

MARIA ROBERTA Sta.Iglesia MIRAFLOR

Brgy. Kilim, Baybay City, Leyte

Cel# 0917-6341528/0906-6701689



Birthdate : October 28, 1977 Age : 45 yrs old
Height : 5' 2" Weight : 120 lbs.
Civil Status : Married
Name of Spouse: Warren B. Miraflor

WORKING EXPERIENCE

ADMINISTRATIVE OFFICER II (March 16, 2018 – Present)

Office of the VPAF and Office of the Head of Records and Archives
Visayas State University, Visca, Baybay City, Leyte

ADMINISTRATIVE OFFICER I (December 1, 2016 – March 15, 2018)

Office of the Vice President for Administration & Finance
Visayas State University, Visca, Baybay City, Leyte

ADMINISTRATIVE ASSISTANT VI (July 1, 2007 – November 30, 2016)

Office of the Director for Finance
Visayas State University, Visca, Baybay City, Leyte

LABORATORY TECHNICIAN (December 1, 2002 – June 30, 2007)

Dept. of Computer Science & Technology (Job Order)
Leyte State University, Visca, Baybay, Leyte

Production Team Assistant (June, 2001 – November, 2002)

Innodata Philippines, Inc., Cebu City

Production Associate (June, 1998 – June, 2001)

Innodata Philippines, Inc., Cebu City

EDUCATION ATTAINMENT

GRADUATE STUDIES:

2017 – present Visayas State University

Master in Management major in Business Management (40 units)

COLLEGE:

1994 – 1998 University of San Jose-Recoletos, Cebu City, Philippines

Bachelor of Science in Computer Science

SECONDARY:

1990 – 1994 Franciscan College of the Immaculate Conception, Baybay, Leyte

ELEMENTARY:

1984 – 1990 Franciscan College of the Immaculate Conception, Baybay, Leyte

GOVERNMENT EXAMINATION TAKEN

Career Service Professional Examination

Place: Saint Joseph College, Maasin City

Date: October 21, 2012

Rating: 80.04%

Career Service Sub-Professional Examination

Place: University of the Visayas

Date: October 19, 1997

Rating: 82.25%

Competency Assessment for Data Encoders (TESDA)

Place: STI, Ormoc City

Date: March 20, 2004

Rating: Passed (National Certification Level1)

**TRAININGS/
SEMINARS**

Training-Workshop on Risk Assessment

November 24-25, 2022 VSU

Supervisory Development Course (Track I)

September 20-23, 2022 Civil Service Commission-Region VIII

Seminar-Workshop on the Establishment of Records Center and Archival Systems

September 13-15, 2022 National Archives of the Philippines

Seminar of Public Financial Management

August 3-5, 2022 Department of Budget Management-Region VIII

Internal Quality Audit Training

August 17-19, 2022 AGF

Basic Occupational Safety & Health for Government Workers

June 7-11, 2021 DOLE-OSHC

Webinar on Basic Records & Archives Management (BRAM)

April 12-16, 2021 National Archives of the Philippines

2021 Regional Congress of Human Resource Management Practitioners (HRMPs)

March 10-11, 2021 Civil Service Commission-Region VIII

Webinar on the Basics of Records Management & Records Control

January 27, 2021 DOST-STII

**MEMBERSHIP
IN ORGANIZATION**

- VSU Compliance Officer for Privacy (COP)
- FOI Receiving Officer
- VSU ISO Internal Auditor
- Secretariat, Performance Monitoring Team (PMT)
- Secretariat, Occupational Safety and Health (OSH)
- Secretariat, Committee on Anti-Red Tape (CART)
- Board Member, LSU-ADPA
- Member, VSU Anniversary Award

REFERENCES

1. Hon. Dominic Junie F. Murillo
SP Member, Baybay City
2. Dr. Marilou M Benitez
VSU Professor
3. Mr. Julius dela Cerna
HR Officer, Baybay City Division