



CAREER OBJECTIVE

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.

EDUCATIONAL BACKGROUND

Highest Degree: Doctor of Philosophy in Business Management -present

Master’s Degree: Masters In Business Management-Major in Business Administration-2020

Education Units Earner at and board passer of Secondary Teacher Licensure

Baccalaureate Degree: Bachelor of Science in Accountancy-1998

1988-1993-Concepcion National High School- Hilongos, Leyte

1982-1988-Paa Elementary School Hilongos, Leyte

PERSONAL INFORMATION

Age: 49 years old

Date of birth: March 15, 1974

Place of birth: Hilongos, Leyte

Religion: Roman Catholic

Nationality: Filipino

Civil status: Single

Occupation: Teaching

SKILLS AND TALENTS

- Good communication skills
- Can handle pressure and difficulties well.
- Tolerant and flexible to different situations.
- Punctual and diligent.

AIDA L. ZARATE, LPT MBBA

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WORKING EXPERIENCE

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

Certificates and webinars attended

- 11th SEAMEO University of Tsukuba Symposium Program. Theme Technology and Values- Driven Transformation Education Day 1
- 11th 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
- 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 "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-faced/Autonomous Learning"
- Vibal's Webinar on the topic "Developing Self-Paced Modules for Basic Education Students"

OTHER SKILLS AND CERTIFICATES

OTHER CERTIFICATIONS

- 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

- 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

INTERESTS AND ACTIVITIES

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

REFERENCES

NAME	ADDRESS	Mobile No.
Elmer Lozada	Brgy. Concepcion Hilongos Leyte	09519116704
Donna Ellazar	Lucena City	0991-4545-900
Eliza Enopia	Dumaguete City	0910-4396-837