

Teacher Josephine (MAEd, LPT)

Bachelor in Secondary Education

Master's Degree in Education

Doctorate Studies, ongoing

CERTIFICATIONS

- 2012 – Licensed Professional Teacher
- 2025 – Certificate of Teaching English as a Foreign Language (TEFL)

WORK EXPERIENCE

JOSE MARIA COLLEGE

English and Language Teacher (Grades 7 to 10)

June 2011 - March 2016

- Plan, prepare, and deliver engaging English lessons aligned with the curriculum for Grades 7–9.
- Teach language skills including reading, writing, grammar, vocabulary, and literature comprehension.
- Develop lesson plans that incorporate diverse teaching strategies to meet varying student needs and learning styles.
- Assess and evaluate student progress through quizzes, tests, writing assignments, and projects.
- Provide constructive feedback to students to improve their communication and critical thinking skills.
- Integrate technology and multimedia resources to enhance student learning and engagement.

JOSE MARIA COLLEGE FOUNDATION, INC.

English Coordinator (Senior High School)

June 2015 - March 2025

- Lead the planning, implementation, and evaluation of the Senior High School English curriculum.
- Ensure alignment with DepEd standards, school objectives, and 21st-century learning competencies.
- Recommend improvements and updates to instructional materials and teaching strategies.
- Mentor and support English teachers in lesson planning, pedagogy, and classroom management.
- Conduct classroom observations and provide constructive feedback.
- Organize professional development activities and learning sessions for the English faculty.
- Oversee the preparation, review, and administration of formative and summative assessments in English subjects.
- Monitor student performance and recommend interventions for learning gaps.
- Ensure consistency and fairness in grading and evaluation practices.
- Initiate and coordinate English-related programs, contests, and extracurricular activities.
- Promote literacy and communication skills across the Senior High School.
- Collaborate with other subject coordinators for interdisciplinary projects.
- Prepare reports, documentation, and presentations for school administrators.
- Coordinate with parents, guardians, and stakeholders on matters related to students' English learning progress.
- Strengthen linkages with external institutions for enrichment programs, seminars, and competitions.

Research Teacher (Grade 12) / Research Coordinator (Basic Education)

June 2016 - Present

- Teach Grade 12 research courses, guiding students through the research process, including topic selection, literature review, methodology.
- Coordinate the Basic Education research program, ensuring alignment with school policies and curriculum standards.
- Provide mentorship and support to students in developing critical thinking, problem-solving, and academic writing skills.
- Design and implement research-based instructional materials, activities, and assessments.
- Monitor and evaluate student research projects, providing constructive feedback for improvement.
- Facilitate workshops or training sessions for teachers and students on research methodologies and academic integrity.
- Oversee the submission, presentation, and evaluation of student research outputs, including oral defenses and written reports.
- Collaborate with faculty and administration to enhance the research culture within the school.
- Stay updated on current trends and best practices in educational research and pedagogy.

English Major Subjects, Literature, and General English Instructor (College)

June 2016 - Present

- Teach college-level courses in English, including literature, and general English, using in-person or online formats.
- Develop and deliver lesson plans that promote critical reading, effective writing, and analytical thinking.
- Evaluate and assess student performance through assignments, essays, exams, and presentations.
- Guide students in literary analysis, research, and the development of coherent written and oral communication skills.
- Foster an inclusive and engaging classroom environment that encourages discussion, collaboration, and intellectual curiosity.
- Integrate multimedia and digital resources to enhance learning and comprehension of texts.
- Provide timely feedback and academic support to help students improve their language and literary competencies.
- Participate in curriculum development, faculty meetings, and professional development activities.

EDUCATION

March 2011

Bachelor of Secondary Education (Completed)

UNIVERSITY OF THE IMMACULATE CONCEPTION / DAVAO CITY, PHILIPPINES

- Major: English

July 2023

Master of Arts in Education (Completed)

UNIVERSITY OF THE IMMACULATE CONCEPTION / DAVAO CITY, PHILIPPINES

- Major: English

August 2025

Doctor of Philosophy in Education (On-Going)

UNIVERSITY OF PERPETUAL HELP SYSTEM DALTA / LAS PIÑAS, PHILIPPINES

- Major: English