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**KARA PATRIA P. CERCADO-MARGALLO**

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**Career Objective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_**

To secure a management position where I can make use of my strong result-oriented and leadership skills with sound interagency coordinating skills and technical communication skills in 4 years experience in positions of good administration.

**Educational Background\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Post Graduate Education

* **University of Sto. Tomas**
* With units in Masters in Business Administration

Tertiary Education

* **University of the Philippines in the Visayas Tacloban College** (2004-2008)
* Bachelor of Science in Management

Secondary Education

* **Sacred Heart College**(2000-2004)

Elementary Education

* **St. Therese Child Development Center**(1992 – 2000)

**Skills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Technical Writing
* With excellent communication skills and good command of the English language.
* Good in public speaking.
* Interagency coordination
* Knowledgeable in operating computer applications such as Microsoft Word, Excel and Presentation.

**Work Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Entrepreneur**

**Online Seller** (March 2014-Present)

* Co-owner of Fab Momandbaby Spot II selling cloth diapers and bags
* Handles business planning, purchasing, pricing, order taking, and inventory management
* Prepares financial statements for partners

* **Local Governance Support Program for Local Economic Development (LGSP-LED)**

**Youth Intern-Consultant** (July 2013-October 2013)

* Assists Program Managers in delivering program deliverables in a timely and organized manner
* **Department of the Interior and Local Government Region VIII**

**Local Government Operations Officer II** (February 2009 –June 2013)

* **LGOO II in Maasin City** (March 2009 – July 2009)
* Accounting Clerk (Prepares monthly financial statements for the Office Unit)
* Program Manager for Local Council for Protection of Children
* Organize meetings, prepare reports and keep files for the Coordinating Committee on City Peace and Order Council
* **LGOO II in Kananga, Leyte** (August 2009 – December 2009) and **in Tanauan, Leyte** (June 2010-December 2010)
* Plans, organizes and monitors the implementation of the Department projects and activities in the Municipality and Barangay;
* Provides technical assistance to the Municipal and Barangay Council in planning, implementing and monitoring of development programs, projects and activities;
* Mobilize Municipal and Barangay Councils to generate citizen’s participation in local and national affairs;
* Prepares Training Designs
* Assists in the supervision and management of Trainings for Local Government Units
* **LGOO II in Bureau of Local Government Development** (January 2011 – June 2013)
* Organize meetings, prepare reports and keep files for the Philippines Development Forum Working Group on Decentralization and Local Government (PDF WG-DLG); Coordinating Committee on Decentralization (CCD);
* Prepare reports for the Human Development and Poverty Reduction Cluster;
* Coordinated with Mines and Geosciences Bureau of DENR the successful conduct of the Workshop on the Guidelines on Small Scale Mining last November 13, 2012.
* Coordinates with up to 10 Government Agencies, Non Government Organizations and Development Partners for the implementation of activities supported by the Bureau;
* Assist the BLGD LED Team in preparing reports for the Project Steering Committee Meetings of LGSP-LED;
* Assist the Director in LED related activities;
* Prepares technical communications for the Bureau;
* Performs other duties and responsibilities per instruction from the Director and Assistant Director.

**Trainings/Workshops Attended\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **LGSP-LED 6th Annual Work Planning Workshop**
* January 20-23, 2013, Koronadal City
* **Performance Challenge Fund Roll-Out Seminar**
* June 2-5, 2011, Regalia Towers, Cubao
* **Performance Challenge Fund Planning Workshop**
* March 2-5, 2011, Tagaytay City
* **Philippines Development Fund (PDF) Working Group on Decentralization and Local Government Planning Workshop**
* February 8-9, 2011, Tagaytay City

**Character References\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­**

1. **Manuel Q. Gotis, CESO III**

Director

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1. **Anna Liza F. Bonagua, CSEE**

OIC-Director

Bureau of Local Government Development, DILG

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1. **Angela B. Mamuyac**

OIC-Assistant Division Chief

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