

Substitute Primary Teacher **Aug. 2010-September 2010**
Luan Elementary School, Luan Candijay, Bohol, Philippines

Private Tutor **June 2009 – March 2010**
Private Home, Tagbilaran City Bohol, Philippines

- Remaining up to date with the school curriculum and subject-specific content;
- Arranged and planned individual tutoring sessions for students;
- Travelled to students' homes to provide lessons;
- Ensured that if any changes need to be made to meeting times, it is done in a reasonable time frame;
- Maintained communication with parents to update student's progress;
- Researching learning resources to use during lessons, and;
- Employed appropriate tutoring methods and materials

OTHER EXPERIENCE:

Restaurant Server **Nov. 2009 – July 2010**
Main - Six Sisters Restaurant, Tagbilaran City, Bohol, Philippines

- Managing goods and inventory, operating the cash registers, and maintaining the overall appearance and cleanliness in the store.
- Assist customers' needs and available options to meet desired requirements.
- Accept and process customer payments in cash for validity.
- Team oriented to build foster positive relationships towards colleagues.
- Work in a fast-paced environment providing positive feedbacks of customers.

Restaurant Co-Owner/Manager **April 2008 –Oct. 2009**
Sub- Six Sisters Restaurant, Tagbilaran City, Bohol, Philippines

- Managed daily operations and inventories.
- Maintained food service and production level.
- Kept the overall appearance and cleanliness in the store.
- Assist customers' needs and available options to meet the desired requirements.
- Monitored performance of restaurants through analysis of guest's feedbacks and financial report.
- Worked in a fast-paced environment with flexibility and calculations, and;
- Accept and process customers' payments in cash and its change;

Nanny **April 2006 – May 2007**
Private Home, Tagbilaran City, Philippines

- Cared for children aged 9 (female) and 3 (male) each from early age.
- Completed other related tasks as requested by employers.

- Encouraged development of reading skills with story telling and phonetic practice.
- Maintained safe environment for children inside the residence property.
- Performed light housekeeping as needed by family members.
- Prepared and served nutritious meals.
- Provided educational support and tutoring in core subjects as well as different subject classes.
- Safety transported children to educational and social engagements.
- Maintained and organized house hold chores.
- Cooked and prepared meals for the entire household

Adopt-A-School Coordinator **October 2017- present**

Cogon Elementary School, Tagbilaran City Bohol

- Managed a database of school stakeholders
- Records donations and other material donated from community stakeholders;
- Reported donations to region every month for summation;
- Monitored and accounted received materials, its uses and beneficiaries in school.

School Coordinator, Boy Scout of the Philippines **June 2017 - present**

Tagbilaran City, Bohol, Philippines

- Managed a database of scouting stakeholders;
- Established a network of support for scout recruitment;
- Facilitated scout trainings and promoted its programs to the community, and;
- Attended to public inquiries and requests.

School Treasurer **Sept. 2020 - present**

Cogon Elementary School, Tagbilaran City, Bohol, Philippines

- Performed clerical and accounting work such as record entry, liquidation, reproducing, and document filing;
- Organized records of cashflows in and out of hands;
- Reported and accounted school funds among parents, teachers, officers and stakeholders during meetings.

Coach, Volleyball - Elementary Boys **June 2016 – March 2018**

DepEd- Tagbilaran City Schools Division, Tagbilaran City, Bohol, Philippines

- Motivated the athletes during practices and games;
- Analyzed issues and recommended winning strategies.

EDUCATION:

Master in Education major in Administration and Education

2009 to 2018

Holy Name University
Dampas District, Tagbilaran City

Bachelor of Elementary Education 2002 to 2006
Bohol Island State University
Cogtong Candijay Campus, Candijay Bohol, Philippines

Secondary 1998-2002
Saint Joseph Academy
Poblacion, Candijay, Bohol

Elementary 1992-1998
Candijay Central Elementary School
Poblacion, Candijay, Bohol

TRAININGS ATTENDED:

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- **In-Service Training for Teachers (INSET)** February 2022
- **Science Investigatory Project Webinar** November 2021
- **WASH in Schools (WinS) Massive Open Online Course** Oct. - Nov. 2021
- **National Science Club Month Webinar Series 2021** September 2021
- **Science Demonstrator School-based In Service Training** March 2021
- **Courseware Webinar** November 2020
- **Profiling Students: A Learner's Background Diagnosis** September 2020
- **Diagnosis Numeracy Foundational Skills in the Early Grades** September 2020
- **Technology- Driven Teaching Strategies in Enhancing Learners** September 2020
- **Spotlight on the Learners: Enriching Speaking Skills in Online** September 2020
- **Identifying Students Reading Levels; A Reading Diagnostic** September 2020
- **Early Literacy Diagnosis: Identifying Strengths and Weaknesses** September 2020
- **Diagnosis Students Reading Comprehension of Informational and Narrative Texts** September 2020
- **Key Players in Ensuring Stronger Home- School Connection** July 2020

- **Embedding Pedagogy and Blending Edtech Solutions** July 2020
- **Orientation-Workshop on the Use of the Philippine Professional Standard for Teachers (PPST) Resource Package and Result-Based Performance Management System (RPMS) Manual for Teachers** August 2018
- **School-Based In-Service Training for Teachers** October 2018
- **Contextualization and Localization of K to 12 Science Curriculum** May 2018
- **National Seminar-Workshop On Basic Robotics** May 2018
- **Roll-out of Financial Management Operations Manual** November 2017
- **Collaborative Lesson Planning** December 2017
- **Provincial Junior, Senior and Cadet Camp** December 2017
- **School-Based In-Service Training for Teachers** October 2017
- **Seminar on Gulayan sa Paaralan and Orientation Workshop on the ICT mechanics on Water, Sanitation and Hygiene in Schools** August 2017
- **EsP DLL/ DLP Writeshop** October 2017
- **Training-Workshop on Science Investigatory Project** September 2016
- **ICT Literacy Training for School Head and School ICT Coordinator** September 2016
- **Division-Based In-Service Training for Teachers** October 2016
- **Provincial Junior, Senior and Cadet Camp** November 2016
- **Provincial Star Holiday and Twinklers Playday** March 2016
- **Age Level Course** April 2016
- **School-Based In-Service Training for Teachers** October 2016
- **Mass Training of Teachers in Grade 5 on the K to 12 Basic Education Program** April 2016
- **School-Based In-Service Training of Teachers** October 2015
- **Effective Literacy Instruction for Grades 1 and 2 Teachers** October 2015

CHARACTER REFERENCES:

EVANGEL M. LUMINARIAS, PhD.,CESO V
Schools Division Superintendent

09171248117

DepEd Talisay City Division

ELISA B. GEAGONIA, EdD.

Education Program Supervisor in Math
DepEd- Tagbilaran City Schools Division
Rajah Sikuatuna St., Dampas District, Tagbilaran City

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ROSEMARY ZACAL, PhD.

College Instructor - Holy Name University
Janssen Heights, Dampas District, Tagbilaran City

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ANNABEL R.LANSANG, MT- II

Grade Leader/ Master Teacher II
Cogon Elementary School
San Jose Street, Cogon District, Tagbilaran City

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