

APRIL DAWANG ORTIZ

Malaya St., Sto. Tomas, Aliaga, Nueva Ecija
Philippines, 3111

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PERSONAL INFORMATION

Permanent Address : Malaya St., Sto. Tomas, Aliaga, Nueva Ecija, Philippines, 3111
Birthdate : April 13, 1985
Birth Place : Aliaga, Nueva Ecija
Height : 5'7" ft
Weight : 70 kg
Sex : Male
Civil Status : Single
Religion : Roman Catholic
Nationality : Filipino

BENEFICIARY

Beneficiary Name : Ortiz, Filomena Dawang
Relationship : Mother
Permanent Address : Malaya St., Sto. Tomas, Aliaga, Nueva Ecija, Philippines, 3111

DEPENDENTS:

Father: Ortiz, Luisito Vargas Birthday: October 01, 1954
Birth Place: Aliaga, Nueva Ecija

Mother: Ortiz, Filomena Dawang Birthday: August 05, 1950
Birth Place: Aliaga, Nueva Ecija

BROTHERS / SISTERS

Brother: Ortiz, Angel Gay Dawang Birthday: August 10, 1980
Birth Place: Aliaga, Nueva Ecija
Civil Status: Single

Sister: Ortiz, Luisito Jr. Dawang Birthday: August 06, 1983
Birth Place: Aliaga, Nueva Ecija
Civil Status: Single

EDUCATIONAL BACKGROUND

	Year [From] - [To]
Elementary School: Sto. Tomas Elementary School Address: Brgy. Sto. Tomas, Aliaga, Nueva Ecija, Philippines	1992 - 1998

Secondary School: Sto. Tomas High School Address: Brgy. Sto. Tomas, Aliaga, Nueva Ecija, Philippines	1998 - 2001
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College Course: Bachelor of Science in Information Technology School: Nueva Ecija University of Science and Technology Address: Gabaldon St., Cabanatuan City, Nueva Ecija, Philippines	2001 - 2005
Course: Certificate of Professionalizing Teachers Education School: Nueva Ecija University of Science and Technology Address: Sumacab Este, Cabanatuan City, Nueva Ecija, Philippines	2010 - 2012

Vocational Study
Course: Computer Hardware Servicing, Networking and Troubleshooting 2013
National Certificate Level II
School: Skills Power Institute
Address: Cabanatuan City, Nueva Ecija, Philippines

Post Graduate Study Course: Master of Arts major in Educational Management 42 Units Masteral Units Equivalent School: College of Immaculate Conception Address: Sumacab Este, Cabanatuan City, Nueva Ecija, Philippines	2013 – 2015
Course: Master of Arts major in Educational Management Graduated School: Dr. Gloria Lacson Memorial College Address: San Leonardo,, Nueva Ecija, Philippines	2020-2021

EMPLOYMENT HISTORY

Position: Secondary Public School Head Teacher
Company: Vicente R. Bumanlag Sr. National High School (DepEd Aliaga)
Address: Sto. Tomas, Aliaga, Nueva Ecija
Date: August 13, 2019 - present
Status: Presently Employed

Job Description / Duties and Responsibilities:

- Checking of Daily Lesson plan / log of teachers
- Monitor/Supervised Teachers
- Give technical assistance to teachers

Position: Secondary Public School Teacher
Company: Vicente R. Bumanlag Sr. National High School (DepEd Aliaga)
Address: Sto. Tomas, Aliaga, Nueva Ecija
Date: March 27, 2013 – August 12, 2019

Job Description / Duties and Responsibilities:

- Make a daily Lesson Plan for teaching
- Ensure all computers are properly working.
- Teach students in proper computer handling especially the common software used.
- Assist principal in school supervision

Position: Part-Time Computer Instructor
Company: Vicente R. Bumanlag High National School (DepEd Aliaga)
Address: Sto. Tomas, Aliaga, Nueva Ecija
Date: August 2007 – March 26, 2013
Reason for Leaving: Presently Employed

Job Description / Duties and Responsibilities:

- Make a daily Lesson Plan for teaching
- Ensure all computers are properly working.
- Teach students in proper computer handling especially the common software used.

Position: Computer Instructor – School Clerk
Company: Achievers Professional Cyberschool Inc.
Address: Sto. Rosario, Aliaga, Nueva Ecija, Philippines
Date: June 2007 – Up to Present
Reason for Leaving: Presently Employed

Job Description / Duties and Responsibilities:

- Make a daily Lesson Plan for teaching
- Ensure all computers are properly working.
- Teach students in proper computer handling especially the common software used.
- Make a clerical works e.g: forms, reports etc.

Position: Sales Utility Clerk
Company: Super Sale Club to SM Hypermart The Bloc (Guaranteed Marketing Service Inc.)
Address: North Edsa, Quezon City Philippines
Date: September 2005 – June 2006
Reason for Leaving: Voluntary Resignation

Job Description / Duties and Responsibilities:

- Display the products properly. (FIFO Method)
- Daily inventory of all products.

TRAININGS / SEMINARS ATTENDED

Profession : Professional Teacher
EXAM Taken : Licensure Examination for Teacher
Taken : September 30, 2012
Rate : 78.60%

Training Center: Language Skills Institute (TESDA)
Duration: April 4, 2012 – May 29 2012
Address: Old Capitol, Cabanatuan City, Nueva Ecija, Philippines
Title: English Proficiency

Training Center: Nueva Ecija Convention Center, Palayan City
Duration: October 23, 2008
Address: Palayan City, Nueva Ecija, Philippines
Title: 2nd NEPPESA-NEPRISA Staff and Teachers' Congress

Training Center: AMA Computer College
Duration: November 27, 2008
Address: Cabanatuan City, Nueva Ecija Philippines
Title: Movie Making / Animation, Photo Editing / Personality Development And Call Center Training, Java Programming / Interfaces With Emerging Technologies

SPECIAL SKILLS / INTERESTS

- Skilled in major relevant computer applications like MS Office.
- Well-versed in oral and written English and Filipino.
- Enthusiastic, practical individual.
- Hardworking and GOD fearing.
- Well organize, paying close attention to details.
- Capability to get along with people and highly motivated.

CHARACTER REFERENCES

LUISITO D. ORTIZ
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PASTOR G. BALINTAG Jr.
School Principal III
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Vicente R. Bumanlag Sr. National High School
Aliaga, Nueva Ecija