



**MA. THERESA M. CATAYOC**  
TEACHER

☎ 09385076698  
✉ [Matheresacatayoc03@gmail.com](mailto:Matheresacatayoc03@gmail.com)  
📍 Don Potenciano Larrazabal Ormoc  
City Leyte, 6541

**CERTIFICATIONS**

Professional Teacher license  
# 1600473  
120 hour Teach English as a  
Foreign Language (TEFL)  
certificate course  
ADVANCED COMPUTER  
LITERACY PROGRAM

**SKILLS**

- Reading and writing
- Effective Communication
- Interpersonal skills
- Time management skills
- Handling pressure
- Caring
- Modern Classroom Technology
- Can play instruments

**CAREER OBJECTIVE:**

Hard-working professional with 2+ years of experience and proven knowledge of adaptive teaching methods, communication skills, classroom management, and field instruction. Aiming to leverage my skills to successfully fill any role at your company.

**EXPERIENCE**

SECONDARY SCIENCE TEACHER  
CCL CENTREX, Lapulapu City, Cebu/ July 2019- May 2021

- plan lessons in specific subjects and present them to students using creative teaching techniques in engaging ways daily.
- Assess the weaknesses, strengths, and abilities of every student each week and address them appropriately.
- Maintain obvious rules for a disciplined classroom that still allows students to feel comfortable asking questions and brainstorming.
- Adapt lesson plans when class sizes change or students are struggling with a particularly difficult concept.
- Report to the department chair or administrator monthly regarding concepts you feel are or are not working, students who require special attention, or problems you foresee affecting the ability of students to learn.
- Understand the standardized state tests and adequately prepare students to pass them, building confidence in their ability to demonstrate what they have learned during the school year.
- Contact parents when necessary, communicating any special needs or concerns you feel their child needs or complimenting a student on a good job in class.

ELEMENTARY SUBSTITUTE TEACHER  
MONTERICO ELEMENTARY SCHOOL, Ormoc City, Leyte/ December 2018-January 2019

- Create daily lesson plans that are engaging, educational, and exciting for the kids, encouraging them to want to come to school.
- Deliver lesson plans in a way that catches the attention of the students and keeps them occupied and excited about learning.
- Watch closely for students who are struggling with emotional problems, learning disabilities, or situations at home, and help them find the resources they need.
- Increase educational knowledge and stay up to date on new methods by joining professional organizations, attending continuing education courses, and attending regular training sessions for teachers.
- Offer praise and encouragement to students when they do well and when they are struggling and teach them that they have the power to do well in school no matter what.

**SECONDARY SUBSTITUTE TEACHER**

IPIIL NATIONAL HIGH SCHOOL, Ormoc City, Leyte/ October 2018-  
November 2018

- created and maintained a welcoming, friendly, engaging, and nurturing classroom environment where all students feel comfortable.
- Established classroom and field trip rules and enforced them fairly and effectively.
- Developed rigorous lesson plans and lectures and prepared students for quizzes and quiz.
- Graded papers, lessons, tests, quizzes, and other assignments relaying information to parents and school board when necessary.

**MONITORING AGENT**

CITY TREASURERS OFFICE, ORMOC CITY HALL / April 2018-  
September 2018

**OFFICE CLERK**

ORMOC CITY CHAMBER, ORMOC CITY/ MARCH-APRIL 2018

Maintain files and records so they remain updated and easily accessible

- Sort and distribute incoming mail and prepare outgoing mail (envelopes, packages, etc.)
- Answer the phone to take messages or redirect calls to appropriate colleagues
- Utilize office appliances such as photocopiers, printers, etc., and computers for word processing, spreadsheet creation, etc.
- Take minutes of meetings and dictations
- Assist in office management and organization procedures
- Monitor stocks of office supplies (paper clips, stationery, etc.) and report when there are shortages
- Assist in making travel arrangements and booking venues for conferences and events
- Perform other office duties as assigned

**OFFICE CLERK**

ACCOUNTING OFFICE/ORMOC CITY HALL FEBRUARY-MARCH 2018  
(same job description as above)

**EDUCATION**

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**POSTGRADUATE: MASTER OF ARTS IN SCIENCE EDUCATION**

PALOMPON INSTITUE OF TECHNOLOGY, PALOMPON LEYTE  
AUGUST 2018 PRESENT/ 12 UNITS

**TERTIARY: BACHELOR OF SECONDARY EDUCATION MAJOR IN BIOLOGICAL SCIENCE**

Eastern Visayas State University Ormoc City Campus  
2016-2017

**SECONDARY: PRIMONA HOLY INFANT ACADEMY INC.**

POBLACION KANANGA LEYTE  
2012-2013


**ELEMENTARY: L. CABAUG ELEMENTARY SCHOOL**

2008-2009

**REFERENCES**

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CHERYL P. GALLO  
Transpo Regulations Officer I BPLO  
09469351897



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WILLA MAE HIYOCA  
SECONDARY TEACHER/ CCL CENTREX  
FORMER CO TEACHER  
09672249530

MARILOU CABELIDA  
OFFICE CLERK/ ORMOC CITY HALL  
FORMER TREASURER/ AUNT  
09956018914