

ELLEN MANGUIAT GARDUQUE

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Address: Block 12 Lot 6 Primavera Homes Darasa, Tanauan City, Batangas



PERSONAL INFORMATION

Name: Ellen Manguiat Garduque
Height: 1.46 m
Weight: 54 kg
Date of Birth: December 17, 1983
Place of Birth: Cale, Tanauan, Batangas
Sex: Female
Nationality: Filipino
Civil Status: Married
Language: Filipino and English

EDUCATIONAL BACKGROUND

Graduate Studies : Batangas State University – Lemery
MAED – Educational Management
Complete Academic Requirements 2017 – 2019

College: Adventist University of the Philippines
Bachelor of Elementary Education
Major in Early Childhood Education 2001 – 2005

Secondary: Lipa Adventist Academy 1997 – 2001

Elementary: Cale Elementary School 1991-1997

WORK EXPERIENCE

Department of Education - Tanauan City Division

Bernardo Lirio Memorial Central School
Grade One Teacher
June 10, 2008 - Present

Central Luzon Conference of Seventh Day Adventist

Pasay Adventist Church Elementary School
Pre – School Teacher
June 1, 2006 - March 31, 2008

Central Luzon Conference of Seventh Day Adventist

Pasay Adventist Church Elementary School
Substitute Teacher – Grade V
September 12, 2005 – March 31, 2006

• Summary of Actual Duties

1. Prepares lesson plan everyday with appropriate content and IM's
2. Executes the lesson plan with mastery and efficiency.
3. Diagnoses learner's needs and evaluates learning outcomes.
4. Analyzes and utilizes test result.
5. Attends INSET and other professional development activities.
6. Maintains classroom environment conducive to learning.
7. Provides assistance and collaborates with superior and co-teachers.
8. Organizes, maintains functional homeroom PTA and participates in community projects and civic organizations.
9. Does related work and responsibilities as maybe assigned by immediate superior.

REFERENCE

GLORY R. PEREZ, EdD.

Principal II, Bernardo Lirio Memorial Central School
09159471289

I hereby certify that all information given is true and correct .


ELLEN M. GARDUQUE
Applicant

