



MEKA ELA A. GUPONG

Bonbon, Ocaña, Carcar City, Cebu

PERSONAL INFORMATION

Place of Birth	:	Nueva Vizcaya
Date of Birth	:	August 29, 1991
Sex	:	Female
Status	:	Married
Nationality	:	Filipino
Religion	:	Roman Catholic
Height	:	5"
Weight	:	52kg
Father's Name	:	Norlito C. Afalla
Mother's Name	:	Porferia F. Afalla

EDUCATIONAL BACKGROUND

Graduate Studies	:	Cebu Technological University- Argao Campus
Address	:	Corner M.J. Cuenco Avenue and R. Palma Streets, Argao, Cebu
Course/Program	:	Masters of Arts in Education Major in Administration and Supervision
Date Program Completed	:	Summer 2021

College	:	Cebu Normal University
Address	:	San Antonio, Osmeña Boulevard, Cebu City
Course/Program	:	Bachelor in Elementary Education Major in Pre-Elementary Education
Date Program Completed	:	March 2013

High School	:	Camp Lapu-Lapu National High School
Address	:	Apas, Cebu City
Course/Program	:	
Date Program Completed	:	2008

WORKING EXPERIENCE

Job #1

Employer Name	:	Department of Education- Carcar City Division
Position	:	Kindergarten Teacher
Street Number and Name	:	P. Nellas St. Pob. III
City	:	Carcar City
State/Province	:	Cebu
Country	:	Philippines
Postal Code	:	6019
Start Date (mm/dd/yyyy)	:	06/02/2014-present
End Date (mm/dd/yyyy)	:	
No. of Hrs. worked/Week	:	40 hours /week
Supervisor's Name	:	Maritoni G. Baldespiñosa
Employer's Contact No.	:	(+63) 910-345-4157



Job Details (duties performed, use of tools, machines, equipment, skills, qualifications, certifications, licenses, etc.)

- Full time teacher, Teacher III at Ocaña Central Elementary School, Carcar City, Cebu
 - Start and End Date: June 04, 2014- Present
 - Teaching Kindergarten Level
- Subject taught- Numeracy and Literacy
- Classroom Adviser/Homeroom Teacher of Kindergarten Class
- Grade Leader for 4 years (Kindergarten Level)
- School Research Coordinator
- School Feeding Coordinator
- School English Coordinator
- School Filipino Coordinator
- Kindergarten Coordinator
- Kindergarten Writer
- Kindergarten Blocks of Time Documenter
- Use of technologies like laptop and television in presenting new lessons.
- Prepare teaching plan and activities that develops 5-year-old children.
- Manage student's behavior by creating an environment adjusted to their physical, social and other developmental needs.
- Produce contextualized materials to be use in teaching.
- Provide a variety of materials and resources for children to explore, manipulate and use both in learning activities and imaginative play.
- Participated in seminars and in-service training provided by the school, region and Department of Education.
- Responsible in conducting parent orientations and feed backing of learner's progress.
- Bachelor in Elementary Education Major in Pre-Elementary Education
- Masters of Arts in Education Major in Administration and Supervision
- Grade Leader at Ocaña Central Elementary School, 2019-Present
- Purok Adviser at Ocaña Carcar City, 2014-Present
- Kindergarten Writer/Editor/Layout Artist at Carcar City Division, 2020-2021
- Resource Person at Carcar City Division, 2020
- Model Teacher- Demonstrator at Carcar City Division, 2020-2021
- Passed the Licensure Examination for Teachers, September 2013 Passer, Philippines
- Corresponded with parents regarding student achievement
- Managed and taught a classroom of 15-20 Grade 1 learners and 45-50 Grade 6 learners
- Built and executed on lesson plans in all subject areas including Science, Mathematics, and English
- Improved students' passing rates on the statewide annual exam by 13% in Mathematics and 17% in English
- Actively participated in the local professional community and established a weekly working group comprising 20 Kindergarten educators from across the country
- School Science Coordinator
- School Information and Communication Technology (ICT) Coordinator
- Member of school improvement team
- Prepared students' tests
- Planned and implemented all aspects of the classroom: grading, creating formative and summative assessments
- Designed and executed student-centered based lesson plans (in accordance with Philippine Education standard)
- Recognized as Kindergarten Teacher of the Year in 2021 for implementing successful classroom engagement method
- Worked closely with elementary teachers to collaborate on different approaches to improve student learning