

TRACIE R. PUNA

Background

Address: Poblacion Zone 1 Baybay City, Leyte

09510402806 Phone:

tracie.ranez@gmail.com Email:_

Religion: Roman Catholic

Married Status:

₩ Skills

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



- Leadership Awards
- Research Paper Published 2022

EDUCATION

Master of Arts in Education major in Natural Sciences

Franciscan College of the Immaculate Conception Inc. Baybay City Leyte

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

Visavas State University Visca Baybay City Leyte **APPII 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.

2018-2025

Baybay City Leyte

- 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.

2023-2025

Baybay City Leyte

- 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
- enaggement. · Participate in departmental, college, and university service activities, including committees and
- 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
- · 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,
- Assess student progress through assignments, projects, quizzes, and exams, providing constructive
- Assist students in developing investigatory projects, ensuring adherence to scientific methods and
 - 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.

Webinar: Student Engagement with Class point New Methods & New Expression: Effective Teaching Strategies in the New Normal (A Teaching Demonstration) 2020 In-Service Training for Junior High School Teachers via Zoom Webinar: Creating, Uploading & Calendaring Resources in Aralinks CLE" PAFTE Midyear Webinar: Planning, Designing, and Delivering Course Materials for Flexible Learning Webinar: AraLinks Collaborative Learning Environment for Distance Learning" Il (Indonesia) Kaagapay Teacher Support CEAP (Catholic Educational Association of the Philippines) Private Education Assistance Committee in partnership with DepEd, Tacloban City AraLinks PAFTE Region VIII AraLinks AraLinks	Building Leadership Capacity when Faced with Transformative Change	Phoenix Publishing House & PPh Educational Foundation
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