



# Nicky V. Ababat

To contribute to the efficiency and effectiveness of the Human Resource Management Development by applying my administrative skills, eligibility, and strong organizational and commitment in support of public service excellence.

## Contact

### Phone

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### Email

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### Address

Brgy. San Isidro Baybay City,  
Leyte, 6521

## Education

2016-2020

**Bachelor of Secondary Education -  
Filipino**

Visayas State University-Baybay

*Cum Laude*

2010-2014

Baybay National High School

2004-2010

San Isidro Elementary School

*Salutatorian*

## Skills

- Computer Literate
- Adaptability
- Organization
- Communication

## Language

English

Filipino

## Experience

### September 2023-Present

Visayas State University-HRMD-Recruitment,  
Selection, Placement and Personnel Records  
Office VISCA, Baybay City, Leyte

#### Clerk

- Record and check letter requests/recommendations and attached documents for APB and NAPB;
- Set schedule & prepare notice of APB & NAPB meetings
- Facilitate and assist in the conduct of APB & NAPB meetings;
- Set schedule of Job Interviews, inform and send Notice of Job Interview to the shortlisted applicants
- Facilitate and assist in the conduct of the job Interviews of applicants;
- Draft minutes of the meeting of APB and NAPB.
- Drafts excerpt from the approved NAPB and APB minutes;
- Process the letter requests/recommendations of APB/NAPB for approval of the President.
- Release the excerpts of meetings of APB and NAPB
- Perform other functions as assigned by supervisors and other office staff.

### October-November 2021; April-May 2022; October-December 2022; April-June 2023

Visayas State University-Office of the Dean of  
Students I VISCA, Baybay City, Leyte

#### Encoder

- Encodes COR in database format as required for free tuition or higher education of the CHED-UniFAST;
- Checking of the TES application document based from the prescribed format from the CHED-UniFAST;
- Renaming/Labeling of the CORs from the Main Campus;
- Preparing the billing documents (Form 1 and Form 2A, 2B and 2C) for the Main Campus;
- Checking the billing documents from all the external campuses;
- Consolidate and print the billing documents from all campuses; and
- Do other duties related to CHED-UniFAST requirements and VSU.

### January - March 2023

Visayas State University-Office of the Dean of  
Students | VISCA, Baybay City, Leyte

#### Clerk

- Assists the Psychometrician in preparing testing and related materials;
- Assists in checking and filing tests;
- Assists in making summaries of surveys, evaluation of activities and test results;
- Assists the Guidance Counselors in the conduct of guidance activities and other related tasks assigned.

## Leadership

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- **3rd Year Representative**

**A. Y. 2018-2019**

College of Education – Supreme Student Council, Department of  
Teachers Education, Visayas State University Visca Baybay City, Leyte

- **Treasurer**

**A. Y. 2018-2019**

Kapisanan ng mga Filipino Majors, Department of Teachers Education,  
College of Education, Visayas State University Visca Baybay City,  
Leyte

## Reference

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### **Prof. Manolo B. Loreto Jr.**

Former Dean of Students, VSU-DSO

**Email :** manolo.loreto@vsu.edu.ph

### **Chona A. Brit**

Director, Guidance and Counseling-VSU

**Email :** chona.brit@vsu.edu.ph

### **Ma. Normalita T. Labrador**

Head, Learning and Development-  
VSU

**Email:** jhenando@vsu.edu.ph