

CURRICULUM VITAE

CONTACT DETAILS

MAY CLAIRE R. ABUNALES

Address: D. Veloso St, Baybay City, Leyte
Cell. No.: 09064494740/ (053)563-9419



PERSONAL BACKGROUND

Date of Birth : May 05, 1992
Place of Birth : Butuan City, Agusan Del Norte
Sex : Female
Age : 31 yrs.old
Citizenship : Filipino
Height : 4' 10"
Weight : 50 kg.
Civil Status : Single
Languages Spoken: English, Filipino, Cebuano
Eligibility : Civil Service Professional Eligible

EDUCATIONAL BACKGROUND

The College of Maasin
Maasin City, Southern Leyte
Graduate, **Master in Public Administration (MPA)** 2020-2022

CALUBIAN NATIONAL VOCATIONAL SCHOOL
Graduate, Bookkeeping NCIII (2016)

Palermo Hotel Institute of Tourism and Hospitality, Incorporated (PHITHI)
Graduate, Bartending NCII (2014)

Franciscan College of the Immaculate Conception (FCIC)
A. Bonifacio St., Baybay City, Leyte
Graduate, - **Bachelor of Science in Business Administration**
Major in Financial Management (FM) 2009 - 2013

Baybay National High School
30 de Diciembre St ., Baybay City
Graduate, **Secondary Education** (2007-2009)

Agusan National High School
A.D. Curato St., Butuan City
Secondary Education 2005 - 2007

Obrero Elementary School
Butuan City, Agusan del Norte
Graduate, **Elementary Education** (2000 - 2005)

WORK INVOLVEMENT(S)

ADMINISTRATIVE ASSISTANT III **November 29, 2021- Present**
Cash Office, DepEd Baybay City Division Office
Baybay City, Leyte

ADMINISTRATIVE ASSISTANT II **July 15, 2019- November 28, 2021**
Cash Office, DepEd Baybay City Division Office
Baybay City, Leyte

ADMINISTRATIVE AIDE IV **September 01, 2018- July 14, 2019**
Cash Division Office, Visayas State University
Visca, Baybay City, Leyte

ADMINISTRATIVE AIDE III **March 16, 2017- August 31, 2018**
Cash Division Office, Visayas State University
Visca, Baybay City, Leyte

CLERK (Job Order) **June 01, 2015 – March 15, 2017**
Cash Division Office, Visayas State University
Visca, Baybay City, Leyte

CASHIER/SECRETARY **February 01, 2014 – May 31, 2015**
Baybay Printshop
R. Magsaysay Ave., Baybay City, Leyte

REFERENCES:

ADORA FE F. BALTAZAR
Cashier
Cash Office, DepEd Baybay City Division Office
09176312210

JOSEPHUS ANTHONY DUENAS
Administrative Officer V, DepEd Baybay City Division Office
09554854264

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

May Claire R. Abunales
Applicant