

# RENEE GRACE F. TUNGPALAN

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## OBJECTIVE

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To pursue a career in the field of business with adequate knowledge of the governing laws of the country and to employ my knowledge and skills in a prestigious company.

## EDUCATION

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**January 2021-Present** Don Mariano Memorial State University  
San Fernando, La Union  
Master in Development Administration

**January 2021-Dec 2022** Don Mariano Memorial State University  
San Fernando, La Union  
Diploma in Local Government Administration

**June-March 2010** University of Northern Philippines  
Vigan City, Ilocos Sur  
Graduate school, Master of Public Administration (15 Units Earned)

**June-Oct 2007** University of Northern Philippines  
Candon City, Ilocos Sur  
Graduate School, Foundations of Education (PED201)  
Graduate School, Educational Management and Supervision (MGT 266)

**2004-March 2005** University of Northern Philippines  
Candon City, Ilocos Sur  
Bachelor of Arts, Major in Social Science

**1995-1999** Quirino High School  
Project 3, Quezon City  
High School Graduate, March 1999

**1989-1995** Aurora A. Quezon Elementary School  
Galas, Quezon City  
Grade School Graduate, March 1995

## WORK EXPERIENCE

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**2020- PRESENT** Northern Luzon Philippines State College Candon City, Ilocos Sur  
Instructor

- Teach, develop and maintain constructive working relationships with the student and colleagues.
- Create accurate data records, and reports (manual and computerized) in accordance with the university's procedures.

**2008-2010** University of Northern Philippines Candon City, Ilocos Sur  
Instructor

- Teach, develop and maintain constructive working relationships with the student and colleagues.
- Create accurate data records, and reports (manual and computerized) in accordance with the university's procedures.

**2005-2008** Andaya's Agrivet Candon City, Ilocos Sur  
Cashier

- Create accurate data records and sales in accordance with the company's procedures
- Does office work daily inventory control, cash control, auditing and bookkeeping.

**2003-2004** Seguban Enterprises Vigan City, Ilocos Sur  
Inventory Clerk

- Manage filing and storage areas within the office
- Create accurate data records and sales in accordance with the company's procedures
- Does office work daily inventory control, cash control, auditing and bookkeeping.

2000-2001 Trinity College of Quezon City Quezon City  
Student Trainee

- Answer incoming phone calls, handle inquiries and transfer calls to appropriate staff
- Manage filing and storage areas within the office
- Ensure that data is correctly entered, stored and maintained
- Schedule and confirm appointment
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## EXTRA CURRICULAR ACTIVITIES

**2021-PRESENT** Vice President for external affairs of the Millennial Artist of Ilocos (MARIS) INC>

**2004-2005** Secretary, Candon Branch Student Office  
Volunteered for several recruitment and publicity activities of the organization. Actively in various activities of the organization.

**2003-2005** Representative, Bachelor of arts Department  
Volunteered for several recruitment and publicity activities of the organization.

**2003-2004** Secretary, Social Science Club  
Volunteered for several recruitment and publicity activities of the organization. Actively participated in various activities of the organization.

#### TRAININGS/SEMINAR ATTENDED

**Dec 2008** (CANDON CITY HALL) Appreciation course for entrepreneurs.

**Oct 2019**(UP DILIMAN) “MENTAL HEALTH CRISIS AMONG CHILDREN AND ADOLESCENTS:THE ROLE OF PARENTS AND TEACHERS”.

**Dec 2020** (MMSU & SLU BAGUIO) INCLUSION AND CRITICAL ENGAGEMENT IN THE TIME OF COVID-19.

**April 2021** (UNIVERSITY BRUNEI) MANAGING RESERCHREMOTELY: LEARNING FROM 2020 AND MOVING FORWARD 2021.

**April 2021** (DOST) BEST PRACTICES IN WRITING AND PUBLISHED YOUR RESEARCH PAPER.

**May 2021**(US. EMBASSY PH) WEBINAR ON ANXIETY AND DEPRESSION

**Aug 2021** (P.U.P POLYTECHNIC UNIVERSITY PHILIPPINES) Addressing “Sustainable Development Goals Toward Equity Empowerment and Gender Equality”.

**Aug 2021** (DE LASALLE UNIVERSITY)”TAPPING YOUR POTENTIALS LOOKING BEYOND COLLEGE UNCERTAINTIES”.

**Sept 2021** (ASIA AND EUROPE FOUNDATION)“Inclusive & Diverse Higher Education in Asia and Europe”.

**Sept 2021**(P.U.P) A TALK ABOUT THE CONTROVERSIES OF CONVERSION THERAPY AND THE LGBTQIA+ STIGMA.

**Sept 2021**(U.P VISAYAS) “POWERING THE PHILIPPINE ECONOMY: ENERGY ECONOMICS, POLICY AND OUTRAGES”.

**Sept 2021**(NLPSC) “VIRTUAL NEEDS ASSESMENT TOOL DEVELOPMENT”.

**Nov 2021** (DEPARTMENT OF AGRICULTURE) Webinar on Kapatid Agri-Mentor Program (KAMMP)

**April 2022** (CHED) Guidelines on Gender-Based Sexual Harassment in Higher Education Institutions.

#### RESEARCH PAPERS PREPARED

**2004-2005 UPGRADING THE TEACHERS COMPETENCY IN TEACHING  
PRE-ELEMENTARY SCHOOL**

- An undergraduate thesis regarding the effectiveness of the pre elementary teachers and school.

**INTERESTS AND ACTIVITIES**

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I am fluent in Filipino and English. I am computer literate, familiar with windows application such as Word, Excel, Outlook and Powerpoint. I also like to read books, dance and listen to music. During my spare time, I enjoy watching movies and stage plays with my family. I also like to travel see new places, meet new people and experience different cultures.

I am a Mental Health Advocate and Gender Equality Advocate.

**REFERENCES**

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**HON. KRISTENE S. MEEHAN**  
Candon City, Ilocos Sur

**HON. MILDRED ELAYDO**  
Candon City, Ilocos Sur  
0917-5780115

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**RENEE GRACE F. TUNGPALAN**  
*Applicant*