



GRETCHEN L. DUHAY

📍 Zone 2 Calipayan, Dulag, Leyte, Philippines
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Personal Information

Date of Birth: 28 March 1997
Place of Birth: Dulag, Leyte, Philippines
Age: 25 years old
Sex: Female
Civil Status: Single
Citizenship: Filipino
Height: 140 cm
Weight: 54 Kg

Skills and Abilities

- Exemplifying Integrity and Professionalism
- Demonstrates Personal Effectiveness
- Communicate Effectively
- Delivers Service with Excellence
- Can work with less/no supervision and adapt in any working environment
- Solving Problems and Decision-making
- Hardworking

Education

VISAYAS STATE UNIVERSITY- TOLOSA CAMPUS
Tanghas, Tolosa, Leyte
Bachelor of Secondary Education
major in Mathematics
CARITAS MANILA Scholar
2014-2018

DULAG NATIONAL HIGH SCHOOL
Kempis St. Serrano, Dulag, Leyte
2009-2013

M.H. Del Pilar Elementary School
M.H. Del Pilar, Dulag, Leyte
2003-2009

Eligibility

- Licensed Professional Teacher (LPT) 2019

Career Objective

To build a career in a teaching profession to help and motivate students in achieving their goals through my best knowledge and efforts.

Experience

SUBSTITUTE TEACHER

- **Cansiboy Elementary School**
Burauen, Leyte, Philippines
November 2021- February 2022
 - ✎ Teaches Grade 3 students in all subjects (English, Mathematics, Science, Filipino, A.P, Values Ed., T.L.E and MAPEH)
 - ✎ Prepare and submit weekly learning report and plan to the school head.
 - ✎ Conduct weekly assessment to the pupils.
 - ✎ Conduct home visitation to the pupils.
- **Calipayan Elementary School**
Dulag, Leyte, Philippines
January 2021- April 2021
 - ✎ Teaches pre-elementary pupils in all subjects.
 - ✎ Assist and teaches pre-elementary pupils to read and write.
 - ✎ Prepare and submit weekly report and learning plan to the school head.
 - ✎ Conduct weekly assessment to the pupils.
 - ✎ Conduct home visitation to the pupils.

AREA SUPERVISOR

- **Philippine Statistics Authority – Leyte**
Sep. 01- 30 2020
 - ✎ Conduct courtesy call/text conference with the Local Chief Executive, City/Municipal social Welfare and ABC President together with the field enumerators
 - ✎ Conduct courtesy call and orientation with the barangay chairperson before the field enumerator are deployed to their respective assignment’s
 - ✎ Prepare deployment plan and submit to the Regional Office for approval
 - ✎ Monitor the conduct of community validation and ensure that the deployment plan is implemented as scheduled.
 - ✎ Conduct random spot-checking/validation for the validated household in a week.

FIELD ENUMERATOR

- **Department of Social Welfare and Development- National Household Targeting System, Region VIII Leyte, Philippines**
December 19, 2019- March 31, 2020
 - ✎ Assigned to the specific barangay depending on the list and address of the targeted beneficiaries.
 - ✎ Validate a minimum of fifty households per day.
 - ✎ Submit daily output to the Area Supervisor for recording and random checking with attached log form of validated households.