

PRETZEL L. RAGONJAN

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Current Address: Poblacion 1, Pagudpud, Ilocos Norte

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PROFESSIONAL SUMMARY

Professional well-presented motivated educator and public servant offering a long-term commitment to help students promote civic competence. Strong desire to gain employment, working with risky young people and adults, with a genuine interest in making a positive difference in the lives of others. 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.

SKILLS

- ⊙ Literacy in Microsoft Office Programs, Excel, PowerPoint presentations, and other digital platforms
 - ⊙ Proficient in letter writing, incoming and outgoing letters to be clear, and concise in making intentions known. Fluent in English and Filipino
 - ⊙ Ability to think about what is best for students to make the classroom a safe and loving environment
 - ⊙ Ability to think creatively and find solutions that are tailed to meet a client's particular need and teamwork is essential
 - ⊙ I am patient and assisted in maintaining a balance between their own expectations and the abilities of each learner
 - ⊙ I managed students' needs very well and ensure that learning materials are easily accessible
 - ⊙ Communicates well with students. Assist them also in facilitation of participation in activities and discussions
 - ⊙ With strong leadership, I interact with students and colleagues by accepting additional duties like coaching sports teams
 - ⊙ Management Skills in possessing a good time, being aware of the deadlines, meeting schedules, counting dates and itinerary of travel, and keeping track of all the paper works that demand good organizational skills
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EXPERIENCE (From Current to Past)

Position: Teacher I

Date: December 1, 2021

Teacher II

December 2, 2021 to Present

Company: Department of Education – Pagudpud National High School

Address: Poblacion 2, Pagudpud, Ilocos Norte

Job Description / Duties and Responsibilities:

- Teaches assigned Social Studies Subjects for the senior high school level.
- Prepares lesson plans, instructional materials, and other devices.
- Evaluates the accomplishments and deficiencies of students' teaching program.
- Monitors, assess, and maintains updated student records.
- Supervises curricular and co-curricular projects and activities.
- Counsels and guide students
- Does another related task

Position: Administrative Assistant II

Date: March 20, 2018-June 24, 2019

Company: Department of Education – Pasaleng National High School

Address: Barangay Pasaleng, Pagudpud, Ilocos Norte

Job Description / Duties and Responsibilities:

- 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 aid 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
- Examine, assess, and implement new administrative procedures, set work priorities, and make certain that procedures are followed and deadlines are reached.
- Aided in the conduct of procurement, purchase request, purchase orders, inspection, and assistance of goods through the process of liquidation to ensure transparency and accountability. Assist in the creation of the operating budget and the maintenance of inventory and budgetary controls.
- Administer rules and processes for a record release in the processing of requests under government access to information and privacy legislation, Coordination and planning of office services such as lodging, relocation, equi

ment, supplies, forms, asset disposal, parking, maintenance, and security services

- Attended required seminars, workshops, conferences, and meetings to improve communication skills, gain expert knowledge, network with others, and renew motivation and confidence. Compile data and write periodic and special reports, instructions, and correspondence.

Position: Market Inspector II **Date:** November 28, 2012-March 19, 2018

Company: Municipal Government of Pagudpud, Ilocos Norte

Address: Poblacion 2, Pagudpud, Ilocos Norte

Job Description / Duties and Responsibilities:

- Collected Stall Rentals, Recorded Daily Cash Ticket Sales, taxes, and charges, and Prepared and remitted Daily Collections (Official receipts and Cash Tickets)
- Supervises the work area, equipment cleaning, and maintenance, and ensures that all safety procedures concerning work practices, equipment operation, and fire safety are followed. Prepared contract of the lease to stall occupants and made daily inspection reports
- Made budget proposals and project procurement plans within the department, and Delegate tasks to sales personnel,
- Check deliveries of supplies and maintain inventory records, create work schedules, Supervise and coordinate worker activities
- Liquidated Cash Advances, Made and submits Statements of Assets and Liabilities and Net worth as well as Fidelity Bonds of colleagues
- Answered queries and communications, responded to meetings/conventions with other departments or with the Local Chief Executive, technical support on local operations to public and other agencies, (addressed vendors' complaints, render services during a disaster), resolve problems and complaints that may arise

Position: Revenue Collection Clerk I **Date:** July 1, 2010-November 27, 2012

Company: Municipal Government of Pagudpud, Ilocos Norte

Address: Poblacion 2, Pagudpud, Ilocos Norte

Job Description / Duties and Responsibilities:

- Transmitted paid vouchers and payrolls, reported any unsubmitted vouchers, payroll and transmitted report of submitted vouchers/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 the 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

Master of Science in Teaching Major in Social Studies (30 units) Jan 2022 - Present St. Paul University Philippines • Tuguegarao, Philippines (**Currently studying**)

Master's in business administration (30 units) Apr 2018 - 2021 Divine Word College of Laoag • Laoag, Philippines, 30 units

Professional Education Units (18 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-2016 Graduate

Bachelor of Arts in English Studies 2000 – 2002-**Mariano Marcos State University • Laoag, Philippines**

PERSONAL INFORMATION

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

SEMINAR AND WORKSHOP

- **VIDEO EDITING,**
- **ISKUL BUBULI: CYBERBULLYING ISSUES & CONCERNS,**
- **THE USE OF DIGITAL LEARNING MANAGEMENT SYSTEM,**
- **DIGITAL ILLUSTRATIONS USING KRITA FOR BOOK ILLUSTRATION & FOR INSTRUCTIONAL VIDEO DEVELOPMENT,**
- **PHOTO EDITING AND DIGITAL BANNER DESIGN USING GIMP FOR INSTRUCTIONAL VIDEO DEVELOPMENT,**
- **MENTAL HEALTH AMIDST PANDEMIC: CONDITIONS & COPING STRATEGIES,**
- **GOOGLE EDUCATOR GROUP AND PROFESSIONAL DEVELOPMENT PROGRAM,**
- **BE INTERNET AWESOME, MOBILE APPS DEVELOPMENT FOR TEACHERS,**
- **GAME-BASED LEARNING USING MINECRAFT EDUCATION**
- **INTERACTIVE POWERPOINT PLUGINS & MICROSOFT WINDOWS PLUGIN FOR 21ST CENTURY TEACHERS, ON EDITION,**

- PROFESSIONAL DEVELOPMENT PROGRAM WITH MICROSOFT EDUCATION,
- MICROSOFT OFFICE 365 FOR PRODUCTIVITY-MAIL MERGE,
- REORIENTATION FOR SCHOOL PROPERTY CUSTODIANS & ICT COORDINATORS REGARDING DEPED COMPUTERIZATION PROGRAM POLICIES & GUIDELINES,
- TROUBLE SHOOTING EQUIPMENT & DIGITAL DEVICE AWARENESS,
- APPLYING CREATIVITY AND INNOVATING TEACHING THROUGH ADOBE SPARK,
- TV-BASED INSTRUCTION-EFFECTIVE LEARNING UTILIZATION & PLOTTING TO WEEKLY LESSON DELIVERY,
- CHILD-FRIENDLY APPROACHES IN EMPOWERING PARENT-TEACHERS, RADIO-BASED INSTRUCTION-REACHING FAR-FLUNG AREAS,
- TECHNIQUES AND LEARNING DELIVERY STYLE IN CONDUCTING EFFECTIVE VIRTUAL CLASSES,
- THE CREATIVE UTILIZATION OF CANVA FOR STUDENTS PERFORMANCE TASK
- THE WISDOM BEHIND GRAMMARLY, PROPER ETIQUETTE IN SENDING EMAILS AND UNDERSTANDING GUIDELINES FOR COPYRIGHT,
- ADVANTAGES OF USING OPEN EDUCATIONAL RESOURCES (OER'S), RETOOLING TEACHER'S CAPACITY USING ICT & EMERGING TECHNOLOGIES,
- PERSONAL HYGIENE WEBINAR, EFFECTIVE DELIVERY OF SYNCHRONOUS /ASYNCHRONOUS TEACHING, EFFECTIVE UTILIZATION OF MULTIMEDIA MATERIALS: DEPED TV,
- VIDEO EDITING TECHNIQUES IN PRODUCING QUALITY VIDEO LESSONS,
- A NEW NORMAL: THE CRITICAL ROLE OF ASSESSMENT IN ONLINE LEARNING, OER READINESS REVIEW CRITERIA, GOOGLE WORKSPACE FOR EDUCATION FUNDAMENTALS,
- POSTER DESIGN IN ADOBE PHOTOSHOP, OVERVIEW OF R.A10173, THE DATA PRIVACY ACT OF 2012,
- SOLVING PEOPLE PUZZLES, ETULAY-BREAKTHROUGH IN TEACHING,
- INTERACTIVE INSTRUCTIONAL MATERIALS, MANYCHAT: DELIVERING ONLINE-OFFLINE(MCDOO), MOBILE APPS IN EDUCATION,
- DIGITAL POETRY: A COLLABORATIVE PERFORMANCE PROJECT, TECHNOLOGY INTEGRATION AND INSTRUCTIONAL MATERIALS DEVELOPMENT/PREPARATION IN ENGLISH LANGUAGE, HOUR OF CODE,
- (PROGRAMMING FOR WOMEN), CREATING INTERACTIVE MATERIALS USING SCRATCH ANIMATION, WHOLE BRAIN LITERACY SELF-MASTERY CAPABILITY BUILDING PROGRAM, PLDT-UPOU"GEARING UP FOR THE NEW NORMAL IN TEACHING AND LEARNING,
- ENGAGING LEARNERS ONLINE, THE ROLE OF GENERAL EDUCATION COURSES IN THE DEVELOPMENT OF SOCIAL RESPONSIBILITY,
- STRENGTHENING PARENTAL INVOLVEMENT IN SHS DIGITAL CLASSES, CHANGING PERSPECTIVES: HOMESCHOOLING YOUR SENIOR HIGH SCHOOL LEARNER, DEVELOPING LEARNING MATERIALS FOR SHS: HUMANITIES AND SOCIAL SCIENCES TRACK COURSES,
- STRENGTHENING GROWTH MINDSET IN THE MIDST OF A PANDEMIC: THE KEY TO LIFELONG LEARNING IN THE SENIOR HIGH SCHOOL SETTING,
- SENIOR HIGH SCHOOL IN THE NEW NORMAL: TRENDS IN CONDUCTING CLASSES AND ADMINISTRATIVE OPERATIONS, ENGAGING GEN Z LEARNERS IN THE NEW NORMAL CLASSROOM,

- TAX UPDATES SEMINAR ON TAX REFORM ACCELERATION AND INCLUSION (TRAIN LAW), FINANCIAL MANAGEMENT SUMMIT,
- SEMINAR-WORKSHOP ON THESIS & DISSERTATION WRITING,
- ROLL-OUT THE INTERNAL AUDIT MANUAL, THE MANUAL ON SETTING UP AND OPERATING LOCAL ECONOMIC ENTERPRISES FOR LOCAL GOVERNMENT UNITS, AND THE HANDBOOK ON THE PARTICIPATION OF CIVIL SOCIETY ORGANIZATIONS IN THE LOCAL BUDGET PROCESS, CONDUCT ON THE EXAMINATION OF BOOK OF ACCOUNTS, STRATEGIC PERFORMANCE MANAGEMENT SYSTEM

REFERENCES

Name: NEIL ERICSON T. ACOB
Position: School Principal I
Company / Address: Poblacion 2, Pagudpud, Ilocos Norte
Contact No: 09614483707

Name: MILDRED C. ALMAZAN
Position: School Principal I
Company / Address: Brgy. Pasaleng, Pagudpud, Ilocos Norte
Contact No: 09478920408

Name: BELLAFLOR MALAPIT
Position: Municipal Treasurer
Company / Address: Poblacion 2, Pagudpud, Ilocos Norte
Contact No: 09999924716