Julia Mae E. Dolleton, RPm

GET IN TOUCH WITH ME

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juliamaedolleton@gmail.com

EDUCATION

Master in Management major in Hospital Administration
Philippine Christian University
2018

Bachelor of Science major in Psychology
Adamson University
2012

ELIGIBILITY

Board of Psychometrician (Registered Psychometrician)
October 2014

Civil Service Sub Professional
August 2014

CERTIFICATIONS

120 Hour TESOL Certified
Cert. No. 100-309944

TEYL Certified
Cert. No. 2023-0101001

WORK EXPERIENCE

Psychometrician |Department of Psychiatry and Mental Health

Quirino Memorial Medical Center | August 2015 - present

- Administer, Score and Interpret battery of Psychological Tests for Neuro-Psychiatric Evaluation for incoming medical residents from different clinical departments of the institution as well as for the Department of Health-Central Office.
- Assist the department in conducting its mandate to streamline Mental Health in QMMC by assisting the physicians in conducting counselling and consultations.
- Assist in psychoeducation seminars for employees relative to mental health, especially during the height of the Covid-19 Pandemic.

Technical Working Group, Chairman | Bids and Awards Committee (BAC)

Quirino Memorial Medical Center |2021 - present

- Assist the BAC in the preparation of the bidding documents, ensuring that the same properly reflect the requirements of the Procuring Entity and that these conform to the standards set forth by R.A. 9184, its IRR-A and the PBDs prescribed by the GPPB. Assist the BAC in the conduct of eligibility screening of prospective bidders, and in the shortlisting of prospective bidders in case of biddings for consulting services.
- Assist the BAC in the evaluation of bids and prepare the accompanying reports for the BAC's consideration and approval.
- Assist the BAC in the conduct of post-qualification activities and prepare the post-qualification summary report for the BAC's approval.
- Assist the BAC and BAC Secretariat in preparing the resolution recommending award, with regard to the technical aspect, if necessary.
- Provide utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand are completed (Jury Duty).

Health Facility Development Unit, Member

Quirino Memorial Medical Center |October 2020 - present

Institutionalized in December of the year 2021 Health Facility Development Unit

- Ensures complete and accurate submission of all mandatory documentary requirements, as determined by the hospital and Department of Health-Health Facility Development Bureau.
- Together with the Legal Office, instrumental in crafting the Implementing Rules and Regulations of R.A. 11501 expanding QMMC's Bed Capacity from 460 beds to 1,000-bed capacity Medical Center.
- Contribute to QMMC's journey through its Performance Governance System initiation as mandated by the Civil Service Commission.

Internal Quality Auditor for Quality Management System (ISO 9001: 2015)

Quirino Memorial Medical Center |2020 – present

- Provide unbiased auditing based on factual evidence.
- Audit relevant documentation per ISO 9001 compliance.
- Ensures that the operations follow the guidelines and objectives laid out in the documentation.

Guidance Counsellor

Virgen Del Pilar School Rodriguez | Academic Year 2014-2015

- Counselling of students referred by their teachers and parents.
- Administer Testing (Proctoring and Evaluating achievement test conducted by a third party company).
- Keeping the information records of the students updated.
- Conduct Group Dynamics.
- Conduct classes as a support for the faculty.
- Facilitate extra-curricular activity.
- Other workloads that may be assigned relative to school activities.

Accounting Assistant

Eyewear International Concept | December 2012 to May 2013

- Prepare Packing lists or purchase orders.
- Maintains accounting records by making copies and filing documents.
- Keep the inventory updated and accurate.
- Compile and sort documents such as sales orders, packing lists, delivery receipts, and invoices.
- Attend to all stock related inquiries.
- Gives support to the warehouse by preparing all the orders and double-checking the items for delivery.

REFERENCES

Angelo T. Invento, Esq.
Attorney VI
Department of Budget & Management
0999-993-6293

Eleazar S. Tio, RMT
Training Specialist
Quirino Memorial Medical Center
0917-796-0696

Mary Jane Del Prado Amarillas
Strategic Compensation & Benefits and HR Compliance Specialist
Republic Biscuit Corporation
0998-559-2609