

VAN VIANEN G. BOLECHE

LICENSED PROFESSIONAL TEACHER



Ormoc City, Leyte 6541 | 09394574052 | vanboleche@gmail.com

Enthusiastic and dedicated professional seeking a part-time instructor position in the Department of Horticulture at Visayas State University. Committed to providing high-quality education and fostering a passion for horticulture among students while creating an engaging and supportive learning environment.

SKILLS

- Literacy development
- Integrity & Professional
- Diverse learners support
- Communication savvy (written & verbal)
- Collaborative mindset
- Creative Lesson Designing
- Knowledgeable in Google Workspace, canva and
- Microsoft apps (word, ppt, excel, publisher)

WORK HISTORY

Part time Assistant Administrative Officer, Camp Downes Elementary School

Department of Education, Ormoc City

August 2024-May 2025

- Budget Management
- Records Management
- Financial Reporting
- Procurement of Supplies

• Summary of Actual Duties

- Conducted data entry and encoding of purchase orders, official receipts, and notices into Excel, ensuring accuracy and completeness.
- Assist prepare financial reports and tracked expenditures related to the Maintenance and Other Operating Expenses (MOOE)

Pre-service Teacher, Ipil National High School

Ormoc City, Leyte, October 2023- May 2024

- Using technology and other resources to enhance instruction and student learning.
- Developed innovative lesson plans by incorporating multimedia tools and hands-on activities, enhancing student engagement and comprehension.
- Provided timely and constructive feedback on assignments, empowering students to take ownership of their learning outcomes.

EDUCATION

Eastern Visayas State University-Ormoc Campus, Ormoc City, Leyte

Bachelor of Secondary Education Major in Science (2024)

- Academic Achiever

Senior High- ACLC College of Ormoc, Ormoc City, Leyte

TVL-ICT PROGRAMMING (2019-2020)

- With honors

Junior High- Ipil National High School, Ormoc City, Leyte

Special Science Class (2017-2018)

- With honor

ADDITIONAL INFORMATION

INTERESTS

- Age: 23 yrs. old
- Sex: Female
- Date of Birth: Jan. 5, 2002
- Birth of place: Jaro, Leyte
- Height: 5'1
- Weight: 48kg.
- Civil Status: Single
- Nationality: Filipino
- Religion: R. Catholic
- Language: English, Filipino, Cebuano, Waray.

- Photography, modelling, video and photo editing, directing, digital products
- Dancing, singing, cooking, writing stories, reading.

ACCOMPLISHMENTS AND CERTIFICATES

- Civil Service Eligibility- Licensed Professional Teacher, Rating: 85.40%
- EF SET English Certificate - C1 Advanced
- Webinar on INTERNATIONAL SEMINAR ON LEADERSHIP AND OFFICE ADMINISTRATION- Continuing Professional Development Center for Trainings (CPDCFT) Training Center- 80 hrs.
- COMPUTER SKILLS DEVELOPMENT TRAINING IMPROVING CLASSROOM LEARNING THRU ICT- Continuing Professional Development Center for Trainings (CPDCFT) Training Center- 80 hrs.
- CAREER DEVELOPMENT AND OFFICE SYSTEM ADMINISTRATION IN SCHOOLS - Continuing Professional Development Center for Trainings (CPDCFT) Training Center- 80 hrs.
- Student Leader Awards- Vice President for Events- Gender and Development Youth Coordinators 2024
- Certificate on The Changing Role of a Teacher, Ipil National High School, 2024
- Scholar of Gokongwei Brother's Foundation- TeachSTEM Program 2023-2024
- Grantee of GSIS Subsidy Education Program 2020-2024
- Reading Advocacy as a Valued Volunteer in Quezon Jr. Elementary School 2023
- 1st Place of the Advocacy Video Making Contest during Science Month Celebration 2022
- 1st Place in Essay Writing Contest during the Science Month Culmination 2023
- 2nd Place in Reading Photo Competition in Celebration of the 31st Library and Information Services (LIS) 2021
- Best in Innovation 2020
- Dance Troupe Awardee
- Junior High With Honors from 2015-2018
- Outstanding Service as SSG Grade 10-Representative S.Y. 2017-2018

REFERENCES

• MA. JEREZA C. MATIGA, DevEdD

District II Public School's District Supervisor, Ormoc City
09482099877

• DR. BEATRICE D. MABITAD

Head- Research Development Office
Eastern Visayas State University, Ormoc City
09688560991