

## FRANCIA MARIE D. JOSE

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Address: Purok Jasmin, Cogon, Ormoc City, Leyte

Birthday: December 3, 1990

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### CAREER OBJECTIVE

Seeking a career with a progressive organization that provides an opportunity to capitalize my knowledge, skills and abilities in relation to Biology and related fields.

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### TECHNICAL SKILLS

- Computer literate particularly in Microsoft Office (MS Word, Excel, PowerPoint)
  - Acquainted with online video conferencing/online teaching platforms (e.g. google meet and zoom)
  - SCUBA Diver
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### PERSONAL SKILLS

- Very satisfactory written and verbal communication skills
  - Highly organized and efficient
  - Ability to work independently as well as a team player
  - Proven leadership skills and ability to motivate
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### EDUCATION

#### COLLEGE

**Bachelor of Science in Biology (major in Ecology)**

**June 2007 – April 2011**

Visayas State University

ViSCA, Baybay City, Leyte 6521-A

#### HIGH SCHOOL

**June 2003 – April 2007**

New Ormoc City National High School

Ormoc City, Leyte

#### ELEMENTARY

**June 1997 – April 2003**

Cogon Central School

Ormoc City, Leyte

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### ACHIEVEMENTS

- Honors Received (College): Cum Laude (Graduation: April 5, 2011)
  - Civil Service Commission Honor Graduate Eligible
- Honors Received (Elementary): Valedictorian (Graduation: April 3, 2003)

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## WORK EXPERIENCE

### **Biologist/Monitoring Officer/Pollution Control Officer**

Jewelmer International Corporation/Ecofarm Systems and Resources Inc. (Pearl Farm)  
(May 27, 2011 – December 14, 2019)

#### DUTIES AND RESPONSIBILITIES

- Facilitated in monitoring/supervising activities related to rearing of pearl oysters,
- Gathered daily data samples and collected physico-chemical/environmental parameters,
- Responsible for identification and quantification of plankton,
- Performed underwater dives/SCUBA works,
- Manage the systematic performance and maintenance of pollution control activities
- Prepared quarterly and annual reports involving pollution control.

### **Part-time Instructor**

Department of Biological Sciences, Visayas State University  
(October 19, 2020 – February 26, 2021)

#### DUTIES AND RESPONSIBILITIES

- Assisted in the preparation of laboratory manuals (for Genetics and Zoology subjects),
- Prepared and produced supplemental learning materials like PowerPoint presentations,
- Maximized the use of online teaching platforms like Moodle, google meet and zoom,
- Drafted and formulated TOS and exam questions,
- Oversee the monitoring of student's participation and performance in online classroom activities as well as in printed activity worksheets and outputs,
- Checked and recorded student's worksheet scores and examination results.

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## CERTIFICATES RECEIVED

### **Certificate of Attendance**

VSU E-Learning Environment Training – Workshop Series  
Department of Computer Science and Technology, Visayas State University,  
ViSCA, Baybay City Leyte  
December 9, 2020

### **Certificate of Attendance**

ISO 9001:2015 Awareness/Re-awareness Webinar  
Visayas State University,  
ViSCA, Baybay City Leyte  
November 27, 2020

### **Certificate of Completion**

Basic Training Course for New Pollution Control Officers  
City State Asturias Hotel, South National Highway, Tiniguiban Heights, Puerto Princesa City, Palawan  
December 15, 2018

## **CERTIFICATES RECEIVED (cont.)**

### **Certificate of Accreditation**

Pollution Control Officers (Category A)

February 13, 2019

### **Certificate of Eligibility**

#### **Honors Graduate Eligibility**

Civil Service Commission (CSC)

CSC Regional Office No. 8

Palo, Leyte

April 20, 2011

### **Certificate of Participation**

Forum on Conflict in Resource Management, Access and Benefit Sharing: Local Issues, Global Concern

VSU, Baybay City Leyte

October 8, 2010

### **Certificate of Participation**

Marine Mammal and Medic Rescue Seminar

VSU, Baybay City Leyte

July 16, 2010

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## **REFERENCES:**

Mr. Rogelio R. Bas

Resident Manager

Ecofarm Systems and Resources Inc.

Capare Island, Brgy. San Isidro, Busuanga, Palawan

09262748399

Ms. Cynthia Lakip

Human Resource Head

Jewelmer International Corporation/Ecofarm Systems and Resources Inc

31B PhilAm Life Tower, 8767 Paseo de Roxas, Makati City 1226

09473699604

Mr. Carmichael C. Espiritu

Instructor

Unified Team Diving (UTD)

Cebu City, Philippines

09173094487

Dr. Beatriz S. Belonias

Vice President for Instruction

Visayas State University

ViSCA, Baybay City, Leyte

335-4007

Prof. Marita I. Galinato (retired)

Department of Biological Sciences

ViSCA, Baybay City, Leyte

335-4747 / 092655366091