MIRYAM CALMA SANTOS

0336 St. Bernadette Subdivision, Sto. Rosario, Capas, Tarlac,
Philippines 2315 Mobile No. **+639209475590**
E-mail / Skype ID: **calmsaint521@gmail.com**

EDUCATION

LYCEUM NORTHWESTERN UNIVERSITY, Dagupan City Philippines
MASTERS OF EDUCATION, Major in Educational Management , June 2015 - March 2018

DOMINICAN COLLEGE OF TARLAC, Capas, Tarlac, Philippines
METHODS OF TEACHING – Professional Education, June 2013 - November 2013

HOLY ANGEL UNIVERSITY, Angeles City Philippines
BACHELOR OF SCIENCE in INFORMATION TECHNOLOGY, June 2003 - November 2007

WORKING EXPERIENCE

Department of Education – B.S AQUINO NATIONAL HIGSCHOOL, Concepcion, Tarlac
Teacher III
January 10, 2019 –
Present

Department of Education – B.S AQUINO NATIONAL HIGSCHOOL, Concepcion, Tarlac
Teacher I
June 16, 2014 – January 9,
2019

Position Responsibilities as Deped

Teacher: 1. Handles Grade 7 and 8 about
Computer Subject

- Grade 7 – Internet and Computing Fundamentals
- Grade 8 - Computer System Servicing (PC Assembly)

2. Learner Information System (LIS) Coordinator

- Manage the implementation of the LIS in their respective year levels.
- Issue an LRN to learners with no LRN and enroll them in appropriate grade level and section in current school year.
- Enroll transferees to the grade level and section in current school year.
- Update or correct enrollment data, personal background and CCT information of learners.
- Ensure accuracy of learner data and integrity of the LRN.
- Request Division Office for the deactivation of multiple LRNs referring to one learner and learners who do not actually exist in school.
- Ensure compliance of DepEd Order 22, s. 2012 requiring the inclusion of the LRN in all forms which refer to a learner.
- Manage the user accounts of class adviser if school opts to divide encoding by section.

Texas Instruments Philippines Inc., Clarkfield, Pampanga Philippines
Production Specialist / Machine Operator
August 27,2009 – June 30, 2011
Assembly-Test Area (Diesort/Tape and Reel)
-Responsible for the preparation and production of high quality products (Integrated Circuits) in my assigned area or equipment.

Major Duties and Responsibilities:

1. Complies with all the Specifications and Standard Operating Procedures in the operation area.
2. Runs, operates, and monitors various types of equipment / machines assigned by the Facilitators.
3. Checks and inspects all the necessary requirements like: the materials, equipment's condition, parameters, safety gadgets, and supporting documents of the materials before operating the equipment / machines.
4. Inspects the units produced and determines the rejects/defects as they come out from the machine.
5. Fills out all required information on PTSS, Machine Performance Charts, SPC FORM/S and other pertinent documents.
6. Participates actively in productivity, quality, machine utilization, cycle time, yields and other programs that include: TPM. QIT, MIR, Suggestion System and other related programs.
7. Attends and participates in the training necessary to update and improve job knowledge and skills. Gets myself qualified / re-qualified and updated on areas and/or equipment being operating.
8. Complies with all company policies and procedures including all requirements on safety, security and all other company and management guidelines.
9. Performs other job related task as required by the Supervisor.

Texas Instruments Philippines Inc., Benguet, Baguio City Philippines
Production Specialist / Machine Operator, Apprentice (TESDA Accredited)
July 21,2008-December 21,2008
VLCT-TEST Area (Very Low
Cost Test)

AOL(America On-Line)Member Services Philippines Inc., Clarkfield, Pampanga Philippines
Office Assistant, On-the-Job Training
June – October (2007)
WFM (Work Force Management) Department

CERTIFICATION:

Professional Regulation Commission – Licensed Professional Teacher
March 18, 2014

TRAININGS ATTENDED

SKILLS DEVELOPMENT FOR JUNIOR AND SENIOR HIGH SCHOOL TEACHERS (ICT)
Division Office Tarlac City Philippines, June 17 – 19, 2020.

TRAINING ON ICT INTEGRATION, Olongapo City Zambales Philippines, May 03 – 05, 2019.

INFOTEACH Training of Trainers (PLDT InfoTeach Outreach Program), Division Office Tarlac City Philippines, February 09 – 15, 2018.

NC II in Electronic Products Assembly and Servicing, TESDA
Tarlac City Philippines, October 07, 2017 – September 29 2017

NC II in Computer System Servicing, TESDA
Tarlac City Philippines, October 15, 2016 – December 23 2016

NC I in Agricultural Crop Productions, TESDA
Concepcion, Tarlac Philippines, March 23 2015 – May 08, 2015

NC II in Bread and Pastry Production, TESDA
Concepcion, Tarlac Philippines, October 04 2014 – October 19 2014

REFERENCES:

Ms. Erika Evangelista, Teacher – San Roque National High School
kriserika.evangelista@deped.gov.ph

Leogracia G. Pineda, Master Teacher – B.S Aquino National High School
leogracia.pineda001@deped.gov.ph

Minerva P. Dela Cruz, Teacher – B.S Aquino National High School
minerva.delacruz005@deped.gov.ph

PERSONAL INFORMATION

Age	36
Birthday	November 10, 1985
Sex	Female
Status	Single
Citizenship	Filipino
Height and Weight	5'1" and 52 kgs