Guiding Principle:



The essence of who you are, and the pleasure, joy and

**CONTACT INFORMATION**

 Email: hilda.369591@2freemail.com

**CAREER OBJECTIVES**

 To lead and transform academic & no-academic personnel into holistic educators and formators mpetent, learners caring, & values oriented resulting to standard-based & holistic quality education utilizing assimilated conceptual, human & technological skills.

manner so as to meet the learning demands of the 21st century educational challenge.

 Be a part of a dynamic team dedicatedly and ardently working for the progressive advancement and extensive development of an institution or organization.

1. **PERSONAL INFORMATION**

Name: Hilda

Birth Date : January 18, 1972

Citizenship: Filipino

Status: Single

1. **EDUCATIONAL BACKGROUND**

ELEMENTARY: Sorsogon Pilot Elementary School - Sorsogon , Sorsogon

 S.Y. 1979 - 1985

HIGH SCHOOL: Sorsogon College of Arts & Trades – Sorsogon, Sorsogon

 Food Trades, S.Y. 1985 – 1989

TERTIARY: Colegio Dela Milagrosa – Sorsogon , Sorsogon

 Bachelor of Arts Major in English, S.Y. 1991 – 1995

POST GRADUATE: Divine Word College - Calapan City, Oriental Mindoro

 18 units in Education – June – October 2000

AVCPS-BSU Consortium – Malolos City, Malolos Bulacan

 Master’s Degree in Educational Management, April 2009

 THESIS TITLE : LEADERSHIP STYLES OF PRINCIPALS, ORGANIZATIONAL CLIMATE

AND LEVEL OF PERFORMANCE OF TEACHERS IN APOSTOLIC VICARIATE OF CALAPAN PAROCHIAL SCHOOLS( AVCPS)

**ADVISER:** DR. ERLINDA P. VILLAMORAN

1. **ELEGIBILITY:**
2. Career Service Professional Examination – December 17, 1995 – 80.48%
3. LET (Licensure Examination for Teachers, Secondary Level) – August 27, 2000 – 80.00%
4. **WORK EXPERIENCE**
5. **Administrative Experience**

**Designation Institution Dates No. of Years**

Academic Coordinator Baco Catholic School June 2004 – March 2010 6 years

Acting Principal Baco Catholic School June 2010 – March 2013 3 years

School Principal Baco Catholic School June 2013 – March 2017 7 years

1. **Teaching Experience**

Handled classes as English grammar & Literature teacher for second year & third year students in Baco Catholic School for seven years (June 2001 – March 2008)& English Grammar & Literature teacher for fourth year & first year for two years (June 2008 – March 2010)

1. Office Work Experience

Company Position Dates No. of Years

RCPI Bayantel Customer Service Rep. Oct. 25, 1996 - 2 year &

Daranciang Superagency Sept. 1999 11 months

Sorsogon Provincial Assessment Aid March 22, 1996 - 5 months

Assessor’s Office Aug. 15, 1996

ELV Photo & Video Assistant Video Oct. 1995 - 2 months

Coverage Editor Dec. 1995

Robertson Department Sales Clerk Nov. 1990 - 1 year &

Store Feb. 1991 3 months

1. **SEMINARS ATTENDED**

|  |  |  |
| --- | --- | --- |
| SEMINAR TITLE | PLACE/VENUE | DATE |
| In-Service Training(INSET) for G7 Private Schools | FAITH, Batangas City | April 11-14, 2012 |
| Roll-out Conference with Private Sch. Admin for K+12 Basic Education Program | Richville Hotel Mandaluyong City | June 01, 2012 |
| Division Roll-out on EBEIS for Private Schools, SUC’s Schools, LIS for SY 2012-2013 | Baco National High School Baco, Oriental Mindoro | August 24, 2012 |
| 2012 CEAP National Convention | SMX Convention Center, Pasay City | August 29-31, 2012 |
| ESC Certifies’ Training & Workshop o the Department of Education and Conducted by the Fund of Assistance to Private Education | Fape Conference CenterMakati City | September 12, 2012 |
| Regional Educational Summit for Region IV-MIMAROPA | Great Eastern Hotel, Aberdeen Court Q. C | May 21-22, 2013 |
| Division Strategic Planning on K to 12 | Porfirio G. Comia Mem. High, Barcenaga, Naujan | July 25, 2013 |
| 2013 CEAP National Convention | Waterfront Hotel, Lahug, Cebu City | September 25-27, 2013 |
| CEAP-FAPE Conference on K+12 Transition | De La Salle University, Taft Ave. Manila | January 21-22, 2013 |
| Division Conference on the Standardized Administration of National Achievement Test | Abada College, Pinamalayan, Or. Mdo. | February 27, 2013 |
| In-Service Training for ESC School Administrators | FAITH, Batangas City | April 11-13, 2014 |
| Division Seminar on Child Protection | Baco National High School, Baco, Or. Mindoro | September 9-10, 2014 |
| 2014 CEAP National Convention | SMX Convention Center, Lanang Davao City | September 24-26, 2014 |
| Workshop on Formative Assessment | Holy Infant Academy, Oriental Mindoro | May 20, 2015 |
| Data Management and Information Technology for Learner Information system (LIS) and Enhanced Basic Education Information System (EBEIS) for Private Schools | Ferraren Hills Resort, Calapan City, Oriental Mindoro | July 9, 2015 |
| Administration of National Career Assessment Examination (NCAE)  | EMA EMITS College Pinamalayan, Or. Mdo. | August 12, 2015 |
| Division Seminar Workshop on Senior High School Implementation | Kamayan Penthouse Beach Resort, Roxas, Oriental Mindoro | August 18-20, 2015 |
| Public & Private Secondary School’s Forum on Senior High School | Division Office Conference Hall, DepEd, Sta Isabel, Clapan City | October 16, 2015 |
| 2015 CEAP National Convention | SMX Convention Center Pasay City | September 30 – October 30, 2015 |
| 2015 Philippine Education Conference & Expo | SMX Convention Center Pasay City | December 2-3, 2015 |
| Seminar on the Administration of National Achievement Test  | Nabuslot National High School, Pinamalayan, Oriental Mindoro | February 17, 2015 |
| Summit on Senior High School for Private Schools, SUCs, HEIs, LCUs and TVIs  | Ferarren Hills Resort, Calapan City, or. Mdo. | February 20, 2015 |
| Management Committee Meeting for Private Schools | Porfirio G. Comia Mem. National High School, Naujan, Or. Mindoro | April 25, 2016 |
| Management Committee Meeting for Private Schools | Division Office, Sta. Isabel, Calapan City, Or. Mdo. | July 26, 2016 |
| 2016 CEAP national Convention | Waterfront Hotel Cebu City | September 28-30, 2016 |
| Municipal Action Team Orientation | Baco, Oriental Mindoro | November 09, 2016 |
| Legal Updates on Pertinent Laws Affecting Private & Secondary Education | Immaculate Heart of Mary Academy, Pinamalayan, Oriental Mindoro | January 29, 2016 |
| Division Management Committee Meeting for Private Schools  | Immaculate Heart of Mary Academy, Pinamalayan, Oriental Mindoro | February 22, 2016 |
| Management Committee Meeting for Private Schools | Bahay Tuklasan Naujan, Oriental Mindoro | March 15, 2016 |

1. **ESSENTIAL SKILLS**
* **Leadership and Management**
* **Writing Correspondence**
* **Good Conversational Skills both in English & Filipino Languages**
* **Planning & Organizing Work Tasks**
* **Professional Presentations**
* **Flexibility and well-experienced to work with an open-mind under any circumstance**
* **Handling problems & concerns**
* **Decision Making**
* **Adept with Teaching Strategies & Styles for varied, multiple-intelligence learners in the 21st century educational set-up**
* **Designing & delivering presentations at Conferences, Workshops and Trainings for Teachers & Administrators**
* **Paperworks / Report Preparation**
* **Computer Use – Microsoft Word, Excel, PowerPoint**

 *I do hereby attest that all the facts and information specified herein are all truthful and precise to the best of my knowledge, confidence and integrity.*

HILDA

Applicant