

ROVIJOY SIBUCAO RAGUINDIN-BALDONADO

Ilocos Norte, Philippines

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Objective

To commit myself and to put my utmost talent and skills to every task that I'm going to perform and to the best of my capacity to apply all the skills and knowledge acquired. Intend to do quality for whatever work I may be assigned. For I believe that "Quality, Work, Honesty and Dedication" is the personal satisfaction of an individual. Aim to keep improving myself and continuously cultivate my skills/knowledge and gain additional experience.

Skills

- Great attention to detail
- Excellent customer service
- Physical strength and stamina
- Human Resource Management
- Ability to work well under pressure
- Multitasking and excellent time management abilities
- Ability to work unsupervised and deliver quality work
- Knowledgeable in using Microsoft Word and Microsoft Excel

Experience

- City of Batac National High School Payao | Ilocos Norte, Philippines May. 2019 - Present
Administrative Assistant II
 - Recording attendance and filing reports on teachers and staff absences
 - Coordinating special events such as PTA meetings, school assemblies, and sporting events
 - Performing clerical tasks such as answering phones, filing documents, typing letters, and maintaining records
 - Maintaining computer spreadsheets with student and teacher information for easy reference
 - Managing the flow of paperwork within the school system by answering phones, taking messages, and directing calls to appropriate individuals
 - Managing school budget/funds
 - Planning of materials/supplies to be procured within the budget allocation
 - Responsible of procuring of office supplies and equipment
- Department of Education City Schools Division of Laoag May. 2002 - May. 2019
Administrative Aide VI
 - Records and files incoming and outgoing communication, letters and routine endorsement
 - Write and distribute email, correspondence memo, letters, faxes, and reports
 - Sorting out, indexing and properly file all documents received such as circular, memorandum, and other related documents.
 - Prepare Purchase Request for office supplies & equipments
 - Prepare ISO and accreditation documents needed in the office
 - Do other task as may be assigned by Immediate Supervisor.

Education

- **Data Center College of the Philippines, Inc.** 1997-2001
Bachelor of Science in Computer Science
College Undergraduate

Seminars and Trainings

- Maximizing the Power of Communication via MS Teams Department of Education, Regional Office San Fernando City, La Union 12-14 July 2021
- Intensive Training on School MOOE Management City Schools Division of Batac San Vicente, Ilocos Sur 12-14 September 2019
- Conference of Personnel in Administrative Services – Division Level Schools Division of Laoag City, Laoag City 05-06 December 2018
- Training on Modules on Installation of Quality Management Systems Certifiable to ISO 9001-2015 Module 11:ISO Preparedness Schools Division of Laoag City, Laoag City 04-08 December 2017
- Training on Modules on Installation of Quality Management Systems Certifiable to ISO 9001-2015 Module 10: External Review of ISO Preparedness Schools Division of Laoag City, Laoag City 20-24 November 2017
- Training on Modules on Installation of Quality Management Systems Certifiable to ISO 9001-2015 Module 9:Management Review Schools Division of Laoag City, Laoag City 06-10 November 2017
- Training on Modules on Installation of Quality Management Systems Certifiable to ISO 9001-2015 Module 5:Understanding ISO Standards Module 6: Managing Organization Information and Working Environment Module 7: Managing Internal Quality Audits Module 8: Continuous Improvement Schools Division of Laoag City Laoag City 16-20 October 2017
- Training on Modules on Installation of Quality Management Systems Certifiable to ISO 9001-2015 Module 4: Managing Performance Schools Division of Laoag City Laoag City 18-22 September 2017
- Leave Administration Course for Effectiveness (LACE) Civil Service Commission, Regional Office Laoag City 15-16 November 2016
- Briefing-Workshop on the FY 2012 Budget Preparation and FY 2011 Budget Execution Department of Budget and Management, Regional Office San Fernando City, La Union 18 January 2011
- Regional Seminar/Workshop on the Reconciliation and Preparation of CY 2009 3rd Quarter Financial Reports Department of Education, Regional Office No.1 San Fernando City, La Union 26-30 October 2009
- Advanced English/Communication Training for Non-Teaching Personnel Department of Education, Central Office San Mateo, Rizal 25-27 November 2008
- Personal and Professional Enhancement Program (PPEP) for Non-Teaching Personnel Department of Education, Central Office Tagaytay City 15-18 April 2008