







# GENECAESAR F. CAIBIO

## EDUCATOR

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## SKILLS

- Critical-Thinking
- Adaptive
- Collaboration
- Time-management
- Problem-Solving
- Computer Literacy
- Project Management Tools
- Strong Communication

## EDUCATION

### GRADUATE SCHOOL | MASTERS OF ARTS IN EDUCATION MAJOR IN SOCIAL STUDIES

Leyte Normal University  
2024-Present

### BACHELOR OF SECONDARY EDUCATION MAJOR IN SOCIAL STUDIES

Leyte Normal University  
2019-2023

## PAPERS

- Local Historical Figures of Eastern Visayas  
*Published on January 31, 2025 International Journal of Research in Economics and Social Sciences*
- Coping with Bereavement due to Covid-19: A Phenomenological Study in Tacloban City, Leyte  
*Published on June 2022 International Journal of Research Publications*

I am a Licensed Professional Teacher, a Civil Service Exam Professional Level Passer, a Fire Officer Exam Passer and currently a Secretary of the Sangguniang Kabataan in our Barangay. With a solid educational background and a fervent commitment to serving the community, I am motivated to continue making significant contributions towards creating a better and more promising future for our society.

## EXPERIENCE

### VOLUNTEER TEACHER

Tanauan National High School  
July 2024 - Present

- Prepares and delivers Social Studies lessons aligned with the curriculum.
- Assesses student progress through evaluations and activities.
- Develops instructional materials to enhance learning.
- Supports school programs and activities.

### SECRETARY

Sangguniang Kabataan  
December 2023 - Present

- responsible for keeping an accurate record of all meetings, resolutions, minutes, and other official transactions of the SK.
- responsible for disseminating information and communicating decisions of the SK to concerned individuals or entities.
- assists the SK Chairperson in preparing the agenda, attending to correspondence, and keeping records of proceedings.

### FREELANCER VIRTUAL ASSISTANT

2021-2024

- Organize emails, schedule meetings, update calendars, respond to messages, and set reminders for tasks and deadlines.
- Record transaction and manage payment, Accurately input, verify, update, and organize data, ensuring reliable records for reports and analysis.
- Coordinate, confirm, and remind appointments, ensuring timely meetings and follow-ups for efficient schedule management.

## ORGANIZATIONAL AFFILIATION

- St. Vincent Ferrer Parish Social Action Commision

2024 -Present

- LNU Alumni Association

2023 -Present

- SVFP Vincentian Choir and Emmanuel's Singers

2022-Present

- JJC Tanauan Molave

2017-2019