

KATHLEEN AMOR RIVAS BERONES



☎ 0939-1001-126; 0955-7161-910
🏠 San Nicolas St., Julita, Leyte, Philippines 6506
✉ kberones@gmail.com
🌐 <https://www.linkedin.com/in/kathleen-berones/>

EXPERIENCE

REGISTRAR I

Department of Education, Division of Leyte

📅 March 1, 2017 – Ongoing

📍 Capoocan, Leyte

- Receives, updates and maintains the records, reports and documents of the school, its staff and learners;
- Manages and updates the Learner Information System (LIS);
- Ensures an efficient process of registration and enrollment;
- Facilitates the process of releasing records of the school, staff and learners to the necessary institutions
- Reports to the School Head

ADMINISTRATIVE ASSISTANT I

Philippine National Police, PRO - VIII

📅 October 27, 2014 – February 28, 2017

📍 Julita Police Station, Julita, Leyte

- Entered all PNP crime incident details in the blotter and accomplished the corresponding Incident Record Form
- Encoded and transferred the date from the IRF (Incident Report Form) to NCRS (National Crime Reporting System)
- Prepared the segregated reports on Crime Statistics and submitted Monthly Unit Crime Periodic Report(UCPER)& Crime Analysis
- Formulated and submitted periodic E-project (CIRS) reports, (Monthly Reports) List of Crime Incidents, List of Cleared and Uncleared Crime Incidents, and Victimization Data
- Uploaded Mugshots of apprehended persons to E-Rogues
- Prepared Notice of Conference, Invitation Letters, After-activity reports and minutes of each meeting

TECHNICAL STAFF

Bureau of Fisheries and Aquatic Resources 8

📅 September 2, 2013 – October 24, 2014

📍 Tacloban City

- Performed laboratory analysis of water, sediment and biological samples submitted for analysis from BFAR project areas
- Assisted in the sample collection for microbiological analysis of aquaculture products and assist in the monitoring of aquaculture areas in Region 8
- Assisted in the maintenance, calibration and safekeeping of laboratory equipment
- Assisted in the conduct of research studies related to aquaculture, pollution studies and post-harvest handling of fisheries products
- Assisted in the activities of other BFAR division relative to data analysis, report-writing and publication, whenever requested
- Assisted the project-in-charge in the filling of data and consolidated reports of the Environmental Management Unit

EDUCATION

JURIS DOCTOR CANDIDATE

Dr. V. Orestes Romualdez Educational Foundation
College of Law, Tacloban City
Attendance : 2015 - Ongoing

BACHELOR OF SCIENCE(BIOLOGY)

UNIVERSITY OF THE PHILIPPINES
Visayas-Tacloban College
Attendance : 2009 – 2013 (Graduated)

ELIGIBILITY/CERTIFICATIONS

Career Service Professional Passer

Agency: Civil Service Commission

Medalya ng Papuri (PNP Commendation Medal) for Commendable Performance as Non-Uniformed Personnel

Agency: Philippine National Police

Medalya ng Kasanayan (PNP Efficiency Medal) for Remarkable Dedication and Devotion to Duty

Agency: Philippine National Police

Chairman of Committee on Registration and Attendance in Three-Day School-Based Roll-Out on Results-Based Performance Management System (RPMS)

Agency: Department of Education

TRAININGS

1. Three-Day School-Based Roll-Out On Results-Based Performance Management System (RPMS) Manual Aligned with the Philippine Standards for Teachers

Duration : Sept. 27-29, 2018

Agency: Department of Education

2. Capacity-Building cum Crafting of the Individual Performance Commitment and Review Forms (IPCRF) of the Newly-Hired Administrative Officer II, Registrar I and Administrative Assistant II for the Senior High School

Duration : Jan. 4-6, 2018

Agency: Department of Education

3. TAKE IT FROM THE EXPERT (A LECTURE/SEMINAR ON LABOR LAWS)

Duration : April 8, 2017

Agency: DVOREF College of Law

4. Personnel Orientation Course for Crime Registrars

Duration : March 7-11, 2017

Agency : Philippine National Police

5. Advanced E-Learning on PNP Patrol Plan 2030 and Code-P

Duration : March 27, 2015

Agency : Philippine National Police

6. Fish Examiners' Training

Duration : Sept. 23 – Oct. 10, 2014

Agency : Bureau of Fisheries and Aquatic Resources

7. National Training Workshop on ISO IEC 17025:2005 Documentation for the Fish Health Network

Duration : July 7 – 12, 2014

Agency : Asian Fisheries Academy

8. 9th Philippine Shrimp Congress

Duration : July 2 – 7, 2014

Agency : Bureau of Fisheries and Aquatic Resources

9. Hands-On Training for the Detection And Enumeration Of *E. coli* and Faecal Coliforms in Water

Duration : May 26 – 30, 2014

Agency : Bureau of Fisheries and Aquatic Resources

10. Leyte Gulf Demersal (Trawl) Assessment Survey Onboard M/V DA-BFAR

Duration : March 16 – 27, 2014

Agency : Bureau of Fisheries and Aquatic Resources

PUBLICATION

A Comparative Analysis of the Stomatal Density of *Ficus septica* Burm. f. Along an Altitudinal Gradient at the Kalungan Forest of Mt. Talinis, Bacong, Negros Oriental

Co-Author

Journal: Vol. 35 No. 1 (2013). *Annals of Tropical Research*