

Fatima R. Tundag

Block 46 Lot 8 La Aldea del Mar Babag, Lapu-Lapu City,
Cebu, Philippines (6015)
+639229574328
fatimar.tundag@gmail.com

Dedicated and accomplished professional with more than 12 years of hands-on experience in both public and private organization. Seeking a challenging leadership role where I can leverage my strategic vision, industry expertise, and strong analytical skills to drive organizational growth and success. Devoted to cultivating a cooperative work atmosphere and guiding team members to realize their maximum potential.

Skills

- Classroom Management
 - Technical Skills (System Software-Word, Excel, and PowerPoint)
 - Organizational Skills
 - Written and Verbal Communication Skills
 - Program Planning
 - Project Management Skill
-

Work Experience

JULY 2019 – PRESENT

Teacher III at Division of Lapu-Lapu City - Marigondon National High School

JULY 2013 – JULY 2019

Teacher I at Division of Lapu-Lapu City - Marigondon National High School

- Planning, preparing, and implementing integrated lessons for high school students.
- Conduct parent-teacher conferences to discuss a student's progress and monitor and evaluate the students' performance.
- Conducts remediation/enrichment programs to improve students' performance.
- Designated as the School Guidance Coordinator in 2019. Assist the school administration in planning and implementing the Career Guidance Program
- Coordinate with social workers, school personnel, and stakeholders to develop and implement various activities and provide support to all services.
- Counsels and guides students and maintain academic standards and sets goals for academic success.

OCTOBER 2012 – JUNE 2013

HR/Admin. Assistant at Jelma Phils., Inc. – Mandaue City

- Prepared job descriptions, advertised open positions, and managed the recruitment process.
- Facilitated the onboarding of new employees.
- Provided orientation for new employees by providing information packets, reviewing company policies, gathering withholding and other payroll information, explaining benefit programs, and obtaining signatures for documents.
- Maintained up to date 201 files of employees and monitored the daily time record.

JULY 2012 – JUNE 2013

Training Officer (Project-based) at Gestalt Wellness Institute Southeast Asia, Inc. – Cebu City

- Develops training programs. Designs and develops training programs that meet the needs of the organization and its employees.
- Delivers training. Responsible for delivering training programs to employees, either in- person or online, using a variety of methods, such as lectures, hands-on demonstrations, and group discussions.

- Collaborates with stakeholders: Works closely with other departments and stakeholders within the organization, such as human resources and managers, to ensure that training programs meet the needs and support the overall goals of the organization.

APRIL 2011 – JULY 2012

HR/Admin. Assistant at EGI Cebu, Inc. – Lapu-Lapu City

- Updating HR databases (e.g., new hires, separations, vacation, and sick leaves)
- Prepare reports and presentations for internal communications.
- Provide orientations for new employees by sharing onboarding packages and explaining company policies.
- Monitoring and communicating with employees about issues affecting their performance.
- Maintain accurate and proper record-keeping of employee information and other confidential company records.

Education

POST GRADUATE STUDIES (CAR UNITS)

JUNE 2014 - MAY 2018

Master of Arts in Guidance and Counseling at Cebu Normal University, Cebu City

TERTIARY EDUCATION

JUNE 2007 - MARCH 2011

Bachelor of Arts in Psychology at Cebu Normal University, Cebu City

SECONDARY EDUCATION

JUNE 2002 - MARCH 2006

Saint Alphonsus Catholic School, Lapu-Lapu City

ELEMENTARY EDUCATION

JUNE 1997 - MARCH 2002

San Lorenzo Ruiz School, Lapu-Lapu City

References

MARLO S. IMBONG

Head Teacher III

Pajo National High School

Phone: +639155425466

E-mail: marlo.imbong@deped.gov.ph

CIRILA B. DEGOLLACION

Secondary School Principal IV

Babag National High School

Phone: +63922 383 5099

E-mail: cirila.degollacion@deped.gov.ph

KIRK PATRICK S. CASTRO

Chief Executive Director

Gestalt Wellness Institute Southeast Asia, Inc.

Telephone: (032) 345 4610

E-mail: gwisea@gestaltwellness.com



Republic of the Philippines
DEPARTMENT OF EDUCATION
DIVISION OF LAPU-LAPU CITY
B.M. Dimataga St., Poblacion, Lapu-Lapu City

CSC 70 CEBU NORTH
RECEIVED

DATE JUL 18 2019
TIME: 3:29

MRS. FATIMA ROSALES TUNDAG

Appointments are completed as listed subject to evaluation of the attached documents.

You are hereby appointed as TEACHER III (SG - 13, STEP 1)

under PERMANENT status at the DIVISION OF LAPU-LAPU CITY
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of Twenty Five Thousand Two Hundred Thirty Two Pesos and 0/100
pesos per month. (SG 13 Step 1 - PHP 25,232 /mo.)

The nature of this appointment is RECLASSIFICATION
(Original, Promotion, etc.)

vice VICE HER OWN ITEM, who (Transferred, Retired, etc.) with

Plantilla Item No. OSEC-DECSB-TCH3-510369-2019 Page 6
(Marigondon National High School Plantilla)

This appointment shall take effect on the date of signing by the appointing officer/authority.

Very truly yours,

MARILYN S. ANDALES, Ed.D., CESO V
Appointing Officer/Authority

June 18, 2019
Date of Signing

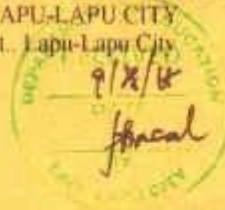
CSC ACTION:
APPROVED AS PERMANENT

MERCEDES LORES-DWILLANO
DIRECTOR II
Authorized Official

8/17/19

07 AUG 2019
Date

Republika ng Pilipinas
DEPARTMENT OF EDUCATION
DIVISION OF LAPU-LAPU CITY
B.M. Dimataga St., Lapu-Lapu City



GNG. FATIMA ROSALES TUNDAG
017 Sangi, Cordova, Cebu

Kayo ay nahirang na **TEACHER I (SECONDARY) SG -II** na
You are hereby appointed as

may katayuang **REGULAR/PERMANENT** sa
with a (Status) at the

DEP-ED, DIVISION OF LAPU-LAPU CITY
(Agency)

sa puhahod na **Dalawang Daan Dalawapu't Dalawang Libo Limang Daan Walumpu't Walo at 0/00**
with a compensation rate of

(PhP 222,588.00) piso bawat taon.
Pesos per annum

Ito ay magkaka-bisa sa petsa ng pagtanggap ng tungkulin subali't di naga sa petsa ng pagpirma
This shall take effect on the date of actual assumption by the appointee but not earlier than the date of issuance/signing

ng puno ng tanggapan o pinunong tagahirang
of the head of agency or the appointing authority.

Ang paghirang na ito ay **REAPPOINTMENT** PURSUANT TO **EO 366, s. 2004** bilang kapalit ni
This appointment is (Original, Promotion, etc.) vice

na at ayon sa Plantilya
who (Transferred, Retired, etc.) and in accordance with plantilla

Aytem Blg. **OSEC-DECSB-TCH1-513224-2012** Pahina
Item No. Page

Sumasainyo.
Very truly yours,

APPROVED AS REGULAR/PERMANENT

EDUARDO A. OMPAD, Ed.D.
Puno ng Tanggapan/Pinunong Tagahirang
Head of Agency/Appointing Authority

01 JUL 2015

Petsa ng Pagpirma
Date of Signing

VICTORIA R. GABUB
Director II
Authorized Official/Civil Service Commission

[Signature]
Petsa
Date

POSTED: July 10/2/15

Republika ng Pilipinas
DEPARTMENT OF EDUCATION
DIVISION OF LAPU-LAPU CITY
B.M. Dimataga St., Lapu-Lapu City



Gng. FATIMA ROSALES TUNDAG
Sangi, Alegria, Cordova, Cebu

Kayo ay nahirang na TEACHER I (SECONDARY GRADES) (SG - 11) na
You are hereby appointed as

may katayuang REGULAR/PERMANENT sa
with a (Status) at the

DEP ED, DIVISION OF LAPU-LAPU CITY
(Agency)

sa pasahod na Dalawang Daan Dalawampu't Dalawang Libo Limang Daan Walumpu't Walo at
with a compensation rate of 0/100

(PhP 222,588.00) piso bawat taon.
pesos per annum.

Ito ay magkakabisa sa petsa ng pagtanggap ng tungkulin subali't di aaga sa petsa ng pagpirma
This shall take effect on the date of actual assumption by the appointee but not earlier than the date of issuance/signing

ng puno ng tanggapan o pinunong tagahirang.
of the head of agency or the appointing authority.

Ang paghirang na ito ay ORIGINAL bilang kapalit ni
This appointment is (Original, Promotion, atbp.) vice

NEW ITEM na at ayon sa Plantilya
who (Transferred, Retired, etc.) and in accordance with Plantilla

Aytem Blg. 513224-2012 Pahina _____
Item No. Page

Sumasainyo,
Very truly yours,

EDUARDO A. OMPAD

Puno ng Tanggapan/Pinunong Tagahirang
Head of Agency/Appointing Authority

JULY 02, 2013

Petsa ng Pagpirma
Date of Signing

APPROVED AS REGULAR PERMANENT

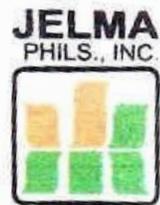
MA. VICTORIA R. GABUD
Director II

Awtorisadong Opisyal
Komisyon ng Serbisyo Sibil
Authorized Official/Civil Service Commission

31 JUL 2013

Petsa
Date

POSTER. malig 1/20/14



CERTIFICATION

This is to certify that **FATIMA R. ROSALES** has been employed in *Jelma Phils., Inc.* holding the position of *HR/Admin Assistant* in the HR/Admin Department from October 8, 2012 until her voluntary resignation effective June 14, 2013

Upon issuance of this certification, Ms. Rosales has already been cleared from all accountabilities and liabilities of this company.

This certification is personally requested of the above-named employee for local or foreign employment for whatever legal purpose this may serve her best.

Issued this 3rdth day of July 2013 at Mandaue City, Philippines.


EMERSON A. RIVERA
HR/Admin Manager

Cc: File



CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that FATIMA R. TUNDAG is a Training Officer from July 21, 2012 to June 30, 2013 in Gestalt Wellness Institute Southeast Asia, Inc. with SEC registered address at 2928 Laray, San Roque, Talisay City Cebu and Clinic at Unit 515 Velez Medical Arts Building, V. Ranudo St., Cebu City 6000.

This certification is being issued in compliance to EO No. 052 series of 2020, City of Cebu and EO No. 20-C of the Province of Cebu.

Done this 3rd of January 2023 at City of Talisay, Cebu Philippines.

A handwritten signature in green ink, appearing to read "Kirk", is written over a horizontal line.

KIRK PATRICK G. CASTRO, MA, RGC, RPM CLSC
Chief Executive Director
Gestalt Wellness Institute Southeast Asia Inc.

Gestalt Wellness Institute Southeast Asia, Inc.
Psychotherapy | Psychological Assessment | Business Psychometrics | Organizational Development | Research





Maribago, Mactan
Island, Cebu, Phil.
Trunkline: (032) 236-6453
Directline: (032) 495-2567
Facsimile: (032) 232-3117
E-mail: sales@egiresortandhotel.com
rsvn@egiresortandhotel.com

CERTIFICATE OF EMPLOYMENT

This is to certify that, Ms. Fatima Rosales has been employed in EGI CEBU, INC. as HR Assistant from April 16, 2011 to July 20, 2012.

This certification has been issued upon the request of the above-mentioned person for whatever purpose it may serve.

Issued this 4th day of September, 2012 at EGI CEBU, INC., Lloc, Maribago, Lapu-Lapu City, Cebu, Philippines.

Certified True and Correct

Rocille B. Soriano 9/4/12
Rocille B. Soriano
HRMD



Republic of the Philippines
Department of Justice
National Bureau of Investigation



33127371

This is to certify that the person whose name, picture, signature and thumbprint appearing below applied for NBI Clearance and the results is as follows:

NBI ID NO
R242JFKA98-CM3168570

VALID UNTIL
May 17, 2024

FAMILY NAME
ROSALES

FIRST NAME
FATIMA

MIDDLE NAME
RICACHO

HUSBAND'S SURNAME
TUNDAG

ADDRESS
BLOCK 46 LOT 8 LA ALDEA DEL MAR BABAG LAPU LAPU CITY

DATE OF BIRTH
October 11, 1989

PLACE OF BIRTH
CORDOVA CEBU

CITIZENSHIP
FILIPINO

MARITAL STATUS
MARRIED

PURPOSE
MULTI-PURPOSE CLEARANCE

REMARKS
NO DEROGATORY RECORD



SIGNATURE
Fatima Ricacho

GENDER
FEMALE



R242JFKA98-CM3168570

ATTY. MEDARDO G. DE LEMOS
Director

Date Printed: Friday, 2 June 2023 04:30 pm

Agency	CM	DATID	tujang
CASID	tujang	BIDID	tujang
G.R. No.	MP6P50YWHC	RECID	corpuz2
G.R. Date	05/17/2023 2:47:36 pm	INTID	
DST PAID		PRCID	tujang



Republic of the Philippines
Professional Regulation Commission
Manila



CERTIFICATION

This is to certify that according to the records of this Commission, the following appear:

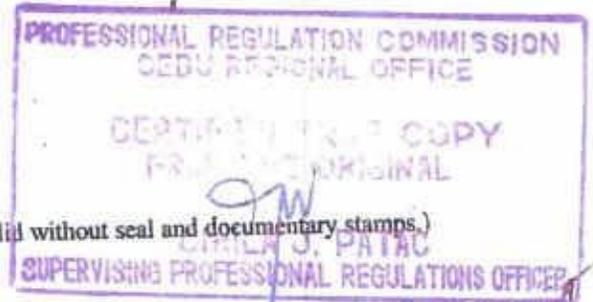
Name of Examinee : **FATIMA RICACHO ROSALES**
 Examination Taken : **PROFESSIONAL TEACHER (SECONDARY)**
 Name of Board : **PROFESSIONAL TEACHERS**
 Date of Examination : **September 2011**
 Application Number : **220580**

	<u>SUBJECT</u>	<u>RATING</u>
General Education		69.00
Professional Education		74.00
Major		79.00
General Average		<u>75.00</u>
		PASSED

Cebu City, Philippines
May 09, 2017

GINA T. EMPERADO
Officer-in-Charge
Cebu Regional Office

[Signature]
LUZ L. DIAZ
ADMIN OFFICER



(Any material alteration invalidates this certification. Not valid without seal and documentary stamps.)



Republika ng Pilipinas

REPUBLIC OF THE PHILIPPINES

Komisyon sa Regulasyon ng mga Propesjonal

PROFESSIONAL REGULATION COMMISSION

Lupon para sa mga Propesjonal na Guro

BOARD FOR PROFESSIONAL TEACHERS



Dapat malaman na si

Be it known that

Fatima Ricacho Rosales

ay nakatupad sa mga tadhana ng Batas Republika Blg. 7836 na sinusugan ng Batas Republika Blg. 9293 at sa mga kautusang legal at regulasyon ng

has complied with all the requirements of Republic Act No. 7836 as amended by R.A. 9293 and the rules and regulations of the

Lupon at ng Komisyon at itinala sa talaan ng mga propesjonal bilang isang

Board and the Commission, and has been entered in the registry book of professionals as a

Propesjonal na Guro (Secondary)

PROFESSIONAL TEACHER (SECONDARY)

na may pribilehiyong gumamit ng titulo at manungkulan sa propesyong ito sa ilalim ng kapangarhan ng Republika ng Pilipinas.

with the privilege to assume the title and to practice the profession under the authority of the Republic of the Philippines.

Sa Katunayan Nito, Itong Katibayan Blg. 1117784 na nilagdaan ng Tagapangulo, Pangalawang Tagapangulo at mga Isagawad ng Lupon

IN TESTIMONY WHEREOF, this Certificate, signed by the Chairman, Vice Chairman and Members of the Board

at ng Tagapangulo ng Komisyon, na may tatak ng selo ng kapangarhan ng Lupon at ng Komisyon alinsunod sa mga probisyon ng

and the Chairperson of the Commission, with the official seal of the Board and the Commission affixed thereto in accordance with the provisions of

Batas Republika Blg. 7836 na sinusugan ng Batas Republika Blg. 9293 at Batas Republika Blg. 8981, dito sa Lungsod ng Maynila, Pilipinas

Republic Act No. 7836, as amended by R.A. 9293 and Republic Act No. 8981, in the City of Manila, Philippines

ay ipinagkaloob ngayong ika-14 ng Pebrero, sa taon ng Ating Panginoon. *dalawang libo at labing-dalawa.*

is hereby awarded on this 14th day of February, in the year of Our Lord, two thousand and twelve.

SN:AA 131811

1117784
2/14/12

FAITH M. BACHILLER

Tagapangulo

Chairman

VACANT

Pangalawang Tagapangulo

Vice Chairman

REYNALDO T. PEÑA

Kagawad

Member

VACANT

Kagawad

Member

JESUS L. NIEVES

Kagawad

Member

Pinagtibay:
Approved:

Tagapangulo

Chairperson