





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

CERTIFICATIONS AND ACHIEVEMENTS

- Civil Service Exam (Professional Level) Passer
- Licensure Examination for Teachers (LET) Passer
- Fire Officer Exam Passer

I am a Licensed Professional Teacher, a Civil Service Exam Professional Level 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
2023 - 2024

- 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

- SVFP Social Action Commision

2024 -Present

- LNU Alumni Association

2023 -Present

- SVFP Vincentian Choir and Emmanuel's Singers

2022-Present

- JJC Tanauan Molave

2017-2019