

**HELEN APIONG CANALES**

#170 C. Lawis Extension

San Isidro, Antipolo City

Contact Number: 09051249739

E-mail Address: [helencanales30@yahoo.com.ph](mailto:helencanales30@yahoo.com.ph)

[ma.sarahmay@gmail.com](mailto:ma.sarahmay@gmail.com)



Dear Sir/Madam,

In view of my earnest desire to work I am prompted to apply Legal Officer position or any vacant position in your prestigious company. I am Ms. HELEN APIONG CANALES, a graduate of Mindanao State University, Marawi City, taking up the course of Bachelor of Science in Social Work.

I have work in the field of counseling, making Social Case Studies, and advocacy in community, in a center/institution (Home for the Aged), in a residential care for abandoned, neglected, very poor, orphaned, sexually/physically abused, foundling and at risk. Then, in CSWD Local Antipolo, as an interviewer to client referred them to any private and government agencies with different problems such as medical, burial, education through scholarship, through Social Case Study Report. And I was given a task by the Officer- In Charge to solve the case of an Adoption Case that never given attention by the social worker. With my effort and determination, I accomplished to solve this case.

Furthermore, my strong determination to process such documents as a Liason Officer helps me augment my ability to process such documents in any agencies. My strong verbal and written skills can be if great positive differences in the lives of the children, in a community and believe to be a great asset to your company.

However, my task, responsibilities and functions as a social worker can be a part of the company to hold on responsibility in administration, management and assessment of the company's development since I was exposed to work in a private and government agencies.

Here are my credentials for more information related to my work, I am available for interview and look forward to hear from you.

You may refer to the following persons who could vouch my ability:

- |                        |                                |
|------------------------|--------------------------------|
| 1. Letecia Tugadi.     | 2. Sr. Shana Dela Pena, SFSC   |
| Medical Social Worker. | Center Directress              |
| Provincial Hospital.   | Fr. Simpliciano Foundation Inc |
| Cogeo, Antipolo City.  | Paranaque City                 |

Thank you for your kind, consideration I am.

Respectfully yours,

HELEN APIONG CANALES

- **OBJECTIVE**

Engaging in challenges where there is a need for professional social interventions to assist and support underprivileged children, individuals, families, veterans, helpless elderly people with their social difficulties.

- **PERSONAL INFORMATION**

- Nickname : Neng
- Date of Birth: March 27, 1969
- Place of Birth: Diplahan, Malangas, Zambo. Del Sur
- Nationality: Filipino
- Pre-Marital Status: Separated

- **EDUCATIONAL ATTAINMENT**

- TERTIARY :  
Mindanao State University Marawi City: Main Campus,  
Bachelor of Science in Social Work, April 13, 1992
- SECONDARY :  
Liangnan Barangay High School, Lanao del Norte, 1985- 1986
- ELEMENTARY :  
Buug, Elementary School, Buug, Zamboangga. Del Sur, 1980 - 1984

- **SEMINARS ATTENDED**

- Early Childhood Education Seminar, Institutional Foundational Learning Center, Inc. San Isidro, Cabuyao, Laguna, May 16, 2003
- Early Childhood Welfare Laws, CSWD, Antipolo City, July 2001
- Livelihood Training/ Trimming of Hair, San Isidro, Antipolo City sponsored by Congressman Puno, August 2002
- Family Strengthening Sessions Bay Leaf Hotel Cavite sponsored by Consuelo Foundation, February 26 - 28, 2018

- **WORK EXPERIENCES**

- Community Organizer DSWD. Cotabato Jan. - March 1993
- Secretary Bagras Corn Plantation. Ipil, Zamboangga Del Sur. April - Dec. 1993

- Payroll Clerk Nicholes Design, Mandaluyong. June - Nov. 1996
- Teacher Kings Little Jewels Learning Center. San Jose, Antipolo City. June 2003 - March 2004
- LIASON OFFICER -ON CALL- started 2007 AT PRESENT
- Volunteer CSWD. Antipolo City. June - Sept. 2011
- Social Worker Home for the Aged. Oct. - December 2011
- Social Worker Precious Heritage Children's Home. Mambugan, Antipolo February 2012 - Jan. 2013
- Enumerator Phil. Statistics Office Antipolo Branch. Jan. - June 2015
- Case Worker 1st District Office Congressman Puno. Masinag, Antipolo City. July - Dec. 2015
- Social Worker Hospice of St. Margarete of Cortona, Inc. NHA Southville 7, Site 2,
  
- Dayap, Calauan, Laguna March 20, 2017 - May 30, 2018
- SeniorStaff/ Office Secretary Microloans Lending Investor, Inc  
August 2019 - February 2020

***I certify to the correctness of the above information.***