

BROTHERS / SISTERS

Sister: Dob, Genevieve Belardo Birthday: August 28, 1985
Birth Place: Manila
Civil Status: Single
Occupation: Spa Manager

Sister: Dob, Cecille Belardo Birthday: August 23, 1990
Birth Place: Manila
Civil Status: Single
Occupation: Dept. Store Cashier Supervisor

Brother: Dob, Francis James Belardo Birthday: June 9, 1998
Birth Place: Bacoor Cavite
Civil Status: Single
Occupation: Call Center Agent

EDUCATIONAL BACKGROUND

Elementary	Year [From] - [To]
School: Molino Elementary School Address: Molino 3, Bacoor Cavite, Philippines	1997 - 2002
Secondary	
School: Lifestream International Academy Address: Vincent Heights, Damosa Lanang, Davao City, Philippines 8000	2002 - 2006
College	
Course: <i>Bachelor of Science Nutrition and Dietetics</i> School: University of Immaculate Conception Address: Father Selga St., Davao City, Philippines 8000	2006 - 2010
Course: <i>Methods of Teaching</i> School: Aemillianum College Inc. Address: Piot Sorsogon City, Philippines 4700	2016 - 2017
Graduate Studies	
Course: <i>Master of Arts in Teaching major in Technology Education specializing Food Service Management</i> School: Sorsogon State University Address: Magsaysay St., Sorsogon City, Philippines 4700	2017 - 2020
Course: <i>Doctor of Education in Educational Leadership Mgmt.</i> School: Sorsogon State University Address: Magsaysay St., Sorsogon City, Philippines 4700	2020 - Present

EMPLOYMENT HISTORY

Position: Senior Technical Education and Skills Development (TESD) Specialist

Company: TESDA Provincial Training Center Sorsogon

Address: Cabid-an, Sorsogon City, Philippines

Date: December 6, 2021 – Up to Present

Reason for Leaving: Presently Employed

Job Description / Duties and Responsibilities:

- List of Accomplishments and Contributions
 - Trainer in Contact Tracing Level II
 - Trainer in Food and Beverage Services NC II
 - Trainer in Bread and Pastry Production NC II
 - Trainer in Cookery NC II
 - Designed Cashier
 - Designated GAD Focal
 - Planning Officer
 - Designated LMS Administrator
 - Designated Public Information Officer

- Summary of Actual Duties
 - Prepares training materials
 - Coordinates the administrative/ technical concerns relative to the conduct of training programs and other training related activities
 - Assists in the development of procedures and techniques in assessing TVET needs in the formulation of training programs for the subject fields
 - Conduct skills trainings
 - Conduct monitoring and evaluation of training programs
 - Prepares technical reports
 - Familiarize with Republic Act 9710 or the Magna Carta of Women (MWC)
 - Facilitate preparation of annual development plan on GAD
 - Identify/propose GAD programs/projects related to gender issues and GAD mandates
 - Facilitate preparation of Terms of Reference (TOR) for the implementation of identifies plan/project
 - Promote, advocate and facilitate the EBT implementation of PTC Sorsogon
 - Facilitate submission of MOAs/MOUs executed between PTC and the industry partners to the planning and linkages office (PLO)
 - Monitor the performance of the industry partners
 - Assist the PO EBT Focal in submitting and updating EBT reports
 - Familiarize with the Strategic Performance Management System (SPMS)
 - Facilitate preparation and maintenance of Office Performance Commitment (OPC)
 - Facilitate posting in TESDA Updates
 - Facilitate onboarding of qualification under FLD (Flexible Learning Delivery)
 - Conduct skills training thru face to face/ online platform

Position: Technical Education and Skills Development (TESD) Specialist II

Company: TESDA Provincial Training Center Sorsogon

Address: Cabid-an, Sorsogon City, Philippines

Date: December 28, 2020 – December 5, 2021

Reason for Leaving: Promoted

Job Description / Duties and Responsibilities:

- List of Accomplishments and Contributions
 - Trainer in Contact Tracing Level II
 - Designed Cashier
 - Designated GAD Focal
 - Designated EBT Focal
 - Planning Officer

- Summary of Actual Duties
 - Prepares training materials
 - Coordinates the administrative/ technical concerns relative to the conduct of training programs and other training related activities
 - Assists in the development of procedures and techniques in assessing TVET needs in the formulation of training programs for the subject fields
 - Conduct skills trainings
 - Conduct monitoring and evaluation of training programs
 - Prepares technical reports
 - Familiarize with Republic Act 9710 or the Magna Carta of Women (MWC)
 - Facilitate preparation of annual development plan on GAD
 - Identify/propose GAD programs/projects related to gender issues ad GAD mandates
 - Facilitate preparation of Terms of Reference (TOR) for the implementation of identifies plan/project
 - Promote, advocate and facilitate the EBT implementation of PTC Sorsogon
 - Facilitate submission of MOAs/MOUs executed between PTC and the industry partners to the planning and linkages office (PLO)
 - Monitor the performance of the industry partners
 - Assist the PO EBT Focal in submitting and updating EBT reports
 - Familiarize with the Strategic Performance Management System (SPMS)
 - Facilitate preparation and maintenance of Office Performance Commitment (OPC)

Position: Trainer

Company: TESDA- Sorsogon National Agricultural School (SNAS)

Address: Mayon, Castilla, Sorsogon Philippines

Date: October 2017 – December 28, 2020

Reason for Leaving: Promoted

Job Description / Duties and Responsibilities:

- List of Accomplishments and Contributions
 - Trainer in FBS NC II
 - Trainer in Cookery NC II

- Summary of Actual Duties
 - Manage Classroom/VENUE
 - Conduct Knowledge/skills instruction
 - Evaluate Trainees Orientation
 - Prepare and submit Training Plan
 - Submit Daily log Sheet at the end of the training
 - Undergo Professional Growth
 - Perform other related job
 - Facilitate and deliver competency-based training in Food and Beverage Services NCII and Cookery NCII
 - Monitors the trainee's performance in terms of knowledge, skills and attitude during the in-school training
 - Conducts competency-based assessment of trainees at the end of each module
 - Enhances the existing competency-based curriculum, session plan, and training modules/instruction materials
 - Maintains training tools and equipment, facilities
 - Perform other functions assigned by immediate supervisor

Position: Food Attendant/Assistant Cook

Company: Grand Regal Hotel

Address: Davao City, Philippines

Date: May 2013 – September 2016

Reason for Leaving: Resigned

Job Description / Duties and Responsibilities:

- Inspect kitchens and food service areas
- Clean kitchen and work areas
- Maintain inventory and records of food, supplies and equipment
- Prepare and cook complete meals or individual dishes and foods
- Plan menus, determine size of food portions, estimate food requirements and costs, and monitor and order supplies
- Answer telephone and relay telephone calls and messages;
- Answer electronic enquiries;
- Order office supplies and maintain inventory

TRAININGS / SEMINARS ATTENDED

Title of Trainings/Seminars	From	To	# of Hours	Venue/Sponsored By:
Seminar on National Validation Survey of Trainers' Competencies	10/15/2021	10/15/2021	5	Via ZOOM-TESDA CO
Seminar on British Council Seminar on Common European Framework of Reference (CEFR) for Language Assessment	10/14/2021	10/14/2021	5	Via ZOOM
Training on TOP Multi-Regional Learning Management System (LMS) Administration	10/6/2021	10/22/2021	24	Via ZOOM-TESDA NITESD
Training on Regional Multiplier Training for 2.0 Work Readiness Modules on 21st Century Skills	2/16/2021	2/19/2021	32	Via ZOOM-TESDA RO5
Webinar on Capacity Building for Pedagogical Action Research: Connectivism and Distance Education Becoming Relevant in a Digital Age	5/1/2021	5/2/2021	16	GOOGLE Meet Platform-SSU
Webinar-TESDA in Action: Governance, Functions, Challenges and Mitigations	4/18/2021	4/24/2021	16	GOOGLE Meet Platform-SSU
Training on Facilitate eLearning Sessions	3/28/2021	4/12/2021	40	TESDA Region Office V
TOP-Training on Introduction to Front Office Services	2/2/2021	2/2/2021		TESDA Online Program
Training on Massive Open Online Course (MOOC), STEM	1/29/2021	3/9/2021	48	Regional English Language office
Online Training on COVID-19 Contact Tracing	1/29/2021	1/31/2021	120	John Hopkins University (Online)
Performing Proper Waste Management in the Workplace	7/5/2020	7/5/2020	8	TESDA-SNAS
Practicing COVID-19 Preventive Measures in the Workplace	6/5/2020	6/5/2020	8	TESDA-SNAS
Training on Capability Building Program on Google Classroom Development	5/13/2020	6/5/2020	240	TESDA-SNAS
Assessor's Moderation for Food and Beverage Services NCII	4/12/2019	4/12/2019	8	TESDA-Bulusan National Vocational Technical School
Assessor's Moderation for Cookery NCII	4/11/2019	4/11/2019	8	TESDA-Bulusan National Vocational Technical School
Training on Food and Beverage Services NCII	2/2017	4/2017	356	SOLSCIE
Training on Trainer's Methodology I	5/2/2017	6/23/2017	264	TESDA- Bulusan National Vocational Technical School
Training on Cookery NCII	1/2018	2/2018	316	TESDA-SNAS
Training on BPP NCII	3/2018	3/2018	141	Sorsogon State College-School of Graduate Study
2018 Annual Convention on The National Hospitality and Tourism	8/3/2018	8/4/2018	16	Mayon Global Careers Co.

Seminar on Cost and Material Management in Food Industry	9/30/2017	10/7/2017	16	Sorsogon State College
Seminar on Employment opportunities for K12 graduation	8/12/12	8/12/12	8	Sorsogon State College

SPECIAL SKILLS / INTERESTS

- Skilled in food preparation of different assigned dishes. (American, Italian, and Filipino)
- Skilled in major relevant computer applications like MS Word, MS Excel and PowerPoint.
- Well-versed in oral and written English and Filipino.
- Leadership experience.
- Communication skills.
- Collaboration talent.
- Problem-solving abilities.

CHARACTER REFERENCES

Mr. Jason H. Olarte
Center Administrator
TESDA PTC-Sorsogon
Tel. No.: (063) 939906185

Sr. Ma. Consilio Bernadette Laus, RVM
University of Immaculate Conception
Fr. Selga St., Davao City
Tel No. 2218181

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Food and Beverage Supervisor
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Sir Jason Molina
UIC ND-HM Dean
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Applicant's Signature