

MANUEL C. BARTOLINI

Brgy. Guadalupe, Baybay, Leyte
Philippines
09753524084

PERSONAL DATA

Age	:	50
Date of Birth	:	May 4, 1960
Place of Birth	:	Baybay, Leyte
Citizenship	:	Filipino
Religion	:	Roman Catholic
Sex	:	Male
Civil Status	:	Married
Height	:	5'5"
Wight	:	120 lbs
Language/Dialect	:	English, Tagalog, Cebuano, Waray-waray
Hobbies	:	Travelling, Cooking, and working in line of interest

EDUCATIONAL ATTAINMENT

College Degree	:	Bachelor of Science in Commerce (1991) Franciscan Coll. of the Immaculate Conception Baybay, Leyte
College Level	:	Junior Secretarial Course (1982) Franciscan Coll. of the Immaculate Conception Baybay, Leyte
Secondary Education	:	High School (1979) Experimental Rural High School Visca, Baybay, Leyte
Elementary Education	:	Grade School (1975) Guadalupe Community School Brgy. Guadalupe, Baybay, Leyte

EXPERIENCE

Student Assistant (1976):	ERHS, Visca, Baybay, Leyte
Laborer (1981)	: Eurica Construction ViSCA, Baybay, Leyte
Utility (1982)	: Registrar's Office Visca, Baybay, Leyte
Clerk Aide (1984)	: Registrar's Office Visca, Baybay, Leyte
Sale Collector(1991)	: Wood Builder Emnas Baybay Forest Cainta, Rizal Province

Clerk I (1991) : Registrar's Office
Visca, Baybay, Leyte

Administrative Aide III : Registrar's Office
Visca, Baybay, Leyte

SEMINARS/TRAININGS ATTENDED

August 1985 : Key Operators Xerox Model 3500
Philippine Fuji Xerox Corporation
Visayas Regional Office
Cebu City, Cebu

August 1989 : Driving & Vehicle Maintenance
National Manpower & Youth Council
Baybay North Central School
Baybay, Leyte

March 1990 : Automotive Mechanic
National Manpower & Youth Council
Baybay North Central School
Baybay, Leyte

April 1996 : Credit Management Skills Training
Agricultural Training Institute
ATI-NTC, Visca, Baybay, Leyte

April 1997 : Ecology Orientation Seminar
Holy Spirit Parish
Visca, Baybay, Leyte

August 1997	:	Cooperative Membership Orientation ViSCA Credit Cooperative Visca, Baybay, Leyte
August 1998	:	Values Orientation Workshop (VOW) HRDO, Visca, Baybay, Leyte
May 2003	:	Career & Personality Dev. For Clerks & Other Administrative Staff CCE, LSU, Visca, Baybay, Leyte
June 2003	:	Microsoft Excel & Microsoft Word Trainings Dept. of Computer Science & Technology Visca, Baybay, Leyte
February 2008	:	Fire Consciousness & Preparedness CCE, Visca, Baybay, Leyte
March 18-19, 2010	:	Total Quality Mgmnt. Among Adm. Personnel CCE, Visca, Baybay, Leyte
Sept. 17 – Oct. 10, 2010	:	“Training on Farm Machinery Operations” VSU, Visca, Baybay, Leyte
Sept. 20, 2012	:	Personality Development Seminar for Frontliners VSU, Visca, Baybay City, Leyte
March 14, 2017	:	Gender Sensitivity –Guadalupe Consumers Cooperative Members, VSU, Visca, Baybay City, Leyte
Nov. 11, 2017 Mar. 24, 2018	:	Special Basic Citizen Military Training (SBCMT) 8 th RCDG, Camp Jorge Downes, Ormoc City, Leyte

Sept. 9, 2018	:	Company Assembly Test 2018 for the RR1 of 804RRIBn 804 th CDC, Kuta Kankabato, San Jose, Tacloban City, Leyte
Sept. 23, 2018	:	Marksmanship Training 2018 for the RR1 of 804RR1Bn 804 th CDC, Kuta Kankabato, San Jose, Tacloban City, Leyte
Nov. 5-18, 2018	:	Squad Sustainment Training Class 01-2018 804 th CDC, Kuta Kankabato, San Jose, Tacloban City, Leyte
Dec. 1, 2018	:	Platoon Sustainment Training Class 01-2018 804 th CDC, Kuta Kankabato, San Jose, Tacloban City, Leyte
Dec. 2-9, 2018	:	Warfighting Competency Training-ARESCOM TRAINING SCHOOL, Camp Riego de Dios, Tanza, Cavite
May 26, 2019	:	Company Refresher Training 2019 for the RR1 of 804RRIBn
Nov. 30, 2019	:	Pre-Deployment Training/Active Duty Training SY 2019- 2020
Nov. 21, 2021	:	Water Search and Rescue Training 804 th CDC, Kuta Kankabato, San Jose, Tacloban City, Leyte
Nov. 9-11, 2022	:	POAP, Inc. Training Work-Life Balance and Productivity CSC-ALDI- No.9 Biscayne St., South Fairview, Brgy. Fairview Park, Quezon City, Metro Manila

REFERENCES

Dr. Julius Abela	:	VSU, Visca, Baybay City, Leyte
Mrs. Marwen A. Castañeda	:	VSU, Visca, Baybay City, Leyte
Dr. Rebecca Santiago	:	Brgy. Guadalupe, Baybay City, Leyte
Prof. Linda N. Mariscal	:	Brgy. Guadalupe, Baybay City, Leyte