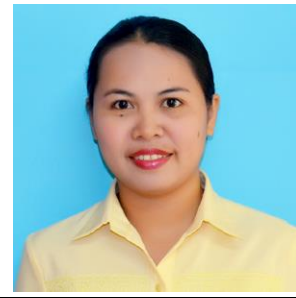


MARELLE Q. CONTADO

Block 17 Lot 69 Phase 1D, Kasiglahan Village 1
San Jose, Rodriguez, Rizal, Philippines 1860
Email Add.:<marelle_contado@yahoo.com>
Mobile No. : 0942-195-4210



Position Desire : Any administrative works

Eligibility : Civil Service Eligible
Certificate of eligibility #10130053 (Honor Graduate PD #907)
issued on 15th day of February, 2007

Experience :

**Oct. 28, 2016 up to Present - Commission on Population (POPCOM)-C. O.
Welfareville Compound, Mandaluyong City**

Planning Officer I (Planning, Monitoring, Evaluation Division-PMED)

1. Assists in the development and formulation of the unit plan.
2. Coordinates/monitors policy/program/project implementation in the region.
3. Assists in the development of monitoring system
4. Assists in the preparation/conduct of researches, population studies, policy analysis and development of policy briefs.
5. Provides technical assistance and broad institutional support to Partner Agencies (PAs).
6. Gathers and compiles updated population-related local policies; updating of the list of local Responsible Parenthood and Family Planning (RP-FP) health officers, workers and volunteers, local and regional partners as well as budget allocation and expenditures for the population program.
7. Assists in the preparation of all the necessary reports and program documentations.
8. Assists in establishing and maintaining structural mechanism for policy and program coordination.
9. Provides/assists capacity building and other technical assistance to Local Government Units (LGUs), Partner Agencies (PAs) and other population stakeholders.
10. Assists in the implementation, monitoring and evaluation of programmatic Gender and Development (GAD)/senior citizen/P-related projects and activities.
11. Prepares purchase requests and other pertinent documents.
12. Performs other duties that may be assigned from time to time.

**Nov. 17, 2014 – Oct. 27, 2016 - Commission on Population (POPCOM)-NCR
Welfareville Compound, Mandaluyong City**

Administrative Assistant II

- Performed secretarial services to the Regional Director.
- Filed and maintained official records of communications and issuances and ensure easy retrieval of the same.
- Encoded/Types communications e.g., transmittal, endorsements, etc.
- Prepared documentation on RPO staff meetings and other personnel related

activities.

- Recorded all incoming and outgoing communications.
- Updated personnel file.
- Prepared HRD related reports:
 - a. Monthly Report of Leave balances;
 - b. Monthly report of tardiness/undertime/absences;
 - c. Monthly schedule to support grant of subsistence allowance/hazard pay.
- Acted as Personnel Selection Board (PSB) Secretariat.
- Performed other functions that may be assigned from time to time.

**Jun. 01, 2014 – Nov. 15, 2014 - Sun Hwa International Academy - Antipolo City
Registrar**

- Prepared and updated the transcript of records of the pupils/students
- Kept all the administrative and academic records of personnel and pupils/students confidentially
- Encoded letters, certificates, memos, circulars, programs, narrative reports, etc.
- Answered telephone calls, operated fax machine, laminating machine and photocopier
- Prepared minutes of the meetings
- Submitted various files/documents and reports to Department of Education (DepEd)
- Processed the renewal of business related documents to Security and Exchange Commission (SEC) and other offices yearly.
- Attended in-house and outside trainings/workshops/seminars

**Ap. 01, 2010 – May 01, 2014 - Sun Hwa International Academy - Antipolo City
Secretary (Academic and Administrative Departments)**

- Prepared and updated the transcript of records of the pupils/students
- Kept all the administrative and academic records of personnel and pupils/students confidentially
- Encoded letters, certificates, memos, circulars, programs, narrative reports, etc.
- Answered telephone calls, operated fax machine, laminating machine and photocopier
- Prepared minutes of the meetings
- Submitted various files/documents and reports to Department of Education (DepEd)
- Processed the renewal of business related documents to Security and Exchange Commission (SEC) and other offices yearly.
- Attended in-house and outside trainings/workshops/seminars

**Jun. 01, 2004 – Mar. 30, 2010 - Systems Plus Computer College - Cubao, Q. C.
Secretary of the College Dean**

- Encoded different letters and memos
- Answered telephone calls, operated fax machine and photocopier
- Delivered and receive letters and memos
- Prepared attendance report
- Prepared class schedules and faculty loading every semester
- Conducted career orientation to the graduating students of different secondary schools

**Nov.01, 2003 – Feb. 29, 2004 - National Power Corporation - Quezon Ave.,
Quezon City**

Student Trainee

- Answered telephone calls and operated telefax machine
- Received inter-office letters and assisted meetings conducted
- Entertained/Assisted visitors/clients
- Encoded various office documents/papers

Jun. 01, 2001 – Oct. 30, 2003 - Systems Plus Computer College - Cubao, Q. C.
Student Assistant

- Assisted students in different library transactions
- Answered telephone calls
- Inventoried books every semestral break
- Encoded and printed library records (incoming and outgoing)

Education : **June 2012 - May 2013 University of Rizal System(URS) - Antipolo City**

- Master in Public Administration (MPA) - 24 units earned

June 2000 - March 2004 - Systems Plus Computer College - Cubao, Q. C.

- Bachelor of Science in Office Administration with Computer Application, major in Office Management
- Graduated Cum Laude.

Achievements:

- ✓ Certificate of Recognition for exemplary performance in fulfilling all academic requirements (Cum Laude).
- ✓ Certificate of Recognition for outstanding performance during the 1st semester, AY 2003-2004 (Dean's Lister).
- ✓ Certificate of Recognition for exemplary academic performance for the 1st semester, AY 2002-2003 (Dean's Lister).
- ✓ Certificate of Recognition for outstanding performance as student trainee at the National Power Corporation, Quezon City.

1996 – 2000 - Bayawan National High School - Bayawan City, Neg. Or.

1990 – 1996 - Bayawan East Central School - Bayawan City, Neg. Or.

Office Skills : Computer literate (MS Word, Excel, Powerpoint)

SEMINARS AND WORKSHOPS:

- 1. Division Training-Workshop on Enhanced Basic Education Information System (EBEIS) for Private Schools**
September 18, 2012
Our Lady of Peace School

P. Oliveros St., Brgy. San Jose, Antipolo City

2. Orientation on CMO no. 39, s2006-Policies & Standards for Bachelor of Science in Business Administration (BSBA)

October 11, 2006

Tiara Oriental Hotel, Makati City

3. SURVIVAL and THE CITY

A Personality Development and Team Building Conference

July 23, 2002

University of the Philippines Alumni Association, ANG BAHAY NG ALUMNI
Magsaysay Ave., U.P. Diliman, Quezon City

4. Lecture-Forum on “SPCCommerce: Rethink Economics”

August 15, 2000

SPCC Cubao, Quezon City

CHARACTER REFERENCES:

1. Ms. Maribel L. Chung

Registrar

Sun Hwa International Academy

Antipolo City

Contact No.: 571-4715

2. Dr. Venus G. Agustin

Director, HR Dept.

Sun Hwa International Academy

Antipolo City

Contact No.: 571-4715

PERSONAL INFORMATION:

Birth date	: October 01, 1981
Age	: 36 years old
Birth place	: Basay, Negros Oriental
Gender	: Female
Nationality	: Filipino
Civil status	: Married
Height	: 5' 1”
Religion	: Roman Catholic
SSS Number	: 33-88415848
TIN Number	: 243-215-875
Philhealth Number	: 030503963031

I hereby certify that the above-given statements are true and correct to the best of my knowledge and belief.

1. Assists in the development and formulation of the unit plan.
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9. Provides/assists capacity building and other technical assistance to LGUs, PAs and other population stakeholders.
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11. Prepares purchase requests and other pertinent documents.
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