

# Pretzel Ragonjan

095-692-1910

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#163 Poblacion 1, Ilocos Norte, Pagudpud

## PROFESSIONAL SUMMARY

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Professional well-presented motivated educator and public servant offering long term commitment to help students promote civic competence. Strong desire to gain employment, working with a risk young people and adults, with genuine interest in making positive difference in the lives of others. As a teacher with extensive experience provides students with citizenship education, equipping them with the knowledge, skills, and attitudes necessary to become competent and responsible citizens who are knowledgeable, intelligent, active in their communities, and demonstrate moral and civic virtues necessary for informed engagement in community, state, national, and international affairs in this rapidly changing world.

## WORK EXPERIENCE

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### Teacher II

Jun 2019 - Present

Department of Education • Schools Division of Ilocos Norte, Philippines

- Demonstrated applied knowledge of content within across curriculum teaching areas
- Ensured the positive use of ICT to facilitate teaching and learning process
- Provided alternatives in reaching out students who cannot come on online class often by providing offline lectures posted in our group chats
- Anchored vegetable planting of students at home to augment the Brigada Eskwela which actually happens during face-to-face classes, but since we are in dire situation such as this pandemic, a program to let the learners could grow vegetables in their garden with the partnership of the Department of Agriculture
- Actively participated in Learning Action Cell sessions, trainings and webinars
- Worked closely on numerous teams in the Senior High School Department
- Set achievable and appropriate outcomes that are aligned with learning competencies and look over student's performance and inform requirements they need to finish
- Established, planned and delivered teaching strategies providing timely, accurate and constructive feedback in improving learner performance
- Teach assigned social studies subjects in the senior high school department
- Prepared lesson plans, instructional materials and other devices
- Evaluated the accomplishments and deficiencies of students teaching program
- Monitored, assessed and maintained updated student's records
- Supervised curricular and cocurricular projects and activities
- Counseled and guided students
- Provided technical assistance in the process of procurement of supplies being the Chairperson in Bids and Awards Committee
- Coordinated thoroughly with the Local Government Unit in the allocation of Fund of schools "Special Educational Fund"

**Administrative Assistant II**  
of Education • Schools Division of Ilocos Norte, Philippines

Mar 2018 - Jun 2019 Department

- Managed in encoding, printing and/or reproduction of documents (liquidation reports, plans, communications, memorandums and forms required assistance as support for the School Principal in improving the learning environment for everyone in the school but not limited to School Forms and certifications
- Facilitated the recording of document flow (in/out) and school affairs to provide assistance to the school and ensure the availability of records through the use of logbooks recorded an hour after the activity, assistance to faculty and admin staff as required and provide free support of work-related concerns and services all the time
- Provided assistance in the conduct of procurement, purchase request, purchase orders, inspection and assistance of goods through the process of liquidation to ensure transparency and accountability
- Attended required seminars, workshops, conferences and meeting to improve communication skills, gaining expert knowledge, networking with others and renewing motivation and confidence

**Market Inspector II**  
Local Government Unit • Pagudpud, Philippines

Nov 2012 - Mar 2018

- Collected Stall Rentals, Recorded Daily Cash Ticket Sales, taxes and charges, Prepared and remitted Daily Collections (Official receipts and Cash Tickets)
- Prepared contract of lease to stall occupants and made daily inspection reports
- Made budget proposals and project procurement plan within the department
- Liquidated Cash Advances, Made and submits Statement of Assets and Liabilities and Net worth as well as Fidelity Bonds of colleagues
- Answered queries and communications, responded meetings/conventions with other departments or with the Local Chief Executive, technical support on local operation to public and other agencies, (address vendors complaints, render services during disaster)

**Revenue Collection Clerk I**  
Local Government Unit • Pagudpud, Philippines

Jul 2010 - Nov 2012

- Transmitted paid vouchers and payrolls, reported any unsubmitted voucher, payroll and transmitted report of submitted voucher/payroll to the Office of the Municipal Accountant the following on a weekly basis or as the need arises:
- Arranged the necessary documents for approval by concerned signatories such as: (1.1 Approved Budget for the Contract, 1.2 Purchase Request, 1.3 Purchase Order, 1.4 Inspection Report, 1.5 Requisition and Issue Slip, monthly Consolidated Report of Accountability for Accountable Forms (RAAF), copy attached to the Individual RAAF6
- Purchased the needed forms from National Printing Office (NPO), Bureau of Internal Revenue (BIR), Private Printers, and Authorized Government Depository Banks or from other authorized sources
- Prepared the proposed office budget and all related schedules and reported Unused/used Checks
- Kept file of Requisition and Issue Slips (RIS) of received supplies, keep file of Memorandum Receipt of Equipment and review and evaluate documents submitted

## **EDUCATION**

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**Master of Science in Teaching Major in Social Studies**  
University Philippines • Tuguegarao, Philippines  
Currently studying

Jan 2022 - Present St. Paul

**Master in Business Administration**

Apr 2018 - 2021

Divine Word College of Laoag • Laoag, Philippines, 36 units

**Professional Education Units**

2017 - 2018

Mariano Marcos State University • Laoag, Philippines

Units in Education Leading to Teaching

**Bachelor of Science in Business Administration-Management Accounting** 2015 - May 2016

Divine Word College of Laoag • Laoag, Philippines

Bachelor's Degree BSBA - Management Accounting

**Bachelor of Arts in English Studies**

2000 - 2002

Mariano Marcos State University • Laoag, Philippines

**SKILLS**

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- Literacy in Microsoft Office Programs and Internet browsing
- The ability to write well lays, foundation for arguments, contracts, incoming and outgoing letters to be clear, concise in making intentions known. Fluent in English and Filipino
- Playing softball and Coaching Volleyball
- The ability to peel back the layers of a situation, going deeper and working for more questions to uncover the information. Teaching students how to ask quality questions so they can learn with purpose and depth
- The ability to think creatively and finding solutions that are tailed to meet a client's particular need. Teaching students within a specific context, helping students to understand the problem and make suggestions
- Communicates well with students whether transferring information or by learning to meet their needs. Assist them also in facilitation of participation in activities and discussions
- The ability to research and verify information from other resources for it also inspires personal growth and development in individuals and groups. > Management Skill in possessing good time, being aware of the deadlines, meeting schedules, count dates and itinerary of travel and keeping track of all the paper works that demands good organizational skills

**PROFESSIONAL CREDENTIALS**

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- Civil Service Passer - Professional Level
- Civil Service Passer - Sub -Professional Level
- Licensed Professional Teacher

**VOLUNTEER WORK**

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**Secretary**

Jan 2022 - Present

Catholic Church • Pagudpud

Maintained data bases for all the meetings Organizing and running meetings (including creating agendas and taking minutes)

**Treasurer**

Jan 2019 - Present

Sitio Quirino, Poblacion 1 • Pagudpud, Philippines

Good steward of funds Provided financial data to aid in decision-making, experienced in dealing with large sums of money and budgets and financial control

**AWARDS AND HONOURS**

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**Dean's Lister**

2015

Divine Word College of Laoag