



# JEROME T. MATUNOG

## INSTRUCTOR (BEED)

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📍 MAYORGA, LEYTE, PHILIPPINES 6507

## EDUCATION

### Bachelor of Elementary Education VISAYAS STATE UNIVERSITY – MAIN CAMPUS

2019 – 2023

- Best Student Teaching Proficiency Nominee (2nd Sem AY 2022-2023)
- Cum Laude

### TVL-ICT (Senior High Graduate) (COMPUTER SYSTEMS SERVICING)

MACARTHUR NATIONAL HIGH SCHOOL

2017 – 2019

- NCII in COMPUTER SYSTEMS SERVICING
- Class Valedictorian

## EXPERTISE

- Math's expertise
- Topic explanations and demonstrations
- Lesson plan development
- Confidence building
- Computer literate
- Activity-based learning
- Adaptable nature
- office procedures and organization

## LANGUAGE

Waray-waray (First Language)

Filipino

English

Cebuano Language

## Experience

○ 2016– 2021

Local Government Unit of Mayorga Leyte

### Special Program of the Employment of Students (SPES)

- Interacted with clients and visitors professionally, assisting them with inquiries and providing necessary information. Learned how to handle different types of people and situations with patience and empathy.
- Involved in clerical and administrative duties, such as filing, data entry, record-keeping, and preparing reports. I familiarized myself with office procedures and organization.
- Participated in outreach programs organized by DSWD and LGU Mayorga, and experienced firsthand the impact of community-based initiatives.
- Participated in community forums or awareness campaigns that improved my public speaking abilities and confidence.

○ 2018 – 2019

Dulag, Leyte, Philippines

### Perpetual Help Community Cooperative (PHCCI)

#### Dulag Branch Intern

- Involved in clerical and administrative duties, such as filing, data entry, record-keeping, and preparing reports. I familiarized myself with office procedures and organization.

○ 2018 – Current

Mayorga, Leyte, Philippines

### Home Tutor

- Assisted students of all skill levels in core subjects, including Math and English.
- Delivered demonstrations and explanations clearly with struggling topics.
- Taught students various subjects, such as English, Math, and Science.
- Conducted initial assessments and exams on newly assigned students, developing an understanding of needs, abilities, strengths, and weaknesses.
- Helped student's complete homework by explaining questions, processes and problem-solving.

## Reference

Jay C. Bansale

Assistant Professor I / VSU (DTE)

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