

# **HEIDI LYN TOMAS SICAT**

Elementary School Teacher

Rose St. Zone A, San Miguel, Tarlac City, Philippines

[heidilynsicat080@gmail.com](mailto:heidilynsicat080@gmail.com)

(+63) 9486503992

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**PROFILE:** An educator with 10 years of professional teaching experience in Elementary Schools teaching grades 4 to 6; Facilitates classroom learning with proven knowledge of classroom management; Self-motivated and deeply committed to creating a dynamic and supportive learning environment.

## **EDUCATION:**

**Master of Arts in Education Major in School Administration** - Lyceum Northwestern University (Dagupan City, Philippines)

**Bachelor of Elementary Education Major in General Education** - Tarlac State University (Tarlac City, Philippines)

## **ELIGIBILITY:**

### **Licensed Professional Teacher**

Professional Regulation Commission, Philippines

License Number: 1091136

Rating: 75.40%

## **EMPLOYMENT HISTORY:**

Years of Teaching Experience: 10 years

### **BUENAVISTA ELEMENTARY SCHOOL**

Tarlac City, Philippines

(May 26, 2015 to Present)

#### **Elementary School Teacher**

- Grade 6 Adviser
- English Teacher to learners in Grades 4, 5, and 6
- Prepares daily lesson plans in English 4, 5 and 6, Mathematics sixth graders, and responding to the different learning needs of the learners
- Manages the actual teaching-learning process with efficiency and effectiveness
- Manages the classroom
- Organizes and provides remedial/enrichment activities for the struggling learners
- Conducts parent conferences for home support
- Organizes and maintains functional linkages in the community to support learning activities
- Creates and adapts lesson plans according to learners' academic needs, including both individual and group work
- Serves as a Reading Chairman implementing the School Reading Program for Struggling and Non- readers from Grades 1-6

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## **Reading Chairman**

- Develops a School Reading Program that enumerates goals and strategies to help promote a high literacy level
- Coordinates actions and tasks in the implementation of the School Reading Program
- Recommends adjustments in policies and practices when necessary for the betterment of the implementation of the school reading program
- Identifies gaps and areas for improvement and reports it to the school head for planning
- Attends meetings and conferences related to reading literacy
- Convenes teachers quarterly to facilitate dissemination of relevant information

## **School Paper Adviser**

- Trains young journalists for Copy Reading and Headline Writing, News Writing, Feature Writing, and Sports Writing categories
- Created a Digital School Publication for school year 2020-2021

## **School Registrar**

- Builds secured pupil data files and set policies and procedures for responsible use
- Updates / Enhances technical skills in accomplishing School Forms
- Monitors and consolidates reports of the school's indicators
- Monitors and consolidates all reports to be passed by the teachers
- Updates the teachers on all district/division seminars and activities
- Generates School Forms with 100% accuracy of learners' data encoded from LIS the Portal
- Maintains up-to-date quarterly exam schedules
- Files all reports of schools, teachers, and learner's profile
- Maintains up-to-date 201 files of teaching and non-teaching staff

## **School Information Officer**

- Assists and acts as focal persons in verifying and addressing issues and concerns raised by the public and the media involving the school or area
- Facilitates the conduct of verification of information based on protocols, data privacy, integrity, and confidentiality
- Facilitates the communication of any untoward incidents in schools and submits a detailed report within 24 hours to the school's division
- Provides updates to the school's division that may be referred to in media releases to the national media
- Supports the schools and school's division and regional offices in responding to media queries on local issues
- Coordinates with the school's division to request official statements on existing issues

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- Performs duties and responsibilities related to the Department of Education Public Affairs programs, projects, and activities
- Performs other tasks related to the efficient communication, documentation, and dissemination of information to the Department of Education and vice versa

## **ST. MICHAEL THE ARCHANGEL SCHOOL**

Tarlac City, Philippines

(June 13, 2011 to July 14, 2014)

### **Elementary/Kindergarten School Teacher**

- Served as a Class adviser for Grade 3 learners, teaching all subjects and served as a Math teacher for Kindergarten learners for the school year 2011 to 2012
- Served as a Class adviser of Grade 6 learners, teaching English
- Served as an English teacher for Grades 5, 6, and 7 learners for the school year 2012-2013/2013-2014
- Managed the actual teaching-learning process with a level of efficiency and effectiveness
- Provided remedial classes for struggling readers
- Conducted parents' conferences for home support

### **AWARDS AND RECOGNITION:**

- Outstanding Teacher for School Year 2021-2022 / School Year 2020-2021/ School Year 2016-2017
- Best COT Implementer (2019)
- Best in Display Board (2018)
- Best Teacher Award (2017)
- Best Classroom for Intermediate Level (2017)
- Certificate of Merit as Coach for Feature Writing, District Level (2019)
- Certificate of Merit as Coach for Copy Reading and Headline Writing, District Level (2018)
- Certificate of Merit as Coach for Values/Virtues Exposition (2017)

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## **REFERENCES:**

### **ROSALIA E. IGNACIO**

ES Head Teacher III

Buenavista Elementary School

(+63) 917 133 9914

[rosalia.ignacio001@deped.gov.ph](mailto:rosalia.ignacio001@deped.gov.ph)

### **MONICA C. CARLON**

Teacher III

Buenavista Elementary School

(+63) 921 753 3424

[monica.carlon001@deped.gov.ph](mailto:monica.carlon001@deped.gov.ph)

### **RHIA Q. ACOSTA**

School Registrar

St. Michael the Archangel School

(+63) 930 475 6934

[acosta.rhia@yahoo.com](mailto:acosta.rhia@yahoo.com)