

## **CARLA JANE D. ANGELES**

2116 Cabrera St. Pasay City

(+63) 9496124016

[carlajane.david@yahoo.com](mailto:carlajane.david@yahoo.com)



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### **Personal Information**

Birth Date: August 26, 1993  
Age: 29 years old  
Sex: Female  
Civil Status: Married  
Height: 144 cm  
Weight: 49 kg  
Religion: Roman Catholic  
Nationality: Filipino

### **EMPLOYMENT HISTORY**

**Company:** Department of Education (Juan Sumulong Elementary School)

Address: M. Dela Cruz St. Pasay City, Metro Manila, Philippines

Position: Teacher II

Inclusive Dates: 5 September 2016 – present

#### **Job Description/Duties and Responsibilities**

- ✓ Plan and prepare daily lessons
- ✓ Monitors and evaluates learners' progress
- ✓ Undertakes activities to improve performance indicators
- ✓ Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere)
- ✓ Maintains updated pupil/student school records
- ✓ Counsels and guides pupils/students
- ✓ Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders
- ✓ Maintains updated pupils/students progress regularly
- ✓ Teaches two or more grades/levels using appropriate and innovative teaching strategies
- ✓ Conducts Action Plan

**Company:** Philippine Pasay Chung Hua Academy

Address: Luna St. Pasay City, Metro Manila, Philippines

Position: Grade 1 Teacher

Inclusive Dates: 1 June 2014 – 15 May 2016

### **Job Description/Duties and Responsibilities**

- ✓ Plan and prepare daily lessons
- ✓ Monitors and evaluates learners' progress
- ✓ Undertakes activities to improve performance indicators
- ✓ Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere)
- ✓ Maintains updated pupil/student school records
- ✓ Counsels and guides pupils/students
- ✓ Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders
- ✓ Maintains updated pupils/students progress regularly
- ✓ Teaches two or more grades/levels using appropriate and innovative teaching strategies

### **EDUCATIONAL ATTAINMENT**

- Post Graduate:** Philippine Normal University  
Taft Ave. Manila, Philippines  
Master of Arts in Education with Specialization in  
Elementary Education (36 units/Completed Academic  
Requirements)  
2015-2018
- Tertiary Level:** Philippine Normal University  
Taft Ave. Manila, Philippines  
Bachelor of Elementary Education  
2010-2014
- Secondary Level:** Pasay City West High School  
Pasadeña St. F.B. Harrison, Pasay City, Philippines  
2006-2010
- Primary Level:** Cristo Rey East Elementary School  
Brgy. Cristo Rey, Capas, Tarlac, Philippines  
2000-2006

### **SKILLS AND COMPETENCIES**

- Skilled in preparing classroom learning center and learning activities
- Skilled in major relevant computer applications (e.g Microsoft Office)
- Well-versed in oral and written English and Filipino
- Maintain cooperative working relationship
- Singing and dancing children songs
- Storytelling for children

## **CHARACTER REFERENCE**

Melissa T. Bartolome  
Assistant Professor  
Philippine Normal University  
[bartolome.mt@pnu.edu.ph](mailto:bartolome.mt@pnu.edu.ph)

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



**CARLA JANE D. ANGELES**

Applicant