

Joanne Ramos Mateo

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Licensed Social Worker with ten years of experience in Case Management to poor families and five years of experience in Management and Supervision under the Conditional Cash Transfer Program of the government under the Department of Social Welfare and Development

PERSONAL INFORMATION

Name : JOANNE RAMOS MATEO
Current Address: 790 PAPUA STREET, LANGLA, JAEN, NUEVA ECIJA
Mobile Number: 09175936874
E-mail Address : cojoannemateo11@gmail.com
Age : 36
Date of Birth : JANUARY 11, 1988
Civil Status : SINGLE
Gender : FEMALE

WORK EXPERIENCE

Department of Social Welfare and Development (Provincial Level)

- **Social Welfare Officer IV/ Provincial Link (Province of Aurora) (August 2021- Present)**
 - Monitoring of over-all program implementation within the province
 - Management and Supervision to all the Program Staff
 - Provision of Technical Assistance to Municipal Links on Case Management
- **Social Welfare Officer III (Province of Nueva Ecija) (August 2019 – July 2021)**
 - Provision of Technical Assistance to Municipal Links on Case Management

Department of Social Welfare and Development (Field Office III-Regional Level)

- **Technical Staff in the Promotive Services Division (PSD) (May 2018 – July 2019)**
 - Perform administrative task in the Promotive Services Division Office.
 - Monitor the implementation of three core social protection program of the department under the PSD.
- **Social Welfare Officer III/ Community Organizing Focal (August 2017 – April 2018)**
 - Prepare project proposal and budgetary requirement for the Community Organizing Activity.

- Provision of technical assistance with the Social welfare Officer III and Project Development officer II at the Provincial Level.
- Prepares Transition Plan in close coordination with the Social Welfare Officer III at the Provincial Level in helping the beneficiaries to raise their level of well-being.

Department of Social Welfare and Development (Provincial Level)

- **Social Worker/ Case Manager (Talugtug, Nueva Ecija 2008 – 2012) & (Gapan City, Nueva Ecija 2012 – 2017)**
 - Prepare project proposal and budgetary requirements at the municipal level.
 - Facilitate the conduct of community assembly in collaboration with the Local Government Unit and other partner agencies.
 - Organize and monitor compliance of 700 household beneficiaries.
 - Facilitate the conduct of Family Development Session and Community Development activities.

VOLUNTEER EXPERIENCE

Diocesan Youth Commission (Diocese of Cabanatuan)

- **Parish Youth coordinator (San Agustin Parish, Jaen, Nueva Ecija) (2008- 2021)**
 - Organize youth in the parish level
 - Prepares program and activities with the young people in the parish
 - Prepares and facilitated formation programs for the young at the parish level
- **Volunteer Staff at the Diocesan Youth Commission Office (2005-2007)**
 - Prepares and facilitated module for formation program for young people in the Diocese.
 - Monitors program implementation for young people in the diocese.

EDUCATION

Philippine Womens University (Taft Avenue, Malate, Manila)

Master of Science in Social Work, 2012-2015 (Undergrad)

College of the Immaculate Conception (Cabanatuan City, Nueva Ecija)

Bachelor of Science in Social Work, 2004-2008

Parish Scholar

San Agustin Diocesan Academy (Jaen, Nueva Ecija)

Secondary Education, 2000-2004

Educational Service Contracting (ESC) Scholar

Langla Elementary School (Jaen, Nueva Ecija)

Primary Education, 1994-2000

LICENSURE

Registered Social Worker (RSW), 2008

SKILLS

- Case Management , Client's Needs Assessment and Counseling
- Communication, Referral and Networking
- Writing, Documentation and Recordings
- Group and Community Organizing
- Supervision and Leadership
- Driving

AWARDS/RECOGNITION

Most Outstanding Provincial Link 2023 – Department of Social Welfare and Development Field Office III

A handwritten signature in black ink, appearing to read 'Joanne R. Mateo', is centered on a light blue rectangular background.

JOANNE R. MATEO