



PAMELA PAGALAN

St. Scholastica’s Plains, Dayhagan Ormoc City, 6541 Leyte,
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QUALIFICATION

A graduate of Bachelor of Library and Information Science having 4 years of experience in St. Peter’s College of Ormoc as a Librarian.

CAREER OBJECTIVE

A licensed librarian with good moral character, adequate knowledge and skills of librarianship seeking for a librarian position in any public or company library where I can contribute my knowledge and skills for the achievement of its mission and goals.

SKILLS AND ABILITIES

- Ability to cooperate and network with other libraries, librarians, and agencies to provide access to resources outside the school for mutual development
- Time management skills needed to carry out tasks within schedule and accurately
- Cataloging, Organizing, and Interpersonal Communication.
- Library Management
- Records Management
- Information Management
- Administrative Management

PROFILE

Name	:	Pamela Pagalan
Gender	:	Female
Civil Status	:	Single
Nationality	:	Filipino
Religion	:	Catholic
Date of Birth	:	January 20, 1996

EDUCATION

Graduate Studies	:	Cebu Normal University Osmeña Boulevard, Cebu City 2017-2021 (Undergraduate)
Tertiary Education	:	Leyte Normal University Bachelor of Library and Information Science Paterno Street, Tacloban City, Leyte 2012 – 2016
Secondary Education	:	St. Peter’s College of Ormoc Fr. Ismael Cata-ag St., Ormoc City, Leyte 2008 – 2012
Elementary Education	:	St. Peter’s College of Ormoc Fr. Ismael Cata-ag St., Ormoc City, Leyte 2002 – 2008

WORK EXPERIENCE

May 2016 – Present: **St. Peter’s College of Ormoc**
School Librarian
Fr. Ismael Cataag St., Ormoc City, Leyte

To provide the leadership and expertise necessary to ensure that the school library program is aligned with the mission, goals, and objectives of the school and is an integral component of the learning/instructional program.

- Selecting, acquiring, cataloguing, classifying, circulating, and maintaining library materials; furnishing reference, bibliographical, and readers' advisory services.
- Play an active role in school’s advancement and accreditation activities with a view of fulfilling the mission statement of the school
- Create an environment that is targeted towards active and participatory learning and collaboration with teaching staff to meet the school’s overall goal
- Protect and keep the library’s information, books, and other materials
- Keep and file historical records and documents relating to the existence of the library
- Supervise and guide library staff
- Oversee the three libraries (Elementary, High School and College library)

ACHIEVEMENTS/AWARDS

Tertiary: Leyte Normal University
Latin Award

Certificate of Completion for On-The-Job Training:

- 1 Leyte Normal University
- 2 St. John the Evangelist School of Theology
- 3 Cebu Doctor’s University, Cebu City
- 4 National Archives of the Philippines, Cebu City
- 5 Cebu City Public Library, Cebu City
- 6 University of the Philippines-Visayas Campus, Tacloban City

Secondary: St. Peter’s College of Ormoc
With High Honors

TRAINING AND PROFESSIONAL DEVELOPMENT

- **Document Delivery Service and Copyright Risks**
Webinar
March 18, 2021
- **Online PLAII Congress 2020**
Theme: “Libraries as Catalyst in the New Normal Environment: Changes. Reforms. Transformation.”
November 24-27, 2020
- **“Improving Library Services Using Google Collaborative Tools”**

Webinar
November 11, 2020

- **“Gender Sensitivity and Awareness for Librarians”**
Webinar
November 10, 2020
- **“Do you want to Build an Archives? An Introduction to Core Archival Functions”**
Webinar
November 10, 2020
- **“2020 Freedom of Information (FOI) Webinar for Librarians”**
Webinar
September 11, 2020
- **“Library Preparedness and Demands of Services during Pandemic”**
Webinar
August 19, 2020
- **“The Road Ahead: Challenges and Responses of Libraries in the New Normal”**
Webinar
August 4, 2020
- **“Librarians Take Off in the New Normal”**
Webinar
July 30, 2020
- **“Prepared, Not Scared: Libraries Amidst COVID-19 Pandemic”**
Webinar
July 20, 2020
- **“Responding to the new normal environment: Keeping your staff, patrons, & facilities safe”**
Webinar
June 26, 2020
- **Infographics & Data Privacy Act of 2012**
Leyte Normal University
November 16-17, 2019
- **English Language Proficiency Seminar**
Theme: “Exploring Grammar: Words, Sentences, Clauses and Beyond”
St. Peter’s College of Ormoc
April 7, 2018
- **Personality Development, Oral Communication and Business Writing**
St. Peter’s College of Ormoc
March 3, 10 & 17, 2018
- **PLAI National Congress 2017 and General Assembly**
Theme: “Libraries Take Action: Providing Access and Opportunity for All”
SMX Convention Center, Bacolod City, Negros Occidental
November 21-24, 2017
- **“Training on Computer-aided Data Analysis for Research”**
CHED Regional Office VIII, CHED Building, Tacloban City
October 17, 2017
- **“Eastern Visayas Librarians Summit”**
Eastern Visayas State University, Tacloban City

August 29-31, 2017

- **Library Management**
Holy Infant College, Tacloban City
February 18, 2017

REFERENCES

Ms. Rosalinda N. Oreo	Leyte Normal University Chief Librarian	09075722065
Mrs. Hydelyn N. Cinco	DEPED Palo Librarian II	+639952404640
Ms. Amabelle Rachel T. Dionaldo	NGCP-HO CORPORATE Records Specialist	09398733307