

## PERSONAL DATA SHEET

**WARNING:** Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

**READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.**

Print legibly. Tick appropriate boxes ( ) ☐ use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

1. CS ID No.

(Do not fill up. For CSC use only)

## I. PERSONAL INFORMATION

2. SURNAME	MOLINA		
FIRST NAME	EDELINA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BAGARINAO N/A		
3. DATE OF BIRTH (mm/dd/yyyy)	12/11/1981	16. CITIZENSHIP	<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	ORMOC CITY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	HERMOSILLA DRIVE House/Block/Lot No. Street EAST Subdivision/Village Barangay ORMOC LEYTE City/Municipality Province 6541
7. HEIGHT (m)	5 ft	ZIP CODE	
8. WEIGHT (kg)	55 kg		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	HERMOSILLA DRIVE House/Block/Lot No. Street EAST Subdivision/Village Barangay ORMOC LEYTE City/Municipality Province 6541
10. GSIS ID NO.	2005080074	ZIP CODE	
11. PAG-IBIG ID NO.	121027202594		
12. PHILHEALTH NO.	13-050100091-5		
13. SSS NO.	06-25972801	19. TELEPHONE NO.	053-560-4683
14. TIN NO.	244-821-833	20. MOBILE NO.	0956-433-6879/ 0933-522-4438
15. AGENCY EMPLOYEE NO.	V02738	21. E-MAIL ADDRESS (if any)	edelinamolina5@gmail.com

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	23. NAME OF CHILDREN (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARLAW	NAME EXTENSION (JR., SR)	MAEVE JANCIS BAGARINAO MOLINA
MIDDLE NAME	MOLINA		05/23/2013
OCCUPATION	NONE		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	(053) 560-4683		
24. FATHER'S SURNAME	BAGARINAO		
FIRST NAME	EDUARDO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	TILA N/A		
25. MOTHER'S MAIDEN NAME			
SURNAME	ZAPANTA		
FIRST NAME	JOSELINA		
MIDDLE NAME	BANTUGAN		(Continue on separate sheet if necessary)

## III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	ORMOC CITY CENTRAL SCHOOL	PRIMARY EDUCATION	1988	1994	N/A	1994	NONE
SECONDARY	SAINT PETER'S COLLEGE	HIGH SCHOOL	1994	1998	N/A	1998	NONE
VOCATIONAL / TRADE COURSE	NONE	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF CEBU	BACHELOR OF ARTS MAJOR IN INDUSTRIAL PSYCHOLOGY	1998	2002	N/A	2002	NONE
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE

DATE


Feb. 26, 2025



IV. CIVIL SERVICE ELIGIBILITY						
27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	Career Service Professional	80%	10/25/2023	Cebu City	07-130903-001	not indicated
	RA 1080	78.40%	09/24/2017	Tacloban City, Leyte	1595372	12/11/2026

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	FEB - 26, 2025

FEB - 26, 2025



VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / LOCAL GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	NONE	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

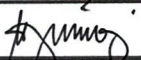
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED  
(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	ORIENTATION OF PROCUREMENT PROCEDURES AND PROCESSES AND CRAFTING OF PPMP FOR CY 2025	12/18/2024	12/18/2024	8	TECHNICAL	ORMOC CITY NIGHT HIGH SCHOOL
	TRAINING OF TRAINERS: PSYCHOLOGICAL FIRST AID	12/04/2024	12/06/2024	21	TECHNICAL	DEPARTMENT OF EDUCATION ORMOC CITY DIVISION - DISASTER RISK REDUCTION OFFICE
	DCP WORKSHOP ON MONITORING AND EVALUATION: CAPACITY BUILDING OF SCHOOL NON-TEACHING PERSONNEL AND CRAFTING OF M & E TOOL	11/07/2024	11/08/2024	16	TECHNICAL	DEPED ORMOC CITY DIVISION - INFORMATION AND COMMUNICATION TECHNOLOGY'S OFFICE
	AKO PARA SA BATA NAVIGATING SOCIAL MEDIA PARA SA BATA #4 FAMTIME2.0 SYNCING UP FOR HEALTHY SCREEN/ SOCIAL MEDIA TIME	10/24/2024	10/24/2024	1.5	TECHNICAL	CHILD PROTECTION NETWORK
	AKO PARA SA BATA NAVIGATING SOCIAL MEDIA PARA SA BATA #2 KIDSONLINE WHAT'S OK, WHAT'S NOT	10/10/2024	10/10/2024	1.5	TECHNICAL	CHILD PROTECTION NETWORK
	WORKSHOP ON THE DEVELOPMENT OF SCHOOL-BASED CONTINGENCY PLAN	08/13/2024	08/17/2024	32.0	TECHNICAL	DEPARTMENT OF EDUCATION ORMOC CITY DIVISION - DISASTER RISK REDUCTION OFFICE
	DISTRICT-WIDE CAPACITY BUILDING OF EDUCATORS ON THE ENHANCEMENT OF THE FUNCTIONALITY OF THE CHILD PROTECTION COMMITTEES	08/08/2024	08/09/2024	16.0	TECHNICAL	DEPARTMENT OF EDUCATION ORMOC CITY DIVISION - DISTRICT 1 OFFICE
	ORIENTATION ON DRRM FOUNDATIONAL MODULES CUM Q2 DRRM COORDINATION MEETING	07/17/2024	07/19/2024	32.0	TECHNICAL	DEPARTMENT OF EDUCATION ORMOC CITY DIVISION - DISASTER RISK REDUCTION OFFICE
	All Hazard Community Emergency Response Training	11/15/2023	11/17/2023	24	Technical	Energy Development Corporation
	CONTRACT MANAGEMENT	09/10/2023	09/19/2023	50.0	TECHNICAL	GOVERNANCE GLOBAL PRACTICE, THE WORLD BANK
	Non-Teaching Personnel on Priority Learning Needs	06/22/2022	06/24/2022	24	Technical	DEPED ORMOC CITY DIVISION - SCHOOLS DIVISION OF ORMOC CITY
	DepEd Procurement Professionalism Program (3 PRO) - Basic Course	11/17/2021	11/19/2021	24	Technical	DEPED ORMOC CITY DIVISION - CENTRAL OFFICE
	Limited Face-to-Face Finalization and Presentation of PPMP CSE and Non CSE, Crafting of 2022 APP CSE and Re-Orientation on the Procurement Process Workflow	08/16/2021	08/18/2021	24	Technical	DEPED ORMOC CITY DIVISION - SCHOOLS DIVISION OF ORMOC CITY
	Limited Face-to-Face Orientation and Preparation of PPMP, FY 2022 APP-CSE and Indicative FY 2022 APP Non-CSE	05/20/2021	05/20/2021	8	Technical	DEPED ORMOC CITY DIVISION - SCHOOLS DIVISION OF ORMOC CITY
	2017 Omnibus Rules on Appointment and Other Human resource Actions (ORA OHRA), Revised July 2018	4/7/2021	4/8/2021	16	Technical	CIVIL SERVICE COMMISSION
	Limited F2F Orientation on Republic Act (RA) 9184 and the Different Standardized Procurement Processes and Documents	12/03/2021	12/03/2021	8	Technical	DEPED ORMOC CITY DIVISION - SCHOOLS DIVISION OF ORMOC CITY
	Limited F2F Orientation on RA 9184 and the Different Standardized Procurement Processes and Documents	03/10/2021	03/12/2021	32	Technical	DEPED ORMOC CITY DIVISION - SCHOOLS DIVISION OF ORMOC CITY
	Limited F2F Orientation on the Preparation of PPMP, FY 2022 APP-CSE and Indicative FY 2022 APP Non-CSE	05/20/2021	05/20/2021	16	Technical	DEPED ORMOC CITY DIVISION - SCHOOLS DIVISION OF ORMOC CITY
	Strand Interface on Programs and Guidelines (SIPAG) Conference 2021	02/24/2021	02/24/2021	2	Technical	DEPED ORMOC CITY DIVISION - CENTRAL OFFICE
	Limited Face-toFace Virtual Orientation on the Preparation of Annual Procurement Plan for BE-LCP Funds for the Administrative Assistants and School Heads	02/03/2021	02/03/2021	8	Technical	DEPED ORMOC CITY DIVISION - SCHOOLS DIVISION OF ORMOC CITY
	Orienting Oneself To Environmentally Sustainable Work Standards (1 of 2)	1/28/2020	1/28/2020	8	Technical	TECHNICAL SKILLS AND DEVELOPMENT AUTHORITY
	Government Procurement under Bayanihan to Recover as one Act	09/30/2020	09/30/2021	8	Technical	GOVERNMENT PROCUREMENT POLICY BOARD

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	COORDINATION AND NETWORKING SKILLS		ADMINISTRATIVE EXCELLENCE AWARDEE (2024)		
	FACILITATION SKILLS				
	COMMUNITY ORGANIZING SKILLS				
	COMPUTER LITERATE				
	BOOKKEEPING SKILLS				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	FEB 26, 2025
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ Date Filed: _____ Status of Case/s: _____
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
ATTY. KARISMA IVEE L. AGRAVIADOR	DepEd Ormoc City Division	09994217598
ARTEMIA G.LEOBERAS	DepEd Ormoc City Division	09333181428
MARIBEL BANDEJO	Ormoc City Night High School	09190085185

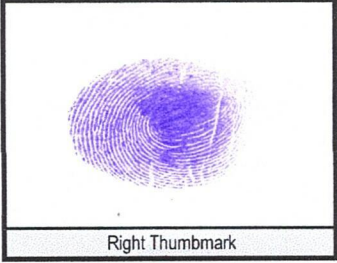
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.



EDELINE S. MOLINA

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: PRC ID
ID/License/Passport No.: Reg. No.1595372
Date/Place of Issuance: TACLOBAN

Signature (Sign inside the box)
FEB. 26, 2025
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 14 MAR 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABIGAIL S. MONTERON
VSU Director, Legal Affairs and Services
Person Administering Oath



## WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

Duration: January 4, 2021 – November 8, 2022  
November 9, 2022 – November 6, 2023  
November 7, 2023 – March 2, 2025

Position: Administrative Officer II and BAC Secretariat Member in the Division Office

Name of Office/Unit:

Ormoc City Central School and Division Office (Jan. 4, 2021 – Nov. 8, 2022)  
Ormoc City Night High School and Division Office (Nov. 7, 2023 – March 2, 2025)  
Department of Education – Schools Division of Ormoc Office (Jan. 4, 2021 – Dec. 3, 2023)

Immediate Supervisor:

Leonila D. Laplana (Ormoc City Central School)  
Maribel C. Bandejo (Ormoc City Night High School)  
Maria Claudith L. Manawatao and BAC Chair Mario Rodgie Sombilon (SDO – Ormoc)

Name of Agency/Organization and Location: Department of Education – Schools Division of Ormoc City

- List of Accomplishments and Contributions:

- a. **As an Administrative Officer II**

- ❖ A1. Develop 201 filling of all school personnel
    - ❖ A2. Develop a system/database of school personnel

- b. **As a BAC Secretariat Member**

- ❖ Develop library/price list of all items that the end-users could use in crafting their PPMPs
    - ❖ Develop procurement flowchart in 2019 which served as a guide of procurement processes to all sections in the division office.
    - ❖ Recording and filing system of procurement documents.
    - ❖ Yearly preparation and completion of all documents for the APCPI

- c. **BAC Secretariat Member**

- ❖ Develop library/price list of all items that the end-users could use in crafting their PPMPs
    - ❖ Develop procurement flowchart in 2019 which served as a guide of procurement processes to all sections in the division office.
    - ❖ Recording and filing system of procurement documents.
    - ❖ Yearly preparation and completion of all documents for the APCPI

- Summary of Actual Duties

- a. **As an Administrative Officer II**

- ❖ Provide human resource management support to the school head and coordinate with the HRMO of the SDO in the following HR related functions:
    - ❖ Recruitment and selection of applicants in the school



- ❖ Promotion and deployment of personnel in the assigned school by checking and validating the completeness authenticity of documents to be submitted to the HRMO for preparation/issuances of appointment
  - ❖ Prepare ERF of qualified teachers and submit to SDO for processing
  - ❖ Update regularly 201 files and maintain database of personnel information of school personnel
  - ❖ Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittances advice (ARA) as may be delegated.
  - ❖ Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)
  - ❖ Monitor and record attendance/absences of school personnel and report to school head issues and concerns related thereto
  - ❖ Acts on Application for Leave of school personnel and facilitate recommendation by the school head and approval by the SDS
  - ❖ Update vacation service/leave credits of school personnel and regularly communicate to all concerned
  - ❖ Maintain the confidentiality of personnel information of school personnel to which concerned he/she has legal access.
  - ❖ Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-Ibig, CSC and other agencies/entities on the implementation of policies and guidelines to personnel
  - ❖ Compute and submit to SDO personnel benefits (maternity, step increment, salary differentials, overtime pay, proportional vacation pay and etc.) for processing, funding and release
  - ❖ Monitor and prepare notices for Step Increment and adjustments of school personnel and submit to HRMO for checking and verification.
  - ❖ Process retirement/separation benefits of school personnel for endorsement by the school head to the SDO
  - ❖ Update school personnel of the latest HR-related policies
  - ❖ Assist the school head in performance management , rewards and recognition, and learning development policies and practices implementation in the school
  - ❖ Prepare and submit to HR-related reports to school head/HRMO
  - ❖ Coordinate regularly with the HRMO in the implementation of HR policies and guidelines
  - ❖ Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel
  - ❖ Facilitate Procurement of supplies. Materials, equipment, etc. of the school based on approved SIP/AIP or as directed by the school head
  - ❖ Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility
  - ❖ Keep an updated inventory of all supplies, materials, equipment textbooks, and other learning resource materials
  - ❖ Issue supplies, materials, equipment, textbooks and other learning resource materials to requesting teaching and non-teaching personnel of the school.
  - ❖ Prepare and submit reports on all property accountability of the school
- b. Assist the school head in the preparation of School Form 7 (SF7) loading of teachers
  - c. Assist the school planning team in the preparation of SIP/AIP
  - d. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.
  - e. Perform other functions as may be assigned by the immediate supervisor



**b. As a BAC Secretariat Member**

- ❖ Provides secretariat administrative support to the BAC member and Technical Working Group (TWG);
- ❖ Prepare resolutions, letters, bid bulletin, Abstract of Quotations/Bids, Bid Evaluation Report, Attendance Sheet, minutes, Notice of Award, Contracts, and Notice to Proceed.
- ❖ Prepares bidding documents and facilitate the issuance of the same to interested bidders
- ❖ Promptly prepares all required procurement related reports like Procurement Monitoring Report (PMR) and Results of the Agency Procurement Compliance and Performance Indicators (APCPI) assessment and submit it to Government Procurement Policy Board (GPPB);
- ❖ Custodian of the procurement documents;
- ❖ Prepares the supporting documents and accomplishes the Agency Procurement Compliance and Performance Indicators (APCPI) assessment
- ❖ Assist the TWG in conducting Post Qualification Validation by coordinating with bidders in case there is a need to submit additional important documents
- ❖ Monitor procurement activities and milestones
- ❖ Consolidate PPMPs and prepares APP of the agency; and
- ❖ Provides technical assistance to end-users in preparation of procurement documents
- ❖ Post notices and awards in the PhilGEPS.

**c. As In-Charge in the General Services Section**

- ❖ Provided general support services to office personnel
- ❖ Conducted regular inspection of building and office facilities to ensure its functionality and safety of all personnel
- ❖ Regularly plotted the schedules of all vehicle request and coordinate with the requester for the availability and with the drivers for their daily schedule
- ❖ Submitted reports to Administrative Officer V for the possible recommendation for repairs of facilities
- ❖ Regularly supervised more or less 15 job order personnel in the daily performance of their duties.
- ❖ Assisted the Administrative Officer V in the plotting of Job Order personnel to their respective assignments

- Duration: March 25, 2019 – January 3, 2021
- Position: Administrative Assistant III
- Name of Office/Unit: Bids and Awards Committee
  - Immediate Supervisor: Alejandro S. Almendras, EdD (BAC Secretariat Head and CID Chief)
- Name of Agency/Organization and Location: Department of Education – Division of Ormoc City
- Summary of Actual Duties
  - Provides secretariat administrative support to the BAC member and Technical Working Group (TWG);



- Prepare resolutions, letters, and bid bulletin
- Prepares bidding documents and facilitate the issuance of the same to interested bidders
- Promptly prepares all required procurement related reports like Procurement Monitoring Report (PMR) and Results of the Agency Procurement Compliance and Performance Indicators (APCPI) assessment and submit it to Government Procurement Policy Board (GPPB);
- Custodian of the procurement documents;
- Prepares the supporting documents and accomplishes the Agency Procurement Compliance and Performance Indicators (APCPI) assessment
- Assist the TWG in conducting Post Qualification Validation by coordinating with bidders in case there is a need to submit additional important documents
- Monitor procurement activities and milestones
- Consolidate PPMPs and prepare APP of the agency; and
- Provides technical assistance to end-users in preparation of procurement documents
- Post notice and awards in the PhilGEPS.

- Duration: February 2018 – March 24, 2019
- Position: Administrative Assistant III
- Name of Office/Unit: Bids and Awards Committee
- Immediate Supervisor: Alejandro S. Almendras, EdD (BAC Secretariat Head and CID Chief)
- Name of Agency/Organization and Location: Department of Education – Division of Ormoc City

- Summary of Actual Duties

- ❖ Provided secretariat administrative support to the BAC member and Technical Working Group (TWG);
- ❖ Prepared resolutions, letters, bid bulletin, Abstract of Quotations/Bids, Bid Evaluation Report, Attendance Sheet, minutes, Notice of Award, Contracts, and Notice to Proceed.
- ❖ Prepared bidding documents and facilitate the issuance of the same to interested bidders
- ❖ Promptly prepared all required procurement related reports like Procurement Monitoring Report (PMR) and Results of the Agency Procurement Compliance and Performance Indicators (APCPI) assessment and submit it to Government Procurement Policy Board (GPPB);
- ❖ Custodian of the procurement documents;
- ❖ Prepared the supporting documents and accomplishes the Agency Procurement Compliance and Performance Indicators (APCPI) assessment
- ❖ Assisted the TWG in conducting Post Qualification and Validation by coordinating with bidders in case there is a need to submit additional important documents
- ❖ Monitored the procurement activities and milestones
- ❖ Consolidated PPMPs and prepares APP of the agency; and
- ❖ Provided technical assistance to end-users in preparation of procurement documents
- ❖ Posted the notices and awards in the PhilGEPS.

- Duration: August 19, 2016 – February 2018
- Position: Administrative Assistant II
- Name of Office/Unit: Pedro Banes National High School and Liloan National High School
- Immediate Supervisor: Heracleo Juba and Brenda Marolena
- Name of Agency/Organization and Location: Department of Education – Division of Ormoc City



- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- ❖ Acted as a Disbursing officer, bookkeeper at the same time designate as BAC Secretariat member on Aug. 2018.
    - ❖ Prepared all the procurement documents
    - ❖ Canvassed, purchased, prepared and submitted monthly liquidation report of school MOOE
    - ❖ Prepared and promptly submitted the MOOE liquidation of the school to the division office
    - ❖ Conduct orientation to the newly hired teachers, sub-teachers, practice teachers about their assignments in the school
    - ❖ Prepared agency remittances advice (ARA) and submit to the SDO for approval
    - ❖ Consolidate daily time record (DTR) of school personnel and prepare monthly report service and submit to designate personnel for the completion of Form 7
    - ❖ Monitored and record attendance/absences of school personnel and report to school head issues and concerns related thereto
    - ❖ Acted on Application for Leave of school personnel and facilitate recommendation by the school head and approval by the SDS
    - ❖ Updated vacation service/leave credits of school personnel and regularly communicate to all concerned
    - ❖ Maintained the confidentiality of personnel information of school personnel to which concerned he/she has legal access.
    - ❖ Coordinated with SDO personnel to any concerns related to Pag-Ibig, PhilHealth, GSIS, and loans for clarification.
    - ❖ Submitted to SDO the computation of personnel benefits (maternity, step increment, salary differentials, overtime pay, proportional vacation pay and etc.) for processing, funding and release
    - ❖ Monitored and prepared notices for Step Increment and adjustments of school personnel and submit to HRMO for checking and verification.
    - ❖ Regularly coordinated with the HRMO in the implementation of HR policies and guidelines
    - ❖ Facilitated the submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel
    - ❖ Facilitated the Procurement of supplies. Materials, equipment, etc. of the school based on approved SIP/AIP or as directed by the school head
    - ❖ Provided general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.
    - ❖ Performed other functions as may be assigned by the immediate supervisor

- Duration: February 1, 2024 – June 15, 2024
- Position: Team Leader
- Name of Office/Unit: Helpage International/COSE – Ormoc and Kananga
- Immediate Supervisor: Mostafa Shadeque
- Name of Agency/Organization and Location: Helpage International/COSE

- Summary of Actual Duties

- ❖ Collected data through survey, Facilitated Focus Group Discussions (FGD), Meetings, Conferences and Consultations



- ❖ Planned, implemented and monitored projects (under the program of Helpage International/COSE: DRR, Protection, Health, Shelter and Livelihood) in the community
- ❖ Coordinate and attended meetings with stakeholders, partners, beneficiaries for planning, implementation and monitoring of the projects
- ❖ Supervised community organizers and volunteers in my team.
- ❖ Assisted, monitored and provided technical assistance to the community organizers in my team in organizing Older People's Organization (OPO)
- ❖ Facilitated the training in Disaster Risk Reduction (Basic Concepts, Hazard Mapping, Risk Assessment, Contingency Planning and Community Drill), Financial Management, Organizational Formation and others
- ❖ Conducted regular audit on the financial transactions and project developments of 20 OPO in Ormoc City and Kananga, Leyte
- ❖ Conducted shelter assessment among the elderly affected by Typhoon Yolanda
- ❖ Proposal Making and activity designing

- Duration: February 1, 2024 – June 15, 2024
- Position: Community Organizer
- Name of Office/Unit: Helpage International/COSE - Ormoc
- Immediate Supervisor: Ms. Emily Bedirico
- Name of Agency/Organization and Location: Helpage International/COSE

- Summary of Actual Duties

- ❖ Organized Older Person's Organization (OPO)
- ❖ Lead in the distribution of livelihood support to the elderly in the community
- ❖ Facilitated training in Disaster Risk Reduction (Basic Concepts, Hazard Mapping, Risk Assessment, Contingency Planning and Community Drill), Financial Management, Organizational Formation and others
- ❖ Attended meetings of OPOs and provide technical assistance on financial management, planning and monitoring of projects
- ❖ Monitored development of projects implemented in the community

- Duration: February 25, 2008 – October 31, 2013
- Position: Community Development Facilitator
- Name of Office/Unit: Plan International (Eastern Samar Program Unit)
- Immediate Supervisor: Joseph McDonough
- Name of Agency/Organization and Location: Plan International, Phils. - Makati City

- Summary of Actual Duties

- ❖ Mobilized community in determining its problem and intervention towards ownership of the project
- ❖ Plan, Implemented and monitored projects
- ❖ Facilitated trainings to children, stakeholders and partners
- ❖ Coordinate with stakeholders, partners, beneficiaries for planning, implementation and monitoring of the projects
- ❖ Provided technical assistance to local organizations in the community on how to plan, implement and monitor their projects.
- ❖ Conducted regular audit on the financial transactions of the local organizations
- ❖ Coordinated sponsorship communication in the communities in close collaboration with the community partners and assisted families



- ❖ Facilitated and managed the program cycle of designing, planning, implementing, monitoring and evaluating in partner communities through child-centered community development approach under the following programs:
  - Education
  - Health
  - Child Protection
  - Child Participation
  - DRR
  - Gender
- ❖ Responsible for ground networking and linking among partners both in LGU and the community to facilitate programs and projects of the organizations
- ❖ Facilitated and organized community-strengthening and capability-building activities among partners both in municipal and barangay level
- ❖ Responsible for documenting best practices program approach in the community as well as documenting program and progress reviews.
- ❖ Ensure that all programs and projects of the organization are closely coordinated with various stakeholders involved.
- ❖ Regularly updated the project and monitoring system in the office on the status of every project implemented

- Duration: February 10, 2006 – February 18, 2028
- Position: Community Development Officer
- Name of Office/Unit: Pearl S. Buck Foundation, Phils - Ormoc
- Immediate Supervisor: Mrs. Tagle
- Name of Agency/Organization and Location: Pearl S. Buck Foundation, Phils – Makati City

- Summary of Actual Duties

- ❖ Mobilized community in determining its problem and intervention towards ownership of the project
- ❖ Pan, Implemented and monitored projects
- ❖ Facilitated trainings to children, stakeholders and partners
- ❖ Coordinated with stakeholders, partners, beneficiaries for planning, implementation and monitoring of the projects
- ❖ Closely monitor beneficiaries

  
**EDELINA B. MOLINA**  
(Signature over Printed Name  
of Employee/Applicant)  
Date: 2/26/25