

Mae Anne E. Ona



Address: **Lot 16, Block 4, Hilltop Road, Silver Creek Subdivision
Bocohan, Lucena City**

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Best time of day to contact: **Any time**

E-mail: **erikanne831@gmail.com**

Skype ID: **mae.eclavea**

Date of Birth: **05-04-1992**

Gender: **Female**

Country of Citizenship: **Filipino**

Teaching Position Desired: **Preschool/Elementary Teacher**

Facebook: **Mae Anne Eclavea-Ona**

Place of Birth: **Lucena City, Philippines**

Country of Residence: **Philippines**

EDUCATION

Sacred Heart College

Location: **Lucena City**

Institution start date: **05/2015**

Graduation/Expected graduation date: **40 Units-Completed Academic Requirements 2017**

Type of Degree: **Master of Arts**

Field of Study: **Educational Management**

University/School contact name: **Sacred Heart College of Lucena City, Inc.**

University/School contact tel: **(042) 710- 3888/ (042) 710-2505**

University/School contact email: **shc@shc.edu.ph**

University/school website: **https://shc.edu.ph/#**

University/School Name: Sacred Heart College

Location: **Lucena City, Philippines**

Institution start date: **(06/2008)**

Graduation/Expected graduation date: **April 2013**

Type of Degree: **Bachelor's Degree**

Field of Study: **Elementary Education**

University/School contact name: **Sacred Heart College of Lucena City, Inc.**

University/School contact tel: **(042) 710- 3888/ (042) 710-2505**

University/School contact email: **shc@shc.edu.ph**

University/school website: **https://shc.edu.ph/#**

Classes Taken/Seminars/Workshop at School/University Relevant to Desired Teaching Position:

- July 13, 2022- July 15, 2022 Regional Association of Communication Art Supervisor
Regional Virtual Workshop on Reading Intervention
- June 20, 2022 School Learning Action Cell
Developmentally Appropriate Practices
- June 06, 2022 School Learning Action Cell
Differentiated Instruction
- April 25, 2022 School Learning Action Cell
**Pre-Reading Assessment
During Reading Assessment**
- April 18, 2022 School Learning Action Cell
Formulation Objectives

- April 11, 2022 School Learning Action Cell
Introduction Of Children's Literature
- April 04, 2022 School Learning Action Cell
Phil-Iri (Reading Assessment Tool)
- March 28, 2022 School Learning Action Cell
Evidence-Based Teaching
- March 21, 2022 School Learning Action Cell
Define Bridging in Teaching Early Literacy
- March 14, 2022 School Learning Action Cell
Identify The 14 Domains of Literacy
- March 02, 2022 School Learning Action Cell
How Well Do You Know Your K-3 Learners
- November 12, 2021 Regional Association of Communication Art Supervisor
Regional Webinar in Reading
- September 25-26, 2021 Webinar-Schools Division Office, Lucena City
Online Parents and Teachers Education In Teaching Early Literacy And Numeracy
- September 09, 2020 Webinar-Schools Division Office, Lucena City
Division Webinar on Online Distance Learning Cum Demo Festival
- July 07, 2020- August 06, 2020 Department Of Education Region Iv-A Calabarzon
Regional Online Training -Workshop on Radio-Based Lessons
- July 13-15, 2020 Webinar-Schools Division Office, Lucena City
Capability Building for Teachers and School Leaders Focused on Development And Utilization Of Idea Lesson Exemplar
- June 04, 2020 Webinar-Schools Division Office, Lucena City
Instructional Transition Process: Migrating F2f Practice to Remote Learning
- May 27, 2020 Webinar-Schools Division Office, Lucena City
Contextualized Learning Delivery Modalities
- May 25, 2020 Webinar-Schools Division Office, Lucena City
Alignment Of Different Learning Tasks to Most Essential Learning Competencies
- May 22, 2020 Webinar-Schools Division Office, Lucena City
DepEd: Making Learning Happen During Covid-19 Emergency
- May 18, 2020- May 19, 2020 Webinar- Department Of Education Complex, Pasig City
Capacity Building of Teachers For The New Normal Classroom
- May 11, 2020- May 12, 2020 Webinar- Department Of Education Complex, Pasig City
Webinar Training on The Use And Curation Of Open Educational Resources (Proficiency Program)

- May 9, 2020 The Venerable Legions Of Crocs, Inc, Communication Foundation For Asia
International Conference on Philippine Languages Under New Normal
- April 30, 2020 Webinar-Schools Division Office, Lucena City
Developing Self-Paced Learning Through Digital Content
- April 28, 2020 Webinar-Schools Division Office, Lucena City
Engaging Learners Through Online Assessments
- April 25, 2020 Webinar-Schools Division Office, Lucena City
Addressing Learners' Difficulties in Mathematics
- October 21-25, 2020 Webinar-Schools Division Office, Lucena City
Division Training-Workshop for Receiving Teachers in Inclusive Education

TEACHING EXPERIENCE

School/Company Name: Integrated Basic Education

Department of Sacred Heart College Lucena City

University/School contact name: **Sacred Heart College of Lucena City, Inc.**

University/School contact tel: **(042) 710- 3888/ (042) 710-2505**

University/School contact email: **shc@shc.edu.ph**

University/school website: **https://shc.edu.ph/#**

Position/Grade Level: **Substitute Secondary Teacher** Location: **Lucena City, Philippines**

Duration: **From (November/2012 to (January/2013)** Total Number of Months: **2**

Full-Time Position, Yes or No: **No**

Tasks/Responsibilities:

- Assumes all duties and responsibilities of the absent teacher
- Teaching Science Subject to 2nd Year High School Students
- Develop lesson plans and assignments consistent with the regular teacher's past lesson plans
- Manage the classroom effectively to encourage student participation
- Adapt teaching methods to fit the needs of each individual student
- Works cooperatively with school head, teachers and parents
- Prepare daily assessment and monthly progress reports to help students track down their progress every quarter
- Performs other specific job-related duties as directed
- Makes the absent teacher aware of special situations or problems encountered

School/Company Name: Department of Education-Lucena City

School/Company contact name: **N/A**

School/Company contact tel: **N/A**

School/Company contact email: **N/A**

School/Company website: **N/A**

Position/Grade Level: **Substitute Elementary Teacher** Location: **Lucena City, Philippines**

Duration: **From (June/2013) to (October/2014)** Total Number of Months: **16**

Full-Time Position, Yes or No: **No**

Tasks/Responsibilities:

- Assumes all duties and responsibilities of the absent teacher
- Teach all general subjects to Grade 1, Grade 2, Grade 3, and Grade 5 pupils
- Develop lesson plans and assignments consistent with the regular teacher's past lesson plans
- Manage the classroom effectively to encourage student participation

- Adapt teaching methods to fit the needs of each individual student
- Works cooperatively with school head, teachers and parents
- Prepare daily assessment and monthly progress reports to help students track down their progress every quarter
- Performs other specific job-related duties as directed

School/Company Name: Lucena West III Elementary School

School/Company contact name: **Mr. Ronnie J. Cada, Principal**

School/Company contact tel: **911-850**

School/Company contact email: **109744@deped.gov.ph**

School/Company website: **N/A**

Position/Grade Level: **Elementary Teacher**

Location: **Lucena City, Philippines**

Duration: **From (November/2014 to Present**

Total Number of Months: **88**

Full-Time Position, Yes or No: **Yes**

Tasks/Responsibilities:

- Plan and implement a range of teaching programs or courses of study;
- Provide a child safe environment in accordance with the child safe standards;
- Teach an area of the curriculum or a general curriculum to a year level;
- Monitor, evaluate and report student progress in key learning areas;
- Implement strategies to achieve targets related to student learning outcomes;
- Maintain records of class attendance and recording student progress;
- Implement effective student management consistent with the school's strategic plan;
- In their first year of teaching work with a mentor to participate in professional development planning,
- implementation and reflection and developing a professional portfolio.

SKILLS and QUALIFICATIONS

Languages & Level Including TOEFL Score: **Fluent-English, Native-Filipino**

Current Primary and/or Secondary Teaching Certifications/License: **PRC licensed with registration number 1196362**

Computer Skills:

- **Microsoft Office (Word, Excel, Powerpoint, Publisher)**
- **Google Drive (Doc, Sheets, Slides, Forms)**
- **Spreadsheets (Excel, Google Sheets)**
- **Presentations/Slideshows (Powerpoint, Google Slides, Canva)**

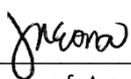
Special Awards/Honors:

- **Education Leader of the Year (School Year 2020-202)**
- **Outstanding Reading Coordinator (School Year 2019-2020)**
- **Effective Early Language Literacy and Numeracy Facilitator (School Year 2017-2018)**

ACTIVITIES and INTERESTS

- Singing
- Playing guitar
- Listening to music
- Watching movies

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



 Signature of Applicant