




# MARIA CARMINA C. DE LOYOLA

LICENSED PROFESSIONAL TEACHER  
REGISTERED PSYCHOMETRICIAN



## CONTACT

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City, Leyte

## PROFILE

A Senior High School Teacher at a local public high school with a passion for encouraging life-long learning. I am adept in preparing lesson plans that challenge my learners and encourage them towards their holistic development and cultivating 21st century skills.

## EDUCATION

### Masters in Education Major in Guidance and Counseling

Franciscan College of the  
Immaculate Conception,  
Baybay City, Leyte  
May 2021

### BA Social Sciences Major in Psychology

University of the Philippines  
Visayas Tacloban College,  
Tacloban City, Leyte  
April 2013

## SKILLS

Quick learner  
Time management  
Problem solving  
Communication  
Team Player  
Office 365 Tools  
Google Workspace  
Canva

## EXPERIENCE

### SENIOR HIGH SCHOOL TEACHER

#### Linao National High School | 2017 - Present

- Works closely with other SHS teachers in crafting lessons and assessments utilizing the different online and offline productivity tools.
- Communicate with parents about students' progress through email, videocall, text message or face-to-face meetings.
- Serves as moderator for psychosocial activities aimed at students, parents/guardians, teachers and other stakeholders.

### GUIDANCE OFFICE IN-CHARGE/ INSTRUCTOR

#### Sto. Niño College of Ormoc | 2016 - 2017

- Conducted orientations for both new and returning students every semester.
- Provided and implemented student support program.
- Prepared detailed reports pertaining to the administration of guidance office services.
- Taught Psychology and Management subjects to BSBA and BEEd students

### ADMINISTRATIVE ASSISTANT

#### City Social Welfare and Development Office | 2014 - 2016

- Crisis Intervention Unit In-charge.
- Interviewed clients in need of medical financial assistance.
- Prepared and maintained a database of all the clients of CIU.
- Wrote case study for those eligible for the financial assistance.
- Oversaw how staff assisted the processing of client's papers.
- Prepared a monthly detailed report on the financial assistances provided by the office within the month.