

# PEARL PABROQUEZ-VISTAL

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## Profile

Quick learner and a self-starter. I have a thirst for knowledge and am always eager to learn new skills to better myself and benefit the organization. An outgoing, diligent, and hardworking team player.

## Skills/Expertise

Excellent in written and verbal communication skills  
Highly organized and efficient  
Ability to work independently and as a part of team  
Research and Development

Microsoft Office (MSWord, Excel, PowerPoint, Publisher, Photoshop)

## Educational Background

**Bachelor of Science in Secondary Education (Supplementary Units)**  
**October 2020 (1<sup>st</sup> Semester) & August-December 2022 (2<sup>nd</sup> Sem)**

Major in Science  
Franciscan College of Immaculate Conception  
Baybay City, Leyte

**June 2020 M.S. in ANIMAL SCIENCE**

**Visayas State University, Visca, Baybay, Leyte**

**Major: Animal Science**

**Minor: Agricultural**

**Extension**

***Thesis Title: Growth Response and Intestinal Microbial Contents of Broilers Given Varying Levels of Wood Vinegar via Drinking Water***

**April 2005 B.S. in ANIMAL SCIENCE**

**Leyte State University (now Visayas State University), Baybay, Leyte**

**March 2000 ViSCA Laboratory High School (VLHS)**

**Visca, Baybay, Leyte**

**March 2006 Gabas Elementary School**

**Gabas, Baybay, Leyte**

## Personal Information

**Home Address** : Gabas, Baybay City, Leyte, Philippines  
**Date of Birth** : June 18, 1983  
**Age** : 40  
**Citizenship** : Filipino  
**Gender** : Female  
**Marital Status** : Married  
**Religion** : Roman Catholic  
**Height** : 5'0"

## Awards Received

**MODEL JOB ORDER AWARD** during the 89<sup>th</sup> VSU Anniversary Celebration, award given for the exemplary performance of service, given on August 13, 2013 at VSU Gymnasium

## ELIGIBILITY

### Licensed Professional Teacher

Philippine Regulation Commission  
Licensure Examination for Professional Teachers  
March 2023

### Licensed Agriculturist

Philippine Regulation Commission  
Agriculturist Licensure Examination  
December 7, 2017

### Professional Career Service Eligibility

Leyte National High School, Tacloban City  
October 16, 2011



## Employment History

### **ADMINISTRATIVE AIDE VI**

Visayas State University (VSU)  
Department of Food Science and Technology  
College of Agriculture and Food Science  
VSU, Baybay City, Leyte

#### ***Duties and Responsibilities:***

- Perform the functions of the Document and Records Controller (DRC) within the unit he/she is assigned by: a) issuing, maintaining, retrieving and controlling of documents; b) assigning of document numbers and other coding controls for document in coordination with the DRC; c) coordinate with and inform relevant personnel on any changes; and d) ensuring the implementation of the control of records.
- Ensure that there is good coordination between her, the University Document and Records Controller, and the alternate dDRC of the unit she is assigned, in all concerns related to document and records control.
- Prepares all financial and personnel documents (e.g reimbursement, liquidation, cash advance, DTR printing, vouchers, payroll, travel documents, etc.)
- Perform Messengerial work.
- Maintains cleanliness and orderliness in the office and reception area.
- Disseminates department and university-initiated meetings and seminars.
- Receives and relays IP messages and telephone calls for faculty and staff.
- Maintains a systematic filing system of office records.
- Assist the faculty in printing of IMS.
- Receives and records incoming and outgoing documents for the department.
- Performs other functions as assigned by the department head.

### **BRANCH STORE MANAGER**

**Jm Poultry and Livestock Supply Cebu Inc.**

**Jm Compostela Branch**

**Distributor of UniFeeds Poblacion**

**Compostela City Cebu**

**November 2006 – September 2008**

- Held vast duties and great responsibilities like: Sales generation, Customer Service, Safety and Security, Visual Merchandising and Inventory Control.
- Maintained the overall quality and day to day operations of the establishments.

## CASHIER

**Super Value Inc.  
Savemore Elizabeth Mall  
Cebu City**

**April 2006 – September 2006**

- Responsible in receiving and disbursing Cash.
- Dealt effectively with customers, exercising high standards of customer service, providing prompt and accurate information.
- Carried out duties and responsibilities with limited supervision and established work priorities on essentially policy/procedure-oriented operations.

## PROPAGATOR- PLANT TISSUE CULTURE

**Secura Plant Genetics Corporation  
Tagpako, Gingoog City, Misamis Oriental  
September 2005 – January 2006**

- Propagator through tissue culture mainly banana varieties
- Prepared reports on volume of production, consumption of raw materials and quality control.
- Compiled and recorded production data
- Followed prescribed record keeping procedures computer terminal and writing instruments.

## REFERENCES

### **DR. LYNETTE C. CIMAFRANCA, PhD**

Department Head  
Department of Food Science and Technology  
Visayas State University  
Email address: [lynette.cimafranca@vsu.edu.ph](mailto:lynette.cimafranca@vsu.edu.ph)

### **DR. LORINA A. GALVEZ, PhD**

Faculty, Professor VI  
Department of Food Science and Technology  
Visayas State University  
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