

**Jeancel Separa**

**Brgy. 87 San Jose Tacloban City, Leyte 6500 Philippines**

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### **Work Exposures**

#### **Teaching Internship On-The-Job-Training - Leyte National High School**

**February 11, 2020 – March 20, 2020**

- Prepared and submitted Lesson Plan/s
- Used varied instructional materials
- Employed interesting activities
- Monitored the class activities
- Performed remedial instruction to students who lag behind in the lesson
- Recorded the results of the formative tests
- Supervised classroom activities
- Assessed in various school activities
- Prepared formative and summative tests as required.
- Checked students' accomplishments of different forms
- Helped facilitate in-service trainings

#### **Volunteer Co-Learner – San Jose Central School**

**August - September 2018**

- Monitored the class activities
- Attended the daily routine activities
- Gave remedial help/instruction
- Took class attendance
- Planned and structured bulletin boards
- Keep record of student's assignment, tests and other accomplishments
- Guided class discussion
- Used a variety of teaching techniques and methods
- Helped students with discipline problem

#### **Student Leader – Leyte Normal University**

**August 2018 – 2019 (served as Secretary of Interact Society Organization)**

- Recorded meeting minutes
- Make notices, resolutions, and meeting agendas

- Compiled and sorted all necessary papers or files such as approved minutes, agendas, semestral and year-end reports.
- Attended council meetings
- Participated in all of the organization's activities.

## **Education**

- Leyte Normal University College of Education, Tacloban City (2015-2020)  
Graduated – Bachelor of Secondary Education Major in Social Studies,  
*Competence in Practicum Award*
- San Jose National High School, Manlurip, San Jose Tacloban City (2011-2015)  
Graduated
- San Jose Central School, San Jose Tacloban City (2007-2011)  
Graduated
- Nagcaduha Primary School, Nagcaduha, Villareal, Western Samar (2005-2007)

## **Skills and Qualifications**

- Proficient with Microsoft Word, PowerPoint, and Excel
- Skillful with various multi-media editing programs and social-media platforms
- Related trainings and certifications earned:
  - National Certificate II in Computer Systems Servicing:  
Certificate Number – 21083702027761 SJL-99-672-08060-001
  - Certificate of Achievement on Life Skills Training (English) by PLAN International and YES! Academy On-Line Training
  - Certificate of Participation on 2<sup>nd</sup> School-Based In-Service-Training on Disaster Risk Reduction Integration in Teaching by Leyte National High School
  - Certificate of Participation on Leaders for Excellence, Action, and Development Camp (LEAD Camp HEXA) 2018 by Leyte Normal University
  - Certificate of Attendance on Volunteer Co-learner's Empowerment Training for Learning Year 2018 – 2019 by Leyte Normal University
  - Certificate of Participation on Gender Sensitivity Training and Workshop for Student Leaders 2018 by Leyte Normal University
  - Certificate of Completion on Capacity Building Training in Teaching with Technology by Leyte Normal University

### **Personal Information**

Date of Birth: May 12, 1999  
Place of Birth: Brgy. Nagcaduha, Villareal Western Samar, Philippines  
Gender: Female  
Civil Status: Single

### **Character Reference**

**Mr. Carlo M. Maglinte** (Treasury Staff at Puregold)  
Brgy. Libertad, Palo Leyte  
+63916-601-4606

**Ms. Delia Abude** (Brgy. Captain)  
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I hereby certify that the foregoing information are certified true and correct.

  
**JEANCEL L. SEPARA**  
Applicant