

**KAY ANNE VILLOCINO- GALGO**

Zone 1, Barangay Guadalupe, Baybay City, Leyte  
Contact no. 09483652105/09050478655  
Email address: [khey25ann@gmail.com](mailto:khey25ann@gmail.com)

**OBJECTIVE**

To acquire a teaching position and show the ability to work independently and contribute to the academic success of the department.

**PERSONAL BACKGROUND**

Age: 26 years old  
Date of birth: November 25, 1995  
Place of Birth: Antipolo, Rizal  
Civil Status: Married  
Religion: Roman Catholic  
Spouse: Ryan R. Galgo  
Mother: Melodina A. Gofredo  
Father: Olimpio B. Villocino Jr.  
Language Spoken: Cebuano, Tagalog, and English

**EDUCATION**

Visayas State University  
City of Baybay, Leyte  
Master of Education Major in English  
August 2019- Present

Visayas State University  
City of Baybay, Leyte  
Bachelor of Elementary Education  
April 2016

Alternative Learning System  
Passer  
2012

Baybay National High School  
3<sup>rd</sup> year Honor Student  
2012

Gabas Central School  
Valedictorian  
2009

## **EXPERIENCE**

J2 Group  
Australia Based Company  
Content Writer  
November 2020- Present

DepEd Baybay City Division  
City of Baybay, Leyte  
Substitute Teacher, Kindergarten and Grade II  
January 2021 to May 2021

Office of the University Registrar  
Visayas State University  
City of Baybay, Leyte  
Administrative Aide (Clerk)

Baybay I Central School, City of Baybay, Leyte  
Student Teacher, Grades II and V, November 2015 to February 2016

- Planned and organized several lessons in all subjects areas
- Applied various strategies and techniques in teaching
- Helped in the preparation for Christmas King and Queen Coronation and for the Educators Night

Student Assistant, April to June 2015

- Assigned at the office of University Registrar
- Assist the course in- charge during the enrollment
- Help in organizing students' record

Special Program in Employment for Students Beneficiary  
Assigned in the Bureau of Internal Revenue office (April to May 2012)

- Assist the officer during the renewal of permit period
- Assigned in the CPDO ( April to May 2011)

## **EXTRA CURRICULAR ACTIVITIES**

- Member of Mentors Guild- (June 2012 up to present)
- Treasurer of Gabas Commission on Youth- (August 2014 up to present)
- Secretary of Gabas Church Pastoral Council- (August 2014 up to present)

## **SEMINARS/ TRAINING ATTENDED**

- Stress Management Seminar- (March 30, 2015)
- Practice Teaching Seminar (November 2015)
- Drug Abuse Prevention Seminar- (November 2015)

## **COMPUTER SKILLS**

- Encoding with the use of MS Word
- Computing grades with the use of MS Excel
- Making slide presentation with the use of MS PowerPoint

**OTHER SKILLS**

- Dancing
- Sewing
- Table Skirting

**REFERENCES**

**Mr. Sergio T. Paña**  
School Head, Mapgap Integrated School  
Mapgap, Baybay City, Leyte  
Contact #: 09364147208

**Ms. Gilda Impas**  
School Head, Villa Mag-aso Elementary School  
Villa Mag-aso, Baybay City, Leyte  
Contact #: 09396348766

**Mr. Renato A. Maala**  
Registrar II  
Visayas State University  
Baybay City, Leyte  
Contact #: 563-7428

**KAY ANNE V. GALGO**  
Applicant’s Signature

