

EDUCATION



TRACIE R. PUNA

Background

Address: Poblacion Zone 1 Baybay City, Leyte

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Email: tracie.ranez@gmail.com

Religion: Roman Catholic

Status: Married

Skills

- Management Skills
- Creativity
- Negotiation
- Critical Thinking
- Leadership

Awards & Achievements

- Leadership Awards
- Research Paper Published 2022

• Master of Arts in Education major in Natural Sciences

Franciscan College of the Immaculate Conception Inc.
Baybay City Leyte

JULY 2022

• Beauty Care Nail Care NCII-Completed

Franciscan College of the Immaculate Conception Inc.
Baybay City Leyte

MAY 2018

• Bachelor of Secondary Education major in Biological Sciences

Visayas State University
Visca Baybay City Leyte

APRIL 2016

• Cristo Rey Regional High School

Malibago St. Bernard Southern Leyte

MARCH 2012

• Sua Elementary School

Sua, San Juan Southern Leyte

MARCH 2008

EXPERIENCE

• Head, Laboratories/Science Laboratory In-Charge

Franciscan College of the Immaculate Conception Inc.
Baybay City Leyte

2018-2025

- Supervises and coordinates the management of laboratories
- Supervises the utilization and maintenance of laboratory equipment, chemical supplies, and other laboratory materials;
- Takes care of the inventory system and classification of chemicals and laboratory equipment;
- Checks the inventory system.
- Purchase laboratory materials based on the approved budget.

• Graduate School Faculty

Franciscan College of the Immaculate Conception Inc.
Baybay City Leyte

2023-2025

- Develop and deliver graduate-level courses in advanced botany, zoology, cell biology, environmental sciences, and genetics.
- Design and implement innovative instructional methods to enhance student learning and engagement.
- Participate in departmental, college, and university service activities, including committees and outreach programs.
- Design, administer, and grade comprehensive examinations to assess student competency and readiness.

• College Instructor Faculty

Franciscan College of the Immaculate Conception Inc.
Baybay City Leyte

2019-2025

- Develop and deliver course lectures, laboratory sessions, and practical exercises in assigned science fields such as human anatomy and physiology, microbiology and parasitology, forensic chemistry, and toxicology, and also in professional education courses.
- Prepare and update instructional materials, syllabi, assessments, and laboratory manuals aligned with curriculum standards.
- Assess student performance through exams, assignments, projects, and laboratory evaluations, providing constructive feedback.
- Integrate current scientific research and industry practices into teaching content.
- Supervise student research projects, internships, and practical training sessions.
- Participate in faculty meetings, professional development, and curriculum review processes.
- Stay updated on advancements in relevant scientific fields and pedagogical strategies.

• Junior High School Faculty

Franciscan College of the Immaculate Conception Inc.
Baybay City Leyte

2018-2025

- Develop and implement lesson plans aligned with the school's science curriculum and educational standards.
- Deliver engaging and interactive lessons in various science disciplines, including biology, chemistry, physics, and earth sciences.
- Assess student progress through assignments, projects, quizzes, and exams, providing constructive feedback.
- Assist students in developing investigatory projects, ensuring adherence to scientific methods and safety protocols.
- Panel and facilitate student project presentations, providing constructive feedback and encouragement.
- Prepare instructional materials, assessments, and activities that enhance learning and understanding of scientific concepts.



TRAININGS AND SEMINARS

Building Leadership Capacity when Faced with Transformative Change	Phoenix Publishing House & PPh Educational Foundation
Seminar on Outcome-Based Education	Franciscan College of The Immaculate Conception (FCIC)
Webinar: Classroom Assessment Tools and Strategies in the New Normal"	Phoenix-Sibs Publishing House
2023 In-Service Training for Junior High School Teachers	Private Education Assistance Committee in partnership with DepEd, Tacloban City
College Faculty In-Service Training: Benchmarking Best Practices in Research and Innovation	Franciscan College of The Immaculate Conception (FCIC)
Webinar: Classroom Management Strategies in the New Normal"	Phoenix-Sibs Publishing House
Conversations on Instructional Coaching: One More Time, With Feeling	Phoenix-Sibs Publishing House
Seminar-Workshop "Advancing Technology Through Innovation"	Advanced Research and Innovation Center (VSU)
Seminar-Workshop on Journal Publication	Franciscan College of The Immaculate Conception (FCIC)
Webinar: Education in Indonesia: Trends, Best Practices, and Innovations	Kaagapay Teacher Support
Institutionalizing Evidence-Based Practices for A Learner Centered School	AECON (Annual Educator's Congress
General Education Webinar: Doing Blended Learning for GE Courses	UP Diliman , CHED
College Faculty In-Service: 21st Century Thinking Process: Adaptive Education	Franciscan College of The Immaculate Conception (FCIC)
Seminar-Workshop on Updating Research Skills	PRODEV Project Training Center partnership with FCIC
Google Workspace Training Workshop via Google Meet	Franciscan College of The Immaculate Conception (FCIC)
Google Workspace for Education Fundamentals Training Program	Franciscan College of The Immaculate Conception (FCIC)
International Webinar: Advances in Life Science	Auxilium College (Gandhi Nagar, Vellore, Tamil nadu, India
Webinar: Redefining Instructional Techniques and Learning Strategies: Challenges and Opportunities	Department of English, Dr. MGR Educational and Research Institute, Adayalampattu Phase II (Indonesia)
Webinar: Student Engagement with Class point	Kaagapay Teacher Support
New Methods & New Expression: Effective Teaching Strategies in the New Normal (A Teaching Demonstration)	CEAP (Catholic Educational Association of the Philippines)
2020 In-Service Training for Junior High School Teachers via Zoom	Private Education Assistance Committee in partnership with DepEd, Tacloban City
Webinar: Creating, Uploading & Calendaring Resources in Aralinks CLE"	AraLinks
PAFTE Midyear Webinar: Planning, Designing, and Delivering Course Materials for Flexible Learning"	PAFTE Region VIII
Webinar: AraLinks Collaborative Learning Environment for Distance Learning"	AraLinks
Continuing Professional Development for Professional Teachers "Teach Beyond the Box: Creative and Imaginative Teaching for Education 4.0 Empowering Education to Produce Innovation"	Phoenix Publishing House Inc. Lapu Lapu City
Seminar Workshop on Fundamentals of Research: Science Investigatory Project	Franciscan College of The Immaculate Conception (FCIC)
2018 DepEd-PEAC Summer In-Service Training (INSET) SHS	Private Education Assistance Committee in partnership with DepEd, Tacloban City
Seminar-Workshop on Transformational Teaching for the 21st Century Learners-Science Workshop	Liceo del Verbo Divino, Tacloban City
Seminar-Workshop on Highly Engaged Classroom	Franciscan College of The Immaculate Conception (FCIC)
Phoenix Aralinks Faculty Training Program "Creating Interactive Lessons with Ispring"	Phoenix ARALinks partnership with (FCIC)
Phoenix Aralinks Faculty Training Program "Enriching Frontal Instruction using Phoenix ARALinks Technology"	Phoenix ARALinks partnership with (FCIC)
Seminar Workshop on Basic Laboratory Safety Procedures and Manipulation of Laboratory Apparatus and Equipment	Franciscan College of The Immaculate Conception (FCIC)
2017 DepEd-PEAC Summer In-Service Training (INSET) JHS	Private Education Assistance Committee in partnership with DepEd, Tacloban City



REFERENCES

FATIMA IRENE DELA PENA, LPT

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Management & Administration
09282878787

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09773878170