

**RONICA MAE LORETO**

Rizal Street, Peñaplata  
Island Garden City of Samal, Philippines  
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**I. PERSONAL DATA:**

Gender : Female  
Age : 32 yrs. old  
Civil Status : Married  
Date of Birth : September 28, 1991  
Place of Birth : Davao City  
Religion : Roman Catholic  
Nationality : Filipino  
Height : 5'0"  
Weight : 60 kls (132 lbs)  
Name of Husband: Robert M. Loreto  
Contact Person : Robert M. Loreto  
Relationship : Husband  
Contact No. : 0906-367-7050

**II. HIGHLIGHTS OF QUALIFICATIONS**

- \* Registered Nurse with License No: 0817370, issued by the Professional Regulation Commission, Davao City, Philippines
- \* Six (6) years' experience in as School Nurse and Three (3) years as Emergency Room Nurse.

**III. EDUCATIONAL BACKGROUND**

Tertiary Level: University of Mindanao  
Matina, Davao City, Philippines  
Bachelor of Science in Nursing  
2008 - 2012

Secondary Level: Samal National High School  
Peñaplata, Island Garden City of Samal, Philippines  
2004 - 2008

Primary Level: Peñaplata Central Elementary School  
Peñaplata, Island Garden City of Samal, Philippines  
1998 - 2004

**IV. EMPLOYMENT RECORD**

Name of Employer : Department of Education  
Address : Quirino Ave., Davao City  
Position : Nurse II  
Unit/ Department : School  
Nurse-Patient Ratio : 1:10,000  
No. of Hours Rendered Per Week : 48 hrs  
No. of Hours Rendered Per Year : 2,304 hrs  
Total No. of Hours Rendered : 2,304 hrs  
Inclusive Date : October 23, 2017 - Present

**Job Description:**

School Nurses are responsible for providing medical assistance to school-age students, and they complete multiple tasks each day ranging from assessing minor injuries to requesting emergency services.

**Job Summary:**

Provide health services to students. Administer medications according to district policy and procedures. Provide direct care using professional assessment skills, the nursing process, individualized healthcare plans, and established school health protocols.

**Specific Duties and Responsibilities:**

1. School Clinic:

- Provide preventive and remedial measure for simple and common ailments and gives first aid treatment in the school.
- Ensure compliance and implementation of Nutrition Programs to Nutritional Standards in Food preparation.
- Establish/Strengthen linkages between education partners and stakeholders.
- Alleviated patient fears of treatments using kind, empathetic communication.
- Implemented treatment plans for acute and chronic conditions.
- Administered oral, IV and intramuscular medications as part of patient treatments.
- Assessed patient health by interviewing patients, reviewing medical history, and performing physical examinations.

**EQUIPMENTS/ INSTRUMENTS HANDLED:**

- Standard Precaution (gloves, mask, aprons)
- Stethoscope/ Blood Pressure cuff
- Thermometers

**PROCEDURES ASSISTED:**

- Wound dressing

**CASES HANDLED:**

- Gastroenteritis, URTI, UTI, Hypertension, Diabetes Mellitus, CVA and other medical-surgical related disease

Name of Employer : Davao del Sur Provincial Hospital  
Address : Digos City, Davao del Sur  
Position : Staff Nurse  
Unit/ Department : Emergency Room  
Nurse-Patient Ratio : Depends on the situation  
No. of Hours Rendered Per Week : 48 hrs.  
No. of Hours Rendered Per Year : 2,304 hrs.  
Total No. of Hours Rendered : 2,304 hrs./yr  
Inclusive Date : Jan. 7, 2014 – Oct 21, 2017

**Job Description:**

Assist in the care of traumas, cardiac arrests, strokes, sexual assaults, and conscious sedation. Demonstration of sound decision-making in emergency scenarios based on patient conditions such as vital signs, patient presentation, and assessments.

**Job Summary:**

ER Nurse responsibilities include assisting Doctors with emergency medical care, addressing patient injuries and providing a high quality of nursing standards at all times.

Ultimately, you will work directly with Doctors and patients in a fast-paced and highly stressful environment to ensure patients receive the medical attention they need.

**Specific Duties and Responsibilities:**

1. Triage incoming patients based on level of injury or illness.
2. Quickly and accurately assess patient care needs.
3. Work collaboratively with doctors and staff to provide exceptional care.
4. Manage multiple cases simultaneously, prioritizing needs continually.
5. Maintain a clean, sanitary, and organized work environment.
6. Work at maximum efficiency without compromising quality of care.
7. Act in a composed and professional manner, especially under pressure.
8. Work with team of emergency staff to help patients.

EQUIPMENTS/ INSTRUMENTS HANDLED:

- Stethoscope/ Blood pressure cuff
- Thermometer
- Gloves, goggles, mask

PROCEDURES ASSISTED:

- Assist Doctors during minor surgery like suturing
- Wound dressing

CASES HANDLED:

- Accidents in the area like fall, eye irritation, high blood pressure, and others

<b>V. TRAININGS/ SEMINARS ATTENDED</b>
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Title	: "Adolescent Reproductive Health and Guided ADEPT Course Training"
Address	: Quirino Ave., Davao City, Philippines
Conducted by	: City Health Office
Inclusive Date	: August 3-4, 2022
Title	: "Personality Development Training Course"
Address	: Ritz Hotel, Davao City, Philippines
Conducted by	: Department of Education
Inclusive Date	: August 30,31-September 1, 2022
Title	: "Breast Cancer Lay Awareness Forum"
Address	: Quirino Ave., Davao City, Philippines
Conducted by	: Department of Education-School Health Section
Inclusive Date	: March 13, 2020
Title	: "Basic Life Support Training"
Address	: NEAP Davao City, Philippines
Conducted by	: Department of Education-School Health Section
Inclusive Date	: September 1, 2019
Title	: "Capacity Building for the CSC Prime-HRM"
Address	: Ritz Hotel, Davao City, Philippines
Conducted by	: Department of Education-School Health Section
Inclusive Date	: November 9, 2018
Title	: "Orientation on the Transmission Assessment Survey I for Lymphatic Filariasis"
Address	: Grand Regal Hotel, Davao City, Philippines
Conducted by	: City Health Office
Inclusive Date	: June 27, 2018
Title	: "PWCS Con 2018 Davao Summit: Paving the Way to Optimal Wound Management"
Address	: Marco Polo Hotel, Davao City, Philippines
Conducted by	: The Philippines Wound Care Society
Inclusive Date	: June 7-8, 2018
Title	: "PMHA Mental Health Conference: Prevention and Safety is a Race We Can All Win"

Address : Davao City, Batangas, Philippines  
Conducted by : Philippine Mental Health Association Davao City Chapter  
Inclusive Date : March 20, 2018

<b>VI. CHARACTER REFERENCE/S</b>
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Name : Angelie Rose A. Delgado  
Position : Administrative Assistant III  
Address : Bangoy District, Km. 9, Sasa, Davao City  
Contact No.: 0907-714-6092

Name : Daphne A. Guides  
Position : Nurse II  
Address : Davao City National High School, F. Torres St., Davao City  
Contact No.: 0960-640-9294

I certify that the above information is true and correct to the best of my knowledge and ability.

Ronica Mae Loreto,RN