

DONNA JEAN L. PALARAN
Purok 7, Brgy. Luna, Ormoc City, Leyte
Mobile No. 09171663309



PERSONAL DATA

Age:	24
Birthdate:	January 28, 1999
Birthplace:	Ormoc City
Gender:	Female
Status:	Single
Citizenship:	Filipino
Religion:	Roman Catholic
Height:	4'11"
Weight:	43 kg
Blood Type	"O"
E-mail Address:	palarandonnajeon@gmail.com
PHILHEALTH No.	13-252181805-4
TIN No.	754-447-462
Govt. Issued ID	PRC 1817610
SSS No.	34-9486484-6
PAG-IBIG No.	121266590468

EDUCATIONAL BACKGROUND

GRADUATE SCHOOL

S.Y 2020-2021	Masters of Education Major in Physical Education
1 st semester	Visayas State University

COLLEGE

S.Y 2015-2019 Bachelor of Secondary Education Major in MAPEH
Cum Laude
Visayas State University
VisCA, Baybay City, Leyte

SECONDARY

S.Y 2011-2015 New Ormoc City National High School
Brgy. Don Felipe Larrazabal, Ormoc City

ELEMENTARY

S.Y 2010-2011 Dolores Elementary School
Fast Achiever
Brgy. Dolores, Ormoc City

S.Y 2005-2010 Bankal Elementary School
Fast Achiever
Brgy. Bankal, Lapu-Lapu City, Cebu

LANGUAGES SPOKEN

- English
- Filipino
- Cebuano

SKILLS

- Customer Services
- Proficient of computer applications such as Microsoft Word, Microsoft Excel, Microsoft Power Point and Microsoft Publisher as well as Encoding and Internet.
- Utilizes Google tools such as Word, Spreadsheet and Slides
- Good communication skills.
- Officiating of sports such as Swimming, Table Tennis, Lawn Tennis, Badminton, Volleyball, Athletics, Kayak, Arnis, Softball, Soccer and Basketball
- Organization and Management of Sports, Music and Dance Events
- Performer of different dance forms
- Plays musical instrument such as Violin and Piano
- Creating of Course Syllabus for Physical Education Subjects for College

EXPERIENCE

Part-time Instructor

September 30 - February 1, 2023

Institute of Human Kinetics

Visayas State University

- Taught PhEd 11 (Movement Enhancement) and PhEd 13 (Physical Activities towards Health and Fitness I).
- Conducted various activities to cater students' needs and interests.
- Accommodated the guest speaker for the University Intramurals.
- Assistant Coach Dance Sports Latin Discipline during Regional SCUAA 2022 held at Southern Leyte State University.

Call Center Agent

January 19, 2021 up to present

Virtual Staffing Solutions OPC

Brgy. Cogon, Ormoc City

- Make outbound calls: Junior Funding Advisor at Seek Business Capital
- SGF Account Manager: Fulfillment Department of Seek Business Capital
- Sales Agent at Darvis Account (Remote Patient Monitoring)
- Made outbound calls: Select Quote Senior
- Virtual Assistant: Care Team Assistant for Kids Individual Development Services

Outbound Call Center Agent

September 16 – December 5, 2020

Pfleiderward-solutions

Dona Feliza Mejia, Brgy. Cogon, Ormoc City

- Made Outbound Calls: Appointment Setting
- Conducted report about Insurances and Medicare in Texas, Kansas and Missouri as well as the people and culture

Part-time Instructor

January 20 – May 22, 2020

Institute of Human Kinetics

Visayas State University

- Taught PhEd 12 (Fitness Exercise), PhEd 14 (Physical Activities towards Health and Fitness II: International Dances, Swimming and Outdoor and Recreational Activities) and HOPE 2 (Senior High School) strands HUMSS and TVL
- Conducted various activities to cater students' needs and interests
- Creating of course syllabus for PhEd 11 (Movement Enhancement) based on PATHFIT 1
- Creating Online ready courseware for PhEd 13 (Filipino Traditional Games)

Part-time Instructor

August 01 – December 13, 2019

Institute of Human Kinetics

Visayas State University

- Taught PhEd 11 (Movement Enhancement) and PhEd 13 (Physical Activities towards Health and Fitness I)
- Conducted various activities to cater students' needs and interests
- Assistant Tournament Manager in Swimming during University-Wide Intramurals
- Handled Opening and Closing Ceremony during University-Wide Intramurals
- Secretariat during SCUAA 2019 held at Biliran Province State University
- Assistant Coach Dance Sports Latin Discipline during Regional SCUAA 2019 held at Biliran Province State University

MAPEH Student Teacher Grade 10

August 23 – November 19, 2019

New Ormoc City National High School

Don Felipe Larrazabal, Ormoc City

- Made lesson plans and various instructional materials for every topic
- Conducted varied activities to cater students' individual differences
- Monitored and supervised students in their learning
- Participated in different school activities and programs

EXTRA CURRICULAR ACTIVITIES

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|---|-----------|
| • VSU Intramurals Officiating Official | 2015-2019 |
| • Officiating Official of the VSU 95 th Founding Anniversary Fun Run | 2018-2019 |
| • Facilitator at ATI-RTC 8 Excel Day: PinoyLympics | 2018-2019 |
| • SCUAA Officiating Official | 2016-2018 |
| • Facilitator and Performer of the PASUC VIII Culture and the Arts Festival Competition | 2017-2018 |
| • Participant of the 1 st Ormoc National Open Dancesport Championship | 2017-2018 |
| • Officiating Official of the RC Nutrition Club Festival RUN for FUN | 2017-2018 |
| • Performer of the 1 st VSU Culture and the Arts Festival | 2017-2018 |
| • Officiating Official of the 1 st Age Group Swimming Competition | 2017-2018 |

SEMINARS/TRAININGS ATTENDED

- Dancesport Workshop
May 12, 2019
Visayas State University, VisCA, Baybay City, Leyte
- MAPEH Congress
May 05, 2019
VSU RDE Hall, VisCA, Baybay City, Leyte
- Sports Clinic: Officiating, Organizing and Managing Swimming Events
August 3-4, 2017
Institute of Human Kinetics, Visayas State University, VisCA, Baybay City, Leyte
- Strengthening HIV/AIDS Knowledge and Awareness among BSEd MAPEH Students
April 25, 2017
Center for Continuing Education Building, Visayas State University
- 1st Echo Folk Dance Workshop
July 05, 2015
Visayas State University, VisCA, Baybay City, Leyte

CHARACTER REFERENCES

- **MR. ANDREW A. MAZO**
Instructor
Institute of Human Kinetics
Visayas State University
VisCA, Baybay City, Leyte
09175238258
- **Dr. CHARIS B. LIMBO-RIVERA**
IHK Director
Institute of Human Kinetics
Visayas State University
VisCA, Baybay City, Leyte
09485105847
- **MR. DENNIS JOEL L. CERNA**
Instructor
Institute of Human Kinetics
Visayas State University
VisCA, Baybay City, Leyte
09190002810
- **MR. DOMINIC S. CAGANG**
MAPEH Teacher
New Ormoc City National High School
Don Felipe Larrazabal, Ormoc City, Leyte
09391078433