

JULY MAY MIRO MATUGUINA

- Brgy. Rizal, Kananga Leyte
- maematugz@gmail.com
- 09082622066



PROFESSIONAL OBJECTIVES

Immediate Objectives:

- To be hired as a licensed teacher in any Elementary/Secondary school.

Long-Term Objectives:

- To pursue a Master’s Degree in Marine Biology at Leyte Normal University and a Doctorate Degree in the same field of teaching in the Department of Biological Sciences at the Visayas State University afterwards.

EDUCATIONAL BACKGROUND

Visayas State University	Kananga National High School	Rizal Elementary School
Visca, Baybay City, Leyte	Rizal, Kananga, Leyte	Rizal, Kananga Leyte
Bachelor of Secondary Education	March 2012	March 2008
Major in Biological Sciences		
June 15, 2018		

EXPERIENCE

1. Pre-service teacher at SeguinonNational High School, Seguinon, Albuera, Leyte in Grades 7and 9 from August 29, 2017 to November 16, 2017.
 - Wrote daily lesson plans in Science.
 - Created instructional materials
 - Conducted decipherable discussions where students fully grasped the concepts taught
 - Planned individual and group activities, games, quiz shows, and other evaluation techniques
 - Practiced proper classroom management
 - Prepared test questions
2. Administrative Assistant at Alumni and Community Relations Office,Visayas State University, Visca, Baybay City, Leyte from July 9, 2018 to March 14, 2019.
 - Encodes alumni profile to alumni data base.
 - Writes notice of meetings.
 - Files important documents in the office.
 - Writes minutes of meetings.
 - Gathers and encodes alumni data needed for alumni notes publication.
3. Hotel Receptionist at Moussaka Hotel at Brgy. Bilwang, Isabel, Leyte. From June 02, 2019- September 6, 2019.
 - Responsible for check in and check out process.
 - Manage the reservation system and perform bookings, cancellation and reservation amendment.
 - Records daily occupancy and rate total.
4. Administrative Office Assistant at SMP TRAINING ACADEMY Inc,. at Brgy, Bilwang, Isabel, Leyte form September 7, 2019 to March 24, 2020.
 - Process the documents or requirements needed for the accreditations of the school.

EXTRA-CURRICULAR ACTIVITY

Organization	Responsibility	Agency	Duration
Alliance of Biological Sciences Majors (ABioSciM)	Member	Visayas State University	S.Y.: 2013-2018
CE-SSC	Member	Visayas State University	S.Y.: 2013-2018

SEMINARS/ TRAININGS ATTENDED

- Student Teaching Orientation Program VSU-August 14-19, 2017
- Civil Welfare Training Service VSU-NSTP-S.Y.2012-2013
- Job-seeking Seminar VSU-May 28,2018
- Seminar-workshop on News, feature writing and basic photography VSU-November 13-14 2018

COMPUTER SKILLS

- Computing grades using Microsoft Excel
- Encoding
- Making Powerpoint Presentations

OTHER SKILLS

- Cooking
- Dancing

LANGUAGE/ DIALECTS SPOKEN

- English-fluent
- Filipino-fluent
- Cebuano-fluent

PERSONAL INFORMATION

Birthdate:

January 7, 1996

Age:

24

Gender:

Female

Height:

155 cm

Weight:

47 kilograms

Civil Status:

Single

Nationality:

Filipino

Religion:

Roman Catholic

Name of Father:

Mr. Antonio Y. Matuguina

Name of Mother:

Mrs. Tita N. Matuguina

Person to Notify in Case of Emergency:

Mr. Antonio Y. Matuguina

Address:

Rizal, Kananga, Leyte

Contact No.:

09082622066

CHARACTER REFERENCES

REV.FR.EUGENE ALMAMENTO

SAYLITO M. PURISIMA

Parish Priest

General Manager at SMP Engineering Works

Maghubas, Burauen, Leyte

Bilwang Isabel, Leyte

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09177209743

JULY MAY MIRO MATUGUINA

Applicant’s Signature