

# RAIZEL MEANO PIAMONTE

## OBJECTIVES:

To be a part of VSU and efficiently perform its mission and vision to acquire knowledge, build-up character and help guests/clients.

### Work Experience

**Aug. 2021 - Present**

**VSU Supply and  
Property Office (SPO) -  
Office Clerk**

- receiving and releasing of all documents
- in-charge of returned and replacement items to suppliers and end-users
- provides administrative support to ensure continuity of office operations; processing of cash advance, travels,/liquidation/vouchers
- prepare minutes of meeting, notice of meeting and attendance sheet
- check all equipment and items pulled-out from the warehouse
- copies, sorts, indexes, files documents / communications and other related office activities
- act as the Alternate Deputy Document Record Controller for SPO (AdDRC)

**Dec. 2017 - July 2021**

**VSU Hostel - Front Desk  
Officer / Clerk**

- register guests and assign rooms
- prepares contracts, PPMP, PR, payroll and replenishment
- prepares monthly and financial reports
- purchases supplies needed



### Contact



**+65-945-733-3320**



**Brgy. Pangasugan,  
Baybay City, Leyte**



**[raizel.piamonte@vsu.edu.ph](mailto:raizel.piamonte@vsu.edu.ph)**

### Eligibility

**Career Service Sub-Professional  
Examination Passer  
Rating: 81.39**

**VSU Clerical Examination Passer**

## Seminars and Workshops

**Dec. 6, 2023**

### **HRIS Software Onboarding**

Visayas State University  
Visca Baybay City, Leyte

**Nov. 29, 2023**

### **The 5S Resolution for Clerks and Heads**

Visayas State University  
Visca Baybay City, Leyte

**Aug. 22-24, 2023**

### **Basic Course Training for the Republic Act No. 9184 And its 2016 revised implementing Rules and Regulations**

PhilRootcrops Training Hall  
Visayas State University  
Visca Baybay City, Leyte

**Aug. 29, 2023**

### **ISO 9001:2015 Awareness/ Re-awareness Webinar**

Visayas State University  
Visca Baybay City, Leyte

**Feb. 22, 2023**

### **Final Instructions for the ISO Re-Certification Audit**

Visayas State University  
Visca, Baybay City, Leyte

**Aug. 31, 2022**

### **ISO 9001:2015 Awareness/Re-awareness**

Visayas State University  
Visca Baybay City, Leyte

**Jul. 21-22, 2022**

### **Hands-only Cardiopulmonary Resuscitation**

Visayas State University  
Visca Baybay City, Leyte



## Education

**2009-2013**

**2005-2007**

Bachelor of Science in Hotel,  
Restaurant and Tourism  
Management (BSHRTM)  
Visayas State University  
Visca, Baybay City, Leyte  
(Graduate)

**2000-2005**

Plaridel National High School  
Brgy. Plaridel, Baybay City, Leyte

**2000-2005**

Visca Foundation  
Elementary School  
Visca, Baybay City, Leyte

## Skills

- Time-management skills
- Basic computer literacy skills
- Verbal and written communication skills
- Strategic planning and scheduling skills
- Organizational skills
- Event management

## Seminars and Workshops

Sept. 13, 2021	<b>ISO 9001:2015 Awareness/Re-awareness Webinar</b> Visayas State University Visca Baybay City, Leyte
Nov. 29, 2023	<b>The 5S Resolution for Clerks and Heads</b> Visayas State University Visca Baybay City, Leyte
Mar. 26, 2021	<b>Reinforcing Competencies Of Eastern Visayas Tourism Players Front Office Operations Under the New Normal Department of Tourism</b> VSU Hostel Visayas State University Visca Baybay City, Leyte
Mar. 26, 2021	<b>Document Tracking System System Human Resource Information System</b> Visayas State University Visca Baybay City, Leyte
Nov. 13, 2020	<b>Document Tracking System System Human Resource Information System</b> Visayas State University Visca Baybay City, Leyte



### Personal Information

Age:	<b>36 years old</b>
Date of Birth:	<b>March 5, 1988</b>
Place of Birth:	<b>Naval, Biliran</b>
Nationality:	<b>Filipino</b>
Civil Status:	<b>Married</b>
Religion:	<b>Roman Catholic</b>
Address:	<b>Brgy. Pangasugan, Baybay City, Leyte</b>
Height:	<b>5" 4'</b>
Weight:	<b>79 kgs.</b>

### References

#### **ALICIA M. FLORES**

Head, Budget Office  
Visayas State University  
Visca, Baybay City, Leyte

#### **ELWIN JAY V. YU, MD, MPH**

Chief, Hospital I  
VSU-Hospital  
Visca, Baybay City, Leyte

#### **DR. NANCY V, DUMAGUING**

Former Head Manager  
VSU-HOSTEL  
Visca, Baybay City, Leyte