

# SHANIA MARIE GULA ALBARACIN

Brgy. Look, Anahawan, Southern Leyte • shania.albaracin@gmail.com • 09465347237

## Education

**VISAYAS STATE UNIVERSITY – Main Campus**  
Bachelor of Science in Hospitality Management  
Graduated **Cum Laude**

Baybay, Leyte  
August 2022

**SOUTHERN LEYTE STATE UNIVERSITY – College of Business and Management**  
Senior High School  
Graduated with **Honors**

San Juan, So. Leyte  
April 2016

## Experience

**ACLC COLLEGE OF ORMOC, INC.**  
*Assistant Instructor*

Cogon, Ormoc City, Leyte  
Sept. 2022 – Jun. 2023

- Taught Food Service Operations, Housekeeping Services, Tourism and Hospitality Marketing, Entrepreneurship in T&H, and Fundamentals in Transport Service to college students and TESDA scholars.
- Taught over 100 students concurrently while providing a high degree of education customization when required.
- Created and maintained a welcoming, friendly, engaging, and nurturing classroom environment where all students felt comfortable.
- Developed syllabus, lectures, and prepared students for quizzes and exams.

## D’KORETOR RESTO

*Kitchen and Catering Trainee*

Baybay City, Leyte  
Nov. 2019 – Dec. 2019

- Assisted the chef and took directions.
- Prepared ingredients, including washing and chopping.
- Organized food supplies and ingredients
- Sanitizing the food preparation areas
- Loading and unloading plates, silverwares, and other service equipment
- Served courses, cleared dish wares.

## KISSBONE COVE RESORT

*Restaurant and Housekeeping Trainee*

Saint Bernard, So. Leyte  
April 2019 – May 2019

- Took customer orders and relay to the kitchen.
- Waitress fill-in assistant during peak hours and staff shortage
- Prepared tables, and set up linens, silverware, and glasses.
- Clean rooms and restocking guestroom amenities

## Trainings, Projects, and Achievements

- Graduated **Cum Laude** from the Visayas State University, Class of 2022.
- Civil Service Eligibility, **P.D 907**
- Completer of **Teaching English as Foreign Language Course (TEFL)**
- **Coach** in the Division Technolympics 2023 (Product and Services Category) held in Ormoc City, Leyte
- **National Certificate II** holder in Food and Beverages Services
- Completer of the **Flexible Industry Practicum from Hospitality Institute of America – Philippines**

## Other Skills & Interests

- Excellent customer service skills and positive attitude.
- A good communicator, great attention to detail, flexibility, and time management.
- Ability to work under pressure and strives to build new skills.
- Computer literate (MS Word, PPT, Excel)





# VISAYAS

STATE UNIVERSITY

Main Campus

(Formerly Visayas State College of Agriculture and Leyte State University)

## OFFICE OF THE UNIVERSITY REGISTRAR

Visca, Baybay City, Leyte 6521-A, Philippines

Phone/Fax: +63 53 563 7067; +63 53 565 0600 local 1010

Email: registrar@vsu.edu.ph

Website: www.vsu.edu.ph

### OFFICIAL TRANSCRIPT OF RECORDS

#### PERSONAL DATA

**Student Name** : ALBARACIN, SHANIA MARIE GULA  
**Student Number** : 18-1-00713  
**Date of Birth** : July 14, 1999  
**Place of Birth** : Anahawan, Southern Leyte  
**Sex** : Female  
**Religion** : Roman Catholic  
**Citizenship** : Filipino  
**Parent/Spouse** : Mr. & Mrs. Primitivo S. Albaracin  
**Address** : Brgy. Lo-ok, Anahawan, Southern Leyte  
**Guardian** :  
**Address** :



#### PRELIMINARY EDUCATION

**Elementary** : Anahawan Central School  
Anahawan, Southern Leyte **Year** : 2012  
**Junior High School** : Saint Anthony's High School  
Anahawan, Southern Leyte **Year** : 2016  
**Senior High School** : Southern Leyte State University - College of Business and  
Management **Year** : 2018  
San Juan, Southern Leyte  
**Entrance Credential** : Form 138  
Southern Leyte State University - College of Business and  
Management  
San Juan, Southern Leyte

#### GRADING SYSTEM:

#### NUMERICAL RATING

#### ADJECTIVAL RATING

#### EQUIVALENT ALPHABETIC RATING

1.00	Excellent	A
1.25	Highly Outstanding	A+
1.50	Outstanding	A-
1.75	Very Good	B
2.00	Good	B+
2.25	Very Satisfactory	B-
2.50	Satisfactory	C
2.75	Fair	C+
3.00	Passing	C-
5.00	Failure	F
S - Satisfactory		Inc - Incomplete
U - Unsatisfactory		DR - Dropped
Au - Audit (No credit)		

One unit of credit is one hour lecture or recitation or three hours of laboratory work, drafting or shop work each week for the period of a complete semester.

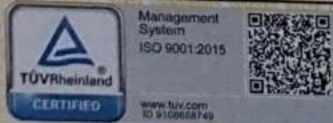
The semestral average of a student is computed by multiplying the number of units assigned to a course by the grade earned and the product divided by the total units earned for the semester.

Note: This transcript is considered original when it bears the seal of the University and the original signature of the University Registrar.  
Any erasure or alteration made on this copy renders the whole transcript invalid.

Not Valid  
Without Seal

MARWEN A. CASTAÑEDA

University Registrar



**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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v1 06-30-2020

No. 22-3013





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Website: www.vsu.edu.ph

### OFFICIAL TRANSCRIPT OF RECORDS

VISAYAS STATE UNIVERSITY, Visca, Baybay City, Leyte

18-1-00713: ALBARACIN, SHANIA MARIE GULA

: Bachelor of Science in Hospitality Management (BSHM)

Course No.	Descriptive Title	Grade	Credit
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#### First Semester, SY 2018 - 2019

Comm 11	PURPOSIVE COMMUNICATION	1.50	3.0
Fili 11	KOMUNIKASYON SA AKADEMIKONG FILIPINO	1.50	3.0
ScSc 11n	UNDERSTANDING THE SELF	1.75	3.0
ScTS 11	SCIENCE, TECHNOLOGY AND SOCIETY	1.75	3.0
THty 101	MACRO PERSPECTIVE OF TOURISM AND HOSPITALITY	1.75	3.0
THty 103	RISK MANAGEMENT AS APPLIED TO SAFETY, SECURITY AND SANITATION	2.00	3.0
NSTP 11r	RESERVE OFFICERS TRAINING CORPS (ROTC)	1.25	3.0
Serial No. : LE-R19-002602			
PhEd 11n	MOVEMENT ENHANCEMENT	1.50	2.0

#### Second Semester, SY 2018 - 2019

Fili 12	PAGBASA AT PAGSULAT TUNGO SA PANANALIKSIK	2.00	3.0
HMgt 120	KITCHEN ESSENTIALS AND BASIC FOOD PREPARATION	1.75	3.0
HMgt 122	FUNDAMENTALS IN LODGING OPERATIONS	1.50	3.0
THty 102	QUALITY SERVICE MANAGEMENT IN TOURISM AND HOSPITALITY	2.25	3.0
THty 104	PHILIPPINE TOURISM, GEOGRAPHY AND CULTURE	1.50	3.0
THty 106	MICRO PERSPECTIVE OF TOURISM AND HOSPITALITY	2.00	3.0
NSTP 12r	RESERVE OFFICERS TRAINING CORPS (ROTC)	2.00	3.0
Serial No. : LE-R19-002602			
PhEd 12n	FITNESS EXERCISE	2.25	2.0

#### First Semester, SY 2019 - 2020

FLng 11	FOREIGN LANGUAGE 1	2.25	3.0
HMgt 121	FUNDAMENTALS OF FOOD SERVICE OPERATIONS	1.75	3.0
HMgt 123	APPLIED BUSINESS TOOLS AND TECHNOLOGIES	1.75	3.0
HMgt 125	SUPPLY CHAIN MANAGEMENT IN HOSPITALITY INDUSTRY	1.75	3.0
Humn 13n	PHILIPPINE POPULAR CULTURE	2.25	3.0
Litr 135	CREATIVE WRITING	1.25	3.0
ScSc 12n	READINGS IN PHILIPPINE HISTORY	1.75	3.0
PhEd 13n	PHYSICAL ACTIVITIES TOWARDS HEALTH AND FITNESS I	1.25	2.0

#### Second Semester, SY 2019 - 2020

FLng 12	FOREIGN LANGUAGE 2	2.75	3.0
HMgt 124	ERGONOMICS AND FACILITIES PLANNING FOR HOSPITALITY INDUSTRY	3.00	3.0
HMgt 126	INTRODUCTION TO MEETINGS, INCENTIVES, CONVENTIONS AND EVENTS (MICE)	1.25	3.0
HMgt 134	FRONT OFFICE OPERATION	1.50	3.0
Math 11n	MATHEMATICS IN THE MODERN WORLD	1.75	3.0
Phlo 11	ETHICS	1.50	3.0
ScSc 16	LIFE AND WORKS OF RIZAL	1.25	3.0
PhEd 14n	PHYSICAL ACTIVITIES TOWARDS HEALTH AND FITNESS 2	1.75	2.0

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*Ric. Castaneda*  
**MARWEN A. CASTANEDA**  
University Registrar



Management  
System  
ISO 9001:2015  
www.tuv.com  
ID 010805249



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No. 22-3093





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VISAYAS STATE UNIVERSITY, Visca, Baybay City, Leyte

18-1-00713: **ALBARACIN, SHANIA MARIE GULA**

: Bachelor of Science in Hospitality Management (BSHM)

Course No.	Descriptive Title	Grade	Credit
First Semester, SY 2020 - 2021			
HMgt 135	HOUSEKEEPING OPERATION	2.00	3.0
HMgt 141	ROOMS DIVISION COST CONTROL	1.75	3.0
Humn 11	ART APPRECIATION	1.25	3.0
ScSc 13n	THE CONTEMPORARY WORLD	1.75	3.0
THty 110	TOURISM AND HOSPITALITY MARKETING	1.75	3.0
THty 21	OPERATIONS MANAGEMENT IN TOURISM AND HOSPITALITY INDUSTRY	2.25	3.0
Second Semester, SY 2020 - 2021			
HMgt 140	REVENUE MANAGEMENT	1.25	3.0
HMgt 142	SUSTAINABLE HOSPITALITY	1.75	3.0
Litr 134	EUROPEAN LITERATURE	1.50	3.0
THty 108	LEGAL ASPECTS IN TOURISM AND HOSPITALITY	1.50	3.0
THty 112	MULTICULTURAL DIVERSITY IN WORKPLACE FOR THE TOURISM PROFESSIONAL	2.00	3.0
THty 114	ENTREPRENEURSHIP IN TOURISM AND HOSPITALITY	1.50	3.0
THty 22	STRATEGIC MANAGEMENT IN TOURISM AND HOSPITALITY	1.25	3.0
First Semester, SY 2021 - 2022			
HMgt 127	RESEARCH IN HOSPITALITY	1.50	3.0
HMgt 147	INDUSTRY IMMERSION AND SEMINAR IN HOSPITALITY	1.75	2.0
THty 105	PROFESSIONAL DEVELOPMENT AND APPLIED ETHICS	2.00	3.0
Second Semester, SY 2021 - 2022			
HMgt 200	PRACTICUM	1.25	6.0

Graduated Cum Laude on August 12, 2022 with the degree of Bachelor of Science in Hospitality Management (BSHM) as per VSU Board of Regents Resolution No. 65, s. 2022 dated August 3, 2022.

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REMARKS : FOR EMPLOYMENT

DATE ISSUED : October 07, 2022

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MARWEN A. CASTAÑEDA

University Registrar



Management  
System  
ISO 9001:2015  
www.tuv.com  
ID 010605849

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No. 22-3043



# Visayas State University

MAIN CAMPUS

Alabuhay!

Greetings!

*Ipinabatid sa lahat na ang Lupon ng mga Rehente at sa rekomendasyon ng*  
Be it known to all that the Board of Regents and upon the recommendation of  
*Akademikong Konseho ng Unibersidad ay naggawad kay*  
the University Academic Council has conferred upon

**Shania Marie G. Albaracin**

Cum Laude

*ng titulong*  
the degree of

**Bachelor of Science in Hospitality Management**

*kalakip ang mga karapatan at pribilehiyong kaugnay nito.*  
with all the rights and privileges appertaining thereto.

*Bilang pagpapatunay, nakatatak dito ang sagisag ng Unibersidad*

In testimony whereof, the seal of the University

*at ang mga lagda ng Pangulo at ng Kalihim ng Unibersidad.*

and the signatures of the President and the Secretary of the University are affixed hereunto.

*Ipinagkaloob sa VPU, Visca, Lungsod ng Baybay, Leyte, Pilipinas ngayong ikalabindalawang araw*  
Given at VSU, Visca, City of Baybay, Leyte, Philippines this 12th day

*ng Agosto sa taon ng ating Panginoon, Dalawang Libo at Dalawampung Dalawa.*  
of August in the year of our Lord, Two Thousand and Twenty-two.



  
**GUIRALDO C. FERNANDEZ, JR.**  
Secretary of the University

  
**EDGARDO E. TULIN**  
President of the VSU System



Civil Service Commission Regional Office VIII



R08-20230804-005



Republic of the Philippines  
Civil Service Commission  
Palo, Leyte



### Certification of Eligibility

This is to certify that **SHANIA MARIE G. ALBARACIN** has been granted **Honor Graduate** eligibility pursuant to **Presidential Decree No. 907**.

Issued upon the request of **Ms. ALBARACIN** this **4<sup>th</sup>** day of **August 2023**.

Date of Birth	JULY 14, 1999
Place of Birth	ANAHAWAN, SOUTHERN LEYTE
Book Number	-
Page Number	-
Seq./Line No.	-
Reg./Card/Cert. No.	100108231359
Date of Exam/Issuance/Grant	AUGUST 04, 2023
Place of Issuance	CSC RO VIII
Date of Effectivity	AUGUST 12, 2022
Date of Reg./Release	AUGUST 04, 2023

By Authority of the Commission

**CERISE D. VERZOSA**  
Chief Human Resource Specialist  
Examination Services Division

**WARNING :** *Illegal use of this certification shall subject the owner and/or perpetrator to administrative sanction and/or criminal prosecution under RA 9416. Any alteration, erasure, or absence of the official dry seal of the Commission shall invalidate this certification.*

CERTIFIED AUTHENTICATED COPY

**SHERYL M. CUMPIO**  
Human Resource Specialist II  
Examination Services Division

OR No. 8847665-1 dated August 04, 2023

**Bawat Kawani, Lingkod Bayani**

Government Center, Palo, Leyte 6501

(053) 888-0742

ro08@csc.gov.ph

www.csc.gov.ph






## **CERTIFICATE OF EMPLOYMENT**

This is to certify that **MS. SHANIA MARIE G. ALBARACIN** was an Instructor of ACLC College of Ormoc City, Inc since September 7, 2022 until July 21, 2023.

This certification is issued upon the request of the interested party for whatever legal purpose this may serve.

Given this 24<sup>th</sup> day of July, 2023 at ACLC College – Ormoc City.

  
**MR. CARY P. JAUCIAN, MBA**  
**School Director**





Republic of the Philippines  
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

# NATIONAL CERTIFICATE II

in

## FOOD AND BEVERAGE SERVICES

is awarded to

**SHANIA MARIE G. ALBARACIN**

*for having completed the competency requirements under the Philippine TVET Competency Assessment and Certification System in the following units of competency:*

**CODE NO.**

500311105  
500311106  
500311107  
500311108

**BASIC COMPETENCIES**

Participate in workplace communication  
Work in a team environment  
Practice career professionalism  
Practice occupational health and safety procedures

**CODE NO.**

TRS311201  
TRS311202  
TRS311203  
TRS311204  
TRS311205

**COMMON COMPETENCIES**

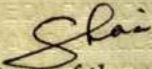
Develop & update industry knowledge  
Observe workplace hygiene procedures  
Perform computer operations  
Perform workplace & safety practices  
Provide effective customer service

**CODE NO.**

TRS512387  
TRS512388  
TRS512389  
TRS512390  
TRS512391  
TRS512392

**CORE COMPETENCIES**

Prepare the dining room/restaurant area for service  
Welcome guests and take food and beverage orders  
Promote food and beverage products  
Provide food and beverage services to guests  
Provide room service  
Receive and handle guest concerns

  
Signature of the certificate holder  
Certificate No. **19083702030734**

**ASG-99-754-08064-001**

Issued on : **December 28, 2019**  
Valid until: **December 27, 2024**



CLN-NQ- 5767092

  
**SEC. ISIDRO S. LAPEÑA, PhD., CSEE**

Director General







**HOSPITALITY INSTITUTE OF AMERICA - PHILIPPINES INC.**  
**PROVIDER OF THE WORLD-CLASS INDUSTRY TRAINING PROGRAMS**

## **CERTIFICATE OF ACHIEVEMENT**

### **FLEXIBLE INDUSTRY PRACTICUM - HOTEL OPERATIONS**

is awarded to

**SHANIA MARIE G. ALBARACIN**

for successfully completing the curated learning paths in Hospitality Track 2 (Hotel Operations) and acquiring the industry's core competencies through HIAP Inc.'s World-class Industry Training Programs.

LP-001	Hospitality Management	207 lessons
LP-002	Information Management Training	91 lessons
LP-003	Hospitality Standards	151 lessons
LP-004	Housekeeping Professional	159 lessons
LP-005	Front Office Professional	62 lessons
SC-001	Essential Public Health: COVID-19 for Lodging	16 lessons

**Aaron Dale Black**  
Chief Executive Officer / Owner



**Scott Harper, PhD**  
Academic Director



**HM2-B0134PVHZLE**

Issued on June 16, 2022

Academic Credit: 600 hours







Scan to verify

**Teaching English as  
Foreign Language Course  
(120 Hours)**

is presented as a

**Distinction**

to

**SHANIA MARIE GULA ALBARACIN**

for the successful completion  
of TEFL course

at

**TEFL Professional Institute - Teacher Record**

*Peng Lyu*

**Director**



**Jul. 2023**

**Certificate No. TR1591605357**

[www.TeacherRecord.com](http://www.TeacherRecord.com)





Republic of the Philippines  
Department of Education  
REGION VIII – EASTERN VISAYAS  
SCHOOLS DIVISION OF ORMOC CITY

# Certificate of Recognition

This certificate is presented to

SHANIA MARIE G. ALBARACIN

for his/her invaluable service rendered as **COACH** in the **Division Technolympics 2023** with the theme, ***“Reinforcing 21st Century Learning and Fostering Creative Industries through Talents and Skills Exhibition”*** for the contested skill on ***Bazaar – Services*** held at the Schools Division of Ormoc City on May 10-12, 2023.

Given this 12<sup>th</sup> day of May 2023 at New Ormoc City National High School, Ormoc City.

  
**CARMELINO P. BERNADAS, PhD, CESO V**

*sk* Schools Division Superintendent *sk*





Republic of the Philippines  
Department of Education  
REGION VIII – EASTERN VISAYAS  
SCHOOLS DIVISION OF ORMOC CITY

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Given this 12<sup>th</sup> day of May 2023 at New Ormoc City National High School, Ormoc City.

  
**CARMELINO P. BERNADAS, PhD, CESO V**

*Schools Division Superintendent*





Orma City

**CLASSROOM OBSERVATION SHEET**  
2<sup>nd</sup> SEM SY 2022-2023

INSTRUCTOR: Shania Albarcin SUBJECT: Entrepreneurship  
DATE OF OBSERVATION: 6/5/2023 STRAND: BSHM I A

**DIRECTION:** Encircle the score that best rates the instructor in reference to the criteria.

5 - Outstanding    4 - Very Satisfactory    3 - Satisfactory    2 - Unsatisfactory    1 - Needs Improvement

KNOWLEDGE & SKILLS					
Lesson plan is well prepared	5	4	3	2	1
Objectives are specific, measurable, attainable, realistic and time-bound	5	4	3	2	1
Demonstrates systematic way of checking attendance, assignment, activities/projects, collecting, distributing and correcting papers	5	4	3	2	1
Commands order and discipline in the classroom	5	4	3	2	1
Demonstrates in-depth knowledge of the subject matter	5	4	3	2	1
Displays well command of the medium of instruction	5	4	3	2	1
Plans and uses varied techniques and student-centered activities to deliver the lesson	5	4	3	2	1
Organizes instructions taking into account the differences in capabilities and learning styles	5	4	3	2	1
Presents the lesson in a logical and organized sequence	5	4	3	2	1
Student involvement and active interaction are apparent throughout the period	5	4	3	2	1
Uses assessment techniques to monitor student progress regularly	5	4	3	2	1
Manages time effectively	5	4	3	2	1
Uses teaching aids effectively to supplement explanations and maintains student interest and participation	5	4	3	2	1
Provides an atmosphere conducive to learning	5	4	3	2	1
Enables students to develop critical and analytical thinking and stimulates discussion	5	4	3	2	1
Gives due credit and recognition to students' merits	5	4	3	2	1
ATTITUDES					
Provides encouragement and proper motivation	5	4	3	2	1
Projects genuine concern for and interest in each student's needs and feelings	5	4	3	2	1
Displays humility and maturity in dealing with one's shortcomings	5	4	3	2	1
Shows fairness and impartiality in dealing with students	5	4	3	2	1
Dresses neatly and appropriately and is well groomed	5	4	3	2	1
Establishes rapport with students	5	4	3	2	1
Projects self-confidence in acting as arbiter during difficult classroom situations	5	4	3	2	1
Controls mannerisms potentially distracting the class	5	4	3	2	1
<b>TOTAL</b>					
<b>FINAL RATING</b>					

I hereby certify that I have assessed the instructor to the best of my ability and with full objectivity.

Shania Albarcin  
Rater's Signature over Printed Name

6/5/2023  
Date

Rater's comments:

+ Gives materials in advance  
+ well modulated voice

Good job!!



**D'KORETOR RESTO**

Ramon Magsaysay Avenue  
Baybay City, Leyte

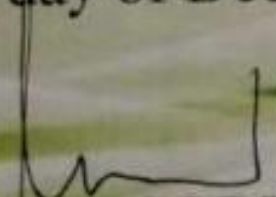
*Certificate of Completion*

This certifies that trainee

**SHANIA MARIE ALBARACIN**

Has satisfactorily completed 80 hours on-the-job training  
at D'KORETOR RESTO, Magsaysay Ave. Baybay City, Leyte.

Given this 10th day of December 2019

  
**WILLIAM A. CORTEJOS**

*Proprietor*



# Certificate of Completion

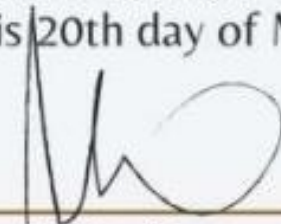
✿ This certifies that trainee ✿

*Shania Marie Albaracin*

---

has satisfactorily completed 100 hours training at Kissbone  
Cove Resort, Saint Bernard Southern Leyte.

Given this 20th day of May 2019.



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Elylisa Somosa  
**Officer-in-Charge**