

# JANINE C. TABALANZA

janinetabalanza@gmail.com | +63977-355-4886

Puro, Magsingal, Ilocos Sur 2730



## Professional Summary

Experienced administrative assistant seeking to land a challenging job in a highly reputable organization where I can attain further professional and personal development.

## Personal Information

Date of Birth: March 31, 1992

Age: 31

Gender: Female

Place of Birth: Rosario, Agusan del Sur

Civil Status: Single

Religion: Roman Catholic

## Education

University of Northern Philippines- Graduate School- Vigan City, Ilocos Sur 2700 PH

### Master in Business Administration

June 2018 to March 2022

30-unit Academic Requirement completed

St. Paul College of Ilocos Sur- Bantay, Ilocos Sur 2727 PH

### Teacher Certification Program

June 2019 to March 2020

With 18 professional teaching units

With GWA of 92%

University of Northern Philippines- Vigan City, Ilocos Sur 2700 PH

### Bachelor of Science in Business Administration major in Management Accounting

June 2008 to March 2012

Cum Laude

## Certifications and Licenses

- EF Standard English Test
  - Advanced, Level C2 (CEFR)
  - Listening and Reading Tests
  - March 26, 2023
- Licensed Professional Teacher (LPT)
  - Secondary, Major in Social Sciences
  - Philippines- October 2022
- Certified Bookkeeper (Level 1)
  - Philippine Institute of Certified Accounting Technologists
  - February 28, 2022
  - Manila, Philippines
- Teaching English to Students of Other Language (TESOL) Certified
  - A 120 Hour Certification Course (International Open Academy- Ireland Affiliated)
  - November 16, 2021

## Core Qualifications

- Microsoft Office (Word, Excel and PowerPoint)
- Internet Literate
- Bookkeeping
- Enthusiastic
- Consistent
- Service-focused
- Critical Thinking
- Patience
- Organization
- Leadership

## Work Experience

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### **Administrative Assistant II - Department of Education- Puro National High School-Senior High School, Magsingal, Ilocos Sur**

*March 11, 2020 – Present*

- Provides administrative and clerical support to his/ her supervisor.
- Prepare travel orders and leave applications of school personnel.
- Maybe designated to assist either the Principal/School Head
- May also be designated as property custodian or to the canteen services of the school as deemed necessary,
- Reports to school head and does other related tasks as may be assigned by supervisor.

### **Administrative Assistant II (Disbursing Officer II) - Department of Education- Santiago National High School- Junior High School, Santiago, Ilocos Sur**

*February 1, 2018 – March 10, 2020*

- Prepare necessary documents for the liquidation report of Maintenance and Other Operating Expenses (MOOE) of the school.
- Prepare travel orders and leave applications of school personnel.
- Prepare school credentials as requested by schools or students.
- Provides administrative and clerical support to his/ her supervisor.
- Maybe designated to assist either the Principal/School Head
- Reports to school head and does other related tasks as may be assigned by supervisor.

### **Sales Administration and Accounting Staff • Orix Metro Leasing and Finance Corporation- Vigan City Branch, Ilocos Sur**

*April 01, 2013–May 30, 2016*

- In charge of the documentation of loans/accounts; assures completeness and accuracy of the loan documents; registering documents to government agencies applicable.
- Generally, keeps inventory of properties and equipment, supplies and accountable forms of the branch under responsibility
- Records accounting entries of daily transactions; keeps accounting records; and regularly creates reports required.

### **School Registrar • AMA Computer Learning Center- Vigan City Campus, Ilocos Sur**

*May 24, 2012–November 07, 2012*

- Responsible for managing records of student information including class enrollment, academic results, attendance, schedules, and other necessary details.
- Perform clerical tasks such as printing academic transcripts for students.
- Prepare and submit reports as may be required by the different government education agencies.

## References

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© Mrs. Melanie U. Castelo- School Principal I

Puro National High School- Puro, Magsingal, Ilocos Sur 2730

Contact.No: 0995-260-6915 | Email: melanie.castelo@deped.gov.ph

© Natividad B. Reyes, PhD- School Principal IV

Santiago National High School- Santiago, Ilocos Sur PH

Contact No.: 0917-591-1151 | Email: natividad.reyes@deped.gov.ph

© Mr. Joseph U. Dulatre-Head Teacher III

Santiago National High School- Santiago, Ilocos Sur PH

Email: joseph.dulatre@deped.gov.ph

I hereby declare that all information given above is true and correct to the best of my knowledge, and I take full responsibility for the correctness of the information.



JANINE C. TABALANZA

*Applicant*