



Resil May L. Francisco

Licensed Professional Teacher

Work in a positive and goal-driven environment with all my skills and effort, explore and familiarize myself in varied fields, maximize my potentials and give quality performance at all times for the goal of the company or institution I aim to be part of.

Contact

Phone

+639972945785

Email

resilmayf@gmail.com

Address

Barangay Gil Montilla, Sipalay City, Negros Occidental 6113

Education

2019

Bachelor of Science in Secondary Education major in Biological Science

Central Philippines State University

Skills

- Report Writing
- Basic Press Releases / Publication Material
- Photography
- Clerical / Admin Works
- Good communication skills, proficient with Microsoft (Word, Excel, PowerPoint)
- Good interpersonal relationship

Language

English

Filipino

Professional Experience

January 2023 - Present

Local Government Unit of Sipalay
City Mayor's - Executive Programs Action Unit

Community Affairs Assistant - I

- Management and close monitoring of Sipalay scholars of Mapua Malayan Digital College under Abanse Negrense scholarship.
- Facilitate the LGU's Pagtu-on Angot Sa Serbisyo Sibil, a free review program initiated to all government employees of Sipalay who wish to take the Career Service Exam of Civil Service Commission.

Local Government Unit of Sipalay
Sipalay City Youth Development Office

Youth Development Office Staff

- Facilitate help implement different youth programs and trainings.
- Audit of liquidation report for every youth organization's activities that was funded by the office.
- Publication material and press releases of every program / event facilitated by the office.

July - December 2022

Local Government Unit of Sipalay
City Mayor's - Community Affairs Unit

Community Coordinator

- Facilitate the community outreach and feeding program initiated by the City Mayor's Office under the BLT Central Kitchen.
- Monthly inventory and written reports of the different activities conducted at the BLT Central Kitchen.
- Coordination with the BLT Central Kitchen Partners.

June 2021 - June 2022

Local Government Unit of Sipalay
City Mayor's - Community Affairs Unit

QVID System Encoder

- Assist Sipalay residents in registering their personal information who wish to generate QR code needed for security purposes during the height of pandemic.

Admin Assistant

- Clerical and admin works, processing of purchase orders, travel order and reimbursements/disbursement vouchers.
- Coordination with other offices.

Reference

Katherine Maguad - Jocame

Chief of Staff of the City Mayor
Community Affairs Officer V
Local Government Unit of Sipalay

Praem L. Mediodia

Executive Assistant to the City Mayor
Local Government Unit of Sipalay

Phone: +639694496388

Lani A. Palma

Retired Education Program Supervisor
Curriculum Implementation Division
Schools Division of Sipalay

Phone: +639952708363

Professional Experience

March - May 2021

Panasiatic Solutions Inc.

Customer Service Representative

- Provide product/services information, answer questions, resolve any emerging problems that the customer account might face with accuracy and efficiency.

Training/s Attended

May 2023

VALUES FORMATION AND FINANCIAL LITERACY TRAINING

conducted by Department of Migrant Workers Overseas Workers Welfare
Administration - Regional Welfare Office VI

May 14-26, 2023

13TH NATIONAL YOUTH PARLIAMENT - REGIONAL ASSEMBLY

conducted by National Youth Commission (NYC) - Region VI

February 2023

EMAGINA ARTS FEST: PITIK SIPALAY PHOTOGRAPHY WORKSHOP

conducted by The Local Government Unit of Sipalay through the City Mayor's -
Information Office in collaboration with the Professional Landscape
Photographer John Kimwell Laluma

February 12, 2023

DIGITALINO TRAINING WORKSHOP (DIGITAL LITERACY PROGRAMME)

conducted by Break the Fake Movement in Partnership with ASEAN
Foundation and ASEAN Digital Literacy Programme, with Support from
Google.org

October 24-26, 2022

ONE VISAYAS SUMMIT 2022: ASEAN YOUTH IN CLIMATE ACTION AND DISASTER RESILIENCE FOR SANGGUNIANG KABATAAN AND LOCAL YOUTH DEVELOPMENT COUNCIL

conducted by National Youth Commission (NYC)

October 14-28, 2022

CENTER FOR LOCAL AND REGIONAL GOVERNANCE - YOUTH PARTICIPATION IN LOCAL GOVERNANCE

conducted by NCPAG - University of the Philippines (UP) in partnership with
the National Youth Commission (NYC).

RESIL MAY L. FRANCISCO

Licensed Professional Teacher

TO WHOM IT MAY CONCERN,

I am taking this opportunity in your good office to apply as _____ I believe that you may be personally interested in my application.

I am **Resil May L. Francisco**, 25 years old, a resident of Barangay Gil Montilla, Sipalay City, Negros Occidental. A graduate of Bachelor Science in Secondary Education major in Biological Science at Central Philippines State University - Sipalay Campus and a Licensed Professional Teacher.

I have a work experience in administrative and clerical works as I am working at the Local Government Unit of Sipalay. In addition, I have experience in different community engagements and organizing since I am a community affairs assistant at the City Mayor's Office as well as a Local Youth Development Staff for more than two years.

The four years of academic and professional preparation as well as my experiences have equipped me with the knowledge and skills to fill your need suited to my qualifications.

Attached are the pertinent documents for your reference.

I sincerely appreciate the courtesy for an interview at your convenience.

Thank you so much.

SINCERELY,



RESIL MAY L. FRANCISCO
