

## MA.ELLUISA ABAJON MISA

25, Female, Married

Brgy. 105 Suhi, Blk 5 Lot 28 St. Francis Village I, Tacloban City

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09066851805



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**Objective:** Seeking a position where I can use my experience and knowledge in keeping records of materials and circulation that I have gained in my perspective years of working as a school librarian.

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### EDUCATION ATTAINMENT:

Tertiary	<b>Bachelor of Library and Information Science</b> Leyte Normal University 2013-2017
Secondary	<b>Leyte National High School</b> Tacloban, City 2009-2013
Primary	<b>Don Vicente Quintero Memorial School</b> Tacloban City 2003-2009
Licensure	Professional Regulation Commission- Republic of the Philippines Registered Librarian

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### WORK EXPERIENCE:

St. Mary's Academy of Palo Inc. (April 5, 2017- May 30, 2023)

-School librarian

- Passed the library area of eRecertification of Private Education Assistance Committee (PEAC) on April 6, 2021.
  - Assisted patrons by providing book recommendations based on interests, feedback, and answered questions about materials and information.
  - Provided reading sessions to students with a low reading capability to enhance their reading comprehension.
  - Select the age-appropriate materials for the students, including books, audio-visual materials, and periodicals.
  - Performed routine descriptive cataloging of new books.
  - Issued and received library materials, sorted and shelved books.
  - Furnished information on library activities, facilities, services and rules.
  - Inspected returned books for damage, verified due-date and computed and received fines.
  - Worked as an Audio-Visual Room (AVR) In-Charge.
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### SKILLS:

- Dedicated and self- motivated who excels at any given responsibility

- Proactive and can work under pressure
- Self- reliant
- Able to follow directions and can meet new challenges

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#### **SEMINAR/WORKSHOPS/TRAINING/WEBINARS:**

**Webinar: Mental Health and Stress Management**  
**January 26, 2023**

Webinar: Information and Media Literacy Summit 2022  
May 27, 2022

**Webinar: 14th National Congress Transition to Transformation: Mapping the Changing Research, Information and Education Landscape**  
**May 26-27 2022**

**Webinar: PLAI National Congress 2021 and General Assembly, “Outcomes. Outreach. Outstanding.”**  
November 23-26, 2021

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#### **REFERENCES:**

Angie Regato  
Teacher  
Contact number: 09773133039

Melody S. Ladrera  
Laboratory In-charge  
Contact number: 09270397800

Tereza Rosa  
Guidance In-charge  
Contact number: 09054126887

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*I Hereby Declare that all information stated above is true and correct based on my knowledge.*

  
**MA. ELLUISA ABAJON MISA**  
Applicant