



**MICHELLE G. DUMA**

Education Program Specialist II

Department of Education-Schools Division of Quezon Province, Philippines

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## EDUCATIONAL BACKGROUND

### Graduate Studies

**Doctor of Education major in Educational Management (earned 54 units)**

*Eulogio “Amang” Rodriguez Institute of Science and Technology*

*Sta. Mesa, Manila*

*2016 - Present*

**Master of Arts in Education major in Educational Management**

*Sacred Heart College*

*Lucena City*

*2013 – 2016*

*With Academic Distinction*

### College

**Bachelor of Science in Secondary Education major in Mathematics**

*Sacred Heart College*

*Lucena City*

*2008 – 2012*

*Cum Laude*

### Secondary

*Caigdal National High School*

*Unisan Quezon*

*2004 - 2008*

*Salutatorian*

### Elementary

*Caigdal Elementary School*

*Unisan Quezon*

*1998 - 2004*

*Salutatorian*

## WORK EXPERIENCE

October, 2018 to Present	<b>EDUCATION PROGRAM SPECIALIST II</b> Human Resource Training and Development DepEd-Schools Division of Quezon Province
February, 2018 to October, 2018	<b>SECONDARY SCHOOL TEACHER III</b> Mathematics Teacher Talipan National High School
June, 2013 to February, 2018	<b>SECONDARY SCHOOL TEACHER I</b> Mathematics Teacher Talipan National High School
January, 2012 to April, 2013	<b>PRIMARY EDUCATION TEACHER</b> Mathematics Teacher Sacred Heart College

## OTHER PROFESSIONAL WORK EXPERIENCE

2019 to present	<b>DIVISION INTERNAL QUALITY MANAGEMENT AUDITOR</b> Quality Management System (QMS)
	<b>DIVISION GENDER AND DEVELOPMENT COORDINATOR</b> Schools Division of Quezon Province
	<b>MEMBER, Quality Management Committee (ISO)</b> Schools Division Office of Quezon Province
	<b>Co-chairperson, Division PRIME-HRM</b> Schools Division Office of Quezon Province

## NON-ACADEMIC DISTINCTION/RECOGNITION

### **GAD Resource Speaker**

December 8, 2020  
School Gender and Development Program  
DepEd-Pagbilao National High School

### **GAD Resource Speaker/Presenter**

December 3, 2020  
Regional Gender and Development Program  
DepEd-IV-A CALABARZON

**GAD Resource Speaker**

December 1, 2020

District Gender and Development Program

DepEd-Unisan District

**GAD Resource Speaker**

October 16 to November 25, 2020

Division Gender and Development Program

DepEd-Quezon Province

**GAD Resource Speaker**

November 23 – 24, 2020

District Gender and Development Program

DepEd-Pagbilao District

**GAD Resource Speaker**

November 23 – 24, 2020

District Gender and Development Program

DepEd-Candelaria East District

**GAD Resource Speaker**

November 05, 2020

School Gender and Development Program

DepEd-Talipan National High School

**Regional Research Presenter**

Basic Education Research Fund (BERF) 2019

**Resource Speaker**

District Roll-out on IPCRF

September 23 – 25, 2019

San Francisco 1 & 2 Districts

**4<sup>th</sup> Cycle BERF Research Proposal Presentation**

February 20, 2019

Cristina Villa Mountain Resort and Hotel, Taktak Road, Antipolo City

DepEd-CALABARZON

**RPMS-PPST Orientation for School Year 2019-2020 (Luzon II Cluster)**

January 29 – 31, 2019

Selah Pods Hotel, Pasay City

DepEd-Central Office

**Class Monitor**

November 4 – 10, 2018

School Heads Development Program: Foundation Course – Module 3

DepEd-IV-A CALABARZON

**Research Resource Speaker**

Leon Guinto Memorial College (BSBA Department)  
Atimonan, Quezon

**Research Resource Speaker**

Calauag District In-Service Training (INSET)  
Calauag Quezon

**Research Resource Speaker**

Pagbilao 1 District In-Service Training (INSET)  
Pagbilao Quezon

**Research Resource Speaker**

Lucban District In-Service Training (INSET)  
Lucban Quezon

**Division 3rd Place Winner for Best Paper**

March 22-24, 2017  
Research Plenum 6.0  
DepEd-Division of Quezon Province  
M.I. Sevilla's Farm & Resort, Lucena City

**Division 1st Place Winner for Best Paper Presentation**

November 18 – 20, 2015  
Research Plenum 4.0  
DepEd-Division of Quezon Province  
M.I. Sevilla's Farm & Resort, Lucena City

**Division Second Place Winner for Best Poster Presentation**

November 18 – 20, 2015  
Research Plenum 4.0  
DepEd-Division of Quezon Province  
M.I. Sevilla's Farm & Resort, Lucena City

**Division 1st Place Winner for Best Oral Presenter**

November 18 – 20, 2015  
Research Plenum 4.0  
DepEd-Division of Quezon Province  
M.I. Sevilla's Farm & Resort, Lucena City

**Research Resource Speaker**

December 08, 2015  
School to School Partnership Program cum Action Research  
DepEd-Division of Quezon Province  
M.I. Sevilla's Farm & Resort, Lucena City

**Division 1st Place Winner for Best Oral Presenter**

Research Plenum 3.0  
DepEd-Division of Quezon Province  
M.I. Sevilla's Farm & Resort, Lucena City

**Division Oral Presenter**

November 18 – 20, 2015

Research Plenum 4.0

DepEd-Division of Quezon Province

M.I. Sevilla's Farm & Resort, Lucena City

**National Presenter**

The First Luzon Conference of Basic Education Researchers (LCBER)

**RESEARCH DEVELOPMENT AND PUBLICATION**

Basic Math Intervention Program (BMIP) Towards Learning Competence Enhancement in Fraction of Grade 7 Students in Selected Schools in the Division of Quezon

*The Quezonian Educators*

2017

The Utilization of Music as an Instructional Strategy in Enhancing the Knowledge of TNHS Grade 7 Students in Selected Mathematical Concepts

*The Quezonian Educators*

2016

The Level of Awareness of TNHS Students on Gender Sensitivity: Basis for a Proposed Gender and Development Colloquium

*The Quezonian Educators*

2015

**LEARNING AND DEVELOPMENT TRAINING PROGRAMS ATTENDED****2020 Gender and Development (GAD) Convention**

December 3-4, 2020

DepEd-CALABARZON

Via Streamyard

**Reorientation and Cascading of ISO Processes**

August 25 – 26, 2020

DepEd-Division of Quezon

Via Zoom

**Enhanced Document Tracking System**

August 17 – 18, 2020

DepEd-Division of Quezon

Via Zoom

**Webinar on Strengthening Comprehensive Tobacco Control Program in and around Schools and DepEd Offices during COVID-19 Pandemic**

June 30, 2020

DepEd-Division of Quezon

Via Zoom

**Webinar on Ensuring Proper Nourishment Amidst COVID-19**

June 15, 2020

DepEd-Division of Quezon

Via Zoom

**Orientation on Safety Protocols in the Workplace**

June 10, 2020

DepEd-Division of Quezon

Via Zoom

**Taking Care of Our Psychological Health and Developing Resilience Amidst COVID-19 Pandemic**

June 2, 2020

DepEd-Division of Quezon

Via Zoom

**Online Technical Assistance on the Adjustment of 2020 Gender and Development Plan and Budget**

March 5, 2020

DepEd-CALABARZON

Via Google Meet

**Awareness Seminar/Orientation on ISO 9001:2015 Standards**

August 13 – 14, 2019

DepEd-Division of Quezon Province

M.I. Sevilla's Farm & Resort, Lucena City

**Orientation on IPCRF-RPMS Data Collection**

August 27, 2019

DepEd-Division of Quezon Province

M.I. Sevilla's Farm & Resort, Lucena City

**Division Training on Classroom Observation Tool (COT)**

August 21 - 23, 2019

DepEd-Division of Quezon Province

M.I. Sevilla's Farm & Resort, Lucena City

**Re-Orientation and Cascading of ISO Processes**

July 17 – 18, 2019

DepEd-Division of Quezon Province

M.I. Sevilla's Farm & Resort, Lucena City

**Orientation of Newly-Hired Teachers on Teacher Induction Program (TIP) Theme: "TIP: A Step Towards Becoming a Proficient and Committed Teacher"**

September 27, 2019

DepEd-Region IV-A CALABARZON

Batangas City

**Program Management Information System (PMIS) Regional Roll Out (Phase 2)**

February 5 – 8, 2019

DepEd-Region IV-A CALABARZON

M.I. Sevilla's Farm & Resort, Lucena City

**Division Training on School Governing Council (SGC) Mobilization and Preparation for School Improvement Planning (SIP), 2019 – 2022 Cycle Cum School-Based Management (SBM) Updating**

November 28-29, 2018

DepEd-Division of Quezon Province

M.I. Sevilla's Farm & Resort, Lucena City

**Division Orientation on Learning and Development (L&D) System and Essentials of Continuing Professional Development (CPD) and Teachers Induction Program (TIP)**

November 26, 2018

DepEd-Division of Quezon Province

M.I. Sevilla's Farm & Resort, Lucena City

**Orientation on Basic Customer Service Skills (BCSS)**

November 21, 2018

DepEd-Division of Quezon Province

M.I. Sevilla's Farm & Resort, Lucena City

**Awareness Seminar/ Orientation on ISO 9001:2015 Standards**

November 20, 2018

DepEd-Division of Quezon Province

M.I. Sevilla's Farm & Resort, Lucena City

**Workshop on Harmonized Gender and Development Guidelines (HGDG) Tool for Training Program Implementers/Developers Cum Preparation and Submission of the 2018 Gender and Development (GAD) Accomplishment (AR)**

December 3 – 5, 2018

DepEd-CALABARZON

Lourdes Suites, Makati City

**DepEd Human Resource and Organization Development (HROD) Convention**

October 22 – 24, 2018

DepEd-Central Office

SMX Manila, MOA Complex, Pasay City

**Research Plenum 6.0--BERA: One Message, One DEPED Quezon, One Direction**

March 22-24, 2017

DEPED- Division of Quezon

M.I. Sevilla's Farm & Resort, Lucena City

**First Luzon Conference of Basic Education Researchers (LCBER)**

October 27 – 29, 2016

DEPED- Region IV-A, CALABARZON

Development Academy of the Philippines (DAP)

**DEPED Quezon CARES--Classroom-based Action Research: Moving Towards Quality, Innovative and Holistic K to 12 Basic Education**

July 31, 2016

DEPED- Division of Quezon

M.I. Sevilla's Farm & Resort, Lucena City

**Core Group's Action Research Making**

July 15 – 17, 2016

DEPED- Division of Quezon

M.I. Sevilla's Farm & Resort, Lucena City

**Research Plenum 4.0: Action Research on Strengthening School-based Management for Effective Implementation of K to 12 Education Program**

November 18 – 20, 2015

DEPED- Division of Quezon

M.I. Sevilla's Farm & Resort, Lucena City

**Pagbilao Secondary Schools Inset 2015**

October 26 -27, 2015

Pagbilao District, Division of Quezon

Talipan National High School

**10th Institutional Research Plenum**

September 10, 2015

Sacred Heart College

**7th Institutional Research Plenum**

July 10, 2015

Sacred Heart College

**Research Plenum 3.0 on Intensifying Research for Sustainable and Effective K to 12 Curriculum**

April 22 – 24, 2015

DEPED- Division of Quezon

M.I. Sevilla's Farm & Resort, Lucena City

**LEARNING AND DEVELOPMENT TRAINING PROGRAMS ORGANIZED**

**Teachers Induction Program for Newly-hired Teaching and Non-Teaching Personnel**

2018 & 2019

DEPED- Division of Quezon

M.I. Sevilla's Farm & Resort, Lucena City

**Basic Customer Service Skills for Division Office Personnel**

2018 & 2019

DEPED- Division of Quezon

M.I. Sevilla's Farm & Resort, Lucena City



**Webinar Series on Gender and Development for District Supervisors and District GAD Coordinators**

October 16 to November 25, 2020

DEPED- Division of Quezon

M.I. Sevilla's Farm & Resort, Lucena City

**OTHER SKILLS**

Research Writing

Conducting Statistical Analysis

Formulation of Policy Recommendations on Human Resource Development

Program Development on Gender and Development

Provision of Technical Assistance related to School Governance and Education

**MEMBERSHIP/ AFFILIATION**

**MEMBER**

The International Academic Forum (IAFOR)

2021 – Present

**MEMBER**

Teacher-Researchers Association of DEPED Quezon, Inc. (TRAQ)

2015 to Present

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*I certify that the above information is true and accurate.*

**MICHELLE G. DUMA**

Education Program Specialist II | Division GAD Coordinator