

# TIMOTHY JAMES GAPPE STA.ANA

Blk 8 Lot 12 and 14 Filinvest Phase 2B, Brgy. Langgam, City of San Pedro, Laguna, 4023

[instructor072019850@gmail.com](mailto:instructor072019850@gmail.com) | +63919-674-3132

---

## • COLLEGE INSTRUCTOR

---

### PROFESSIONAL EXPERIENCE

---

**College Instructor (Physical Education)** | Philippine Merchant Marine School  
San Antonio Valley, Talon Uno, Las Pinas

**July 2019- Present**

#### DUTIES & RESPONSIBILITIES:

- Teach lessons in my subject area.
- Work with students who are taking classes to improve their knowledge and career skills.
- Develop an instructional plan (known as a course outline or syllabus) for the subjects i teach and ensure that it meets college and department standards
- Plan lessons and assignments.
- Work with colleagues to develop or modify the curriculum for a degree or certificate program involving a series of courses.
- Assess students' progress by grading assignments, papers, exams and other works.
- Advise students about which classes to take and how to achieve their goals.
- Stay informed about changes and innovations in their fields.

**Safety Officer** | 2R Architect (General Construction & Design)

**September 14, 2014 - March 30, 2018**

#### DUTIES & RESPONSIBILITIES:

- Ensure that the company has, at all times, the capability and resources to operate safely
- Conducts safety orientation to newly hired employees.
- Conducts regular safety inspection on the job site to ensure that the construction personnel are complying with the established safety policy and regulations.
- Conducts monthly inspection of firefighting equipment, tools and equipment.
- Provides safety signage at all places in the construction site.
- Requires all employees to wear personal protective equipment while working on the hazardous areas.
- Ensure the availability of work permits prior to start of any work.
- Reporting of all unsafe conditions and unsafe acts and provides counsel for safe procedures and requirements.
- Coordinates activities relating to safety at all working locations and construction groups.
- Supervised and apprised accident investigation.
- Planned and directed regular program of safety inspection.
- Reviewed procedure for compliance with applicable laws and safety codes
- Secured and renewed specific permit, lock out/tag out permit, confined space entry permit.
- Issued regular reports showing safety performance and accident trends.
- Informing all members of the establishment of the status, requirements and codes of practice for safe-working, of procedures already adopted and of the provision and use of personal protective equipment (PPE), and to ensure their observance and proper use; to arrange for the reporting and investigation of incidents with a view to further preventive measures or the dissemination of information to others.
- Creating awareness of the hazards associated with the use of radioactive materials, carcinogens (cancer inducers), toxic chemicals and other aspects of occupational health hazards and dissemination of this information.
- Ensuring that all non-routine and potentially hazardous routine jobs are carried out under Permit to Work System with associated Complimentary Certificates, and Work Hazard Information System (WHIS) duly followed.

- Carrying out regular Unsafe Act/Condition Audits to quickly identify hazards at the work site with corrective actions to re-instate facility integrity to sustain safety, protect the environment and meet the HSE targets.

**Messman/Health Safety Officer** | Southfield Maritime Training Foundation, Inc.

**January 21, 2014 – July 14, 2014**

Madre Ignacia, Quirino Ave., Manila

**DUTIES & RESPONSIBILITIES:**

- Cleans all alleyways, mess and receiving room, senior officers Cabin, kitchen implements and utensils.
- Serves food on all personnel and guests as well.
- Observes proper cleanliness either personnel or in the over-a;; upkeep of the gallery and mess room.

**Health Safety Officer** | CSGA Ferry Corporation

**May 6, 2013 – November 8, 2013**

Gen. Tinio St., Laloma, Quezon City

**DUTIES & RESPONSIBILITIES:**

- Cleans all alleyways, mess and receiving room, senior officers Cabin, kitchen implements and utensils.
- Serves food on all personnel and guests as well.
- Observes proper cleanliness either personnel or in the over-all upkeep of the gallery and mess room.

**Safety Officer** | Dongsung Construction Co Ltd

**February 8, 2011 - April 2, 2013**

**DUTIES & RESPONSIBILITIES:**

- Implementation of company safety policies
- Prepare Job Safety Analysis on all activities in a work place
- Conduct safety orientation to all newly hired workers
- Supervision on all construction activities such as excavation, concrete pouring, fabrication of steel bars and formworks, crane lifting operation, welding jobs and others
- Preparation of work permits needed for all special works being done in project sites.
- Secure the safety of the public in the area by providing proper barricade and falling hazard protection.
- Conduct toolbox meeting for all workers
- Planned and directed regular programs of safety inspection.
- Reviewed procedure for compliance with applicable laws and safety codes.
- Determined cause/s of incident/s or dangerous occurrence and recommended means to prevent recurrence.

**Staff** | Jasmis Corporation

**September 08, 2008 – October 05, 2010**

Manama, Bahrain

**DUTIES & RESPONSIBILITIES:**

- Taking food and drink orders.
- Serving customers
- Meeting and greeting customers.
- Operating cash registers and receive payment from customers in cash and credit cards.

**General Nursing Assistant** | The Medical City

**February 11, 2008 –August 30, 2008**

Ortigas, Pasig

**DUTIES & RESPONSIBILITIES:**

- Bathe and dress patients.
- Serve meals and help patients eat.
- Take vital signs.
- Turn or reposition patients who are bedridden.
- Assists doctors and medical staffs.

---

## EDUCATION

---

TERTIARY LEVEL

**Bachelor in Secondary Education (Major in MAPEH)**

S.Y.: 2014-2018, Graduate

Saint Louis Anne Colleges

Old Nat'l Highway, Bryg. Nueva, City of San Pedro, Laguna

**Associate/ Practical Nursing**

S.Y.: 2005-2007, Graduate

Asian Caregiving Technology Education Center

EDSA, Cubao, Quezon City

**Professional Caregiver (NC II)**

S.Y.: 2003-2004, Graduate

New Era University

St. Joseph Street, New Era, Quezon City

---

## CERTIFICATION

---

**RSO – Registered Safety Officer IBOES USA, Certificate No: 4899**

**OSHA – Occupation Safety and Health Administration**

10 Hours for General Industry Registration No: 28-187391363

30 Hours for Construction Industry Registration No: 32-601975661

**Member, International Association of Drilling Contractor (IADC) Houston Texas USA**

**Member, International Association Safety Professional (IASP) USA**