from the user of the project for improvement.

Performance Metrics: Evaluated the number of using the project.

VIII. Ways Forward

To ensure the long-term success and sustainability of the project, the following actions will be recommended:

- Ensure the inventory system software is updated for security and performance improvements.
- Conduct regular checks to ensure accuracy and prevent asset loss.
- Conduct ongoing workshops to improve staff competency in using the system.



Republic of the Philippines
Department of Education
REGION VIII- EASTERN VISAYAS
SCHOOLS DIVISION OF ORmoc CITY
CONCEPCION ELEMENTARY SCHOOL

This innovative project entitled "Project QRIV (QR Inventory Verification)," prepared and submitted **MAR ISRAEL C. RODRIGUEZ** of Concepcion Elementary School has been implemented and recommended for acceptance and approval.

Reviewed/Evaluated:

Jovita N. Donor
JOVITA N. DONOR
Principal II

Approved:

Elena Angelita C. Sios-E
ELENA ANGELITA C. SIOS-E
Public Schools District Supervisor



Republic of the Philippines
Department of Education
REGION VIII-Eastern Visayas
District VI
Ormoc City



CERTIFICATE OF RECOGNITION

IS PROUDLY PRESENTED TO

MAR ISRAEL C. RODRIGUEZ

for his commendable and meritorious service rendered as the
Chairman – IT Technical and Visual Graphics Design during the
3rd Division Convergence on July 2, 2024.

Given at the Ormoc City Division Training Hall,
2nd day of July 2024.


ELENA ANGELITA C. SIOS-E DevEdD
PSDS - District VI

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Republika ng Pilipinas
Kagawaran ng Edukasyon

REGION VIII
SCHOOLS DIVISION OFFICE OF ORMOC CITY


Certificate of Recognition

This certificate is awarded to

MAR ISRAEL C. RODRIGUEZ

in recognition for his meritorious role as CHAIRMAN-Food Preparation And
Procurement during the Virtual **GARBO sa DepEd 2020** last December 29, 2020.

Given at the Schools Division Office,
29th day of December 2020.


LANI H. CERVANTES, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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Republic of the Philippines
Department of Education
Region VIII - Eastern Visayas
SCHOOLS DIVISION OF ORMOZ CITY
VALENCIA CENTRAL SCHOOL

SPECIAL ORDER
No. 068, S. 2024

TO: MAR ISRAEL C. RODRIGUEZ
Administrative Officer II
Valencia Central School

FROM: MEUVYN A. BALDOMAR
Principal IV
Valencia Central School

SUBJECT: DESIGNATION AS OFFICER-IN-CHARGE

DATE: June 14, 2024

In the exigency of the service, you are hereby designated as Officer-in-Charge of the school effective on June 18-27, 2024 in behalf of the undersigned absence (due to personal leave) on the specific period stated above.

As such, you are given the authority to attend meetings/conferences/webinars conducted by the higher office and all other functions related to its position.

You are therefore expected to function effectively and efficiently. This designation is made in the best interest of the service.

For your information, guidance and compliance.

Conforme:


MAR ISRAEL C. RODRIGUEZ
Signed over printed name

Republic of the Philippines
Department of Education
Region VIII- Eastern Visayas
Ormoc City Division
Ormoc City District VI
VALENCIA CENTRAL SCHOOL
Ormoc City

SPECIAL ORDER
No. 08, S. 2023

To: MAR ISRAEL C. RODRIGUEZ
Administrative Officer II


From: EDWIN S. NOVAL
Principal-III

Subject: DESIGNATION ORDER AS SCHOOL OFFICER IN-CHARGE


In the exigency of the service, you are hereby designated as School Officer-In-Charge of Valencia Central School effective August 7-11, 2023 on behalf of the undersigned absence (on leave for a medical check-up in Manila) on the specific period stated above. As such, you are given the authority to attend meetings/conferences/ webinars conducted by the higher office and all other functions related to its position.

This designation is an additional task for you to perform aside from being the Administrative Officer of the school, hence no additional remuneration is expected to receive.

Given this 4th day of Aug. 2023 at Valencia Central School, Valencia Ormoc City.


EDWIN S. NOVAL
Principal-III

Conforme:


MAR ISRAEL C. RODRIGUEZ
Administrative Officer II

Republic of the Philippines
Department of Education
Region VIII- Eastern Visayas
Ormoc City Division
Ormoc City District VI
VALENCIA CENTRAL SCHOOL
Ormoc City

SPECIAL ORDER
No. 07, S. 2023

To: MAR ISRAEL C. RODRIGUEZ
Administrative Officer II


From: EDWIN S. NOVAL
Principal-III

Subject: DESIGNATION ORDER AS SCHOOL OFFICER IN-CHARGE

In the exigency of the service, you are hereby designated as School Officer-In-Charge of Valencia Central School effective July 17-20, 2023 in behalf of the undersigned absence and/or on Official Business outside the school within the specific period stated above. (Attend the 40th Principal's Training and Development Program Cum National Board Conference of Philippine Elementary School Principals Association, INC.) As such, you are given the authority to attend meetings/conferences/ webinars conducted by the higher office and all other functions related to its position.

This designation is an additional task for you to perform aside from being the Administrative Officer of the school, hence no additional remuneration is expected to receive.

Given this 14th day of July 2023 at Valencia Central School, Valencia Ormoc City.


EDWIN S. NOVAL
Principal-III

Conforme:


MAR ISRAEL C. RODRIGUEZ
Administrative Officer II