

# JENNIFER Q. LAGERA

+639353631681    abrahamlagera@gmail.com    Pob. San Vicente, Ilocos Sur, Philippines

## WORK EXPERIENCE

Position : **Instructor 1**  
Company : **Ilocos Sur Polytechnic State College**  
Address : **Santiago, Ilocos Sur, Philippines**  
Duration : **September 19, 2022 to Present**

- Meet classes regularly throughout the semester for the allotted class hours and minutes
- Provide a course syllabus for each class taught
- Provide modules and learning materials
- Carry out policies of the Board as they relate to the function of the school, to the classroom, and to the immediate contact with students and parents
- Furnish such after school time as is needed for assisting students, conferring with parents and doing other necessary out of school work
- Direct curricular and extracurricular learning experiences of students.
- Care for and protect school property.
- Supervise students on school grounds.
- Participate in planning and evaluation of school programs.
- Participate in faculty activities.
- Participate in in-service training.
- Support auxiliary school activity.
- Update social media page of the school.

Position : **School Registrar**  
Company : **Divine Word College of Vigan**  
Address : **Calle Crisologo, Vigan City, Ilocos Sur, Philippines**  
Duration : **August 2019 – August 2022**

- Oversees the overall operation of the Registrar's Office
- Supervises the updating and maintenance of the students' records system, and the handling of reports and correspondence pertaining to those records
- Formulates and enforces government and school regulations in collaboration with the Dean of Academic Affairs and Department Heads
- Providing control flows, and ensures security and confidentiality of student records
- Assists in the revision of curricula and academic policies, rules and regulations
- Works with the appropriate committees in the formulation of rules pertaining to admission, release, transfer and graduation of students
- Manages, control and maintains students' records and secures their integrity and confidentiality
- Resolve issues and concerns of the clients / stakeholders
- Assist various departments with administrative requirements

Position : **Part Time Instructor**  
Company : **Divine Word College of Vigan**  
Address : Calle Crisologo, Vigan City, Ilocos Sur, Philippines  
Duration : October 2014 – June 2022

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- Direct curricular and extracurricular learning experiences of students.
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- Supervise students on school grounds.
- Participate in planning and evaluation of school programs.
- Participate in faculty activities.
- Participate in in-service training.
- Support auxiliary school activity.

Position : **Registrar's Clerk B**  
Company : **Divine Word College of Vigan**  
Address : **Calle Crisologo, Vigan City, Ilocos Sur, Philippines**  
Duration : **June 2015 – July 2019**

- Evaluates and validates students' academic promotions and eligibility to graduate (Collegiate and Graduate Studies)
- Serves as liaison officer of the office to government agencies
- Prepares and submit pertinent reports to government agencies
- Monitors correspondence, answers and logs phone calls from government and other agencies in a timely and proper manner, and coordinates with the Registrar for the dissemination of the communication
- Maintains systematic filling of files
- Answer phone calls, transfer calls to appropriate individual or department
- Assists with the general filing system
- Assist various departments with administrative requirements
- Receives mail, email correspondence and directs to appropriate individual or department
- Comply with all relevant Health and Safety and environmental policies and procedures
- Other related duties as assigned by the immediate supervisor from time to time

Position : **Registrar's Clerk 1**  
Company : **Divine Word College of Vigan**  
Address : **Calle Crisologo, Vigan City, Ilocos Sur, Philippines**  
Duration : **August 2014 – May 2015**

- Assist in the admission of the college students
- Prepares the permanent records of students
- Prepares and issues Transcript of Records, Diploma, and Certifications
- Receives and Compiles communication letters
- Consolidates the faculty members' grading sheets
- Maintains systematic filling of files

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Philippines

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- Assists with the general filing system
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## EDUCATION

### Master in Information Technology

*Colegio de Dagupan*, Dagupan City, Philippines  
June/2017 – April/2019  
Scholarship for Graduate Studies – Local for Higher  
Education Institution (SGS-L)

### Professional Education (Earned Units)

*Divine Word College of Vigan*, Vigan City, Ilocos  
Sur, Philippines, October/2014 – October/2016

### Bachelor of Science in Information Technology

*Ilocos Sur Community College*, Bantay, Ilocos Sur,  
Philippines, June/2010 – March/2014

## SKILLS

### Professional

Communication  
Data Insights  
Building Relationships  
Computer Literate

### Technical

Microsoft Office  
Word Press  
Computer System Services

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## CHARACTER REFERENCES

### LILIA R. RACSA, Ed.D

Quality Assurance Director  
Divine Word College of Vigan  
+639057562018

### JONES E. TULAS, MIT

Dean, College of Information Technology  
Divine Word College of Vigan  
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### REYNALD JAY HIDALGO, Ph.D

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