



BRENDA ME P. VALENZONA

Clerk/dDRC

CONTACT

 **Phone:**

+639368250871

 **Email Address:**

brenda.valenzona@vsu.edu.ph

 **Address:**

Gabas Baybay City, Leyte 6521

SKILLS

- Teamwork
- Time Management
- Optimistic Attitude
- Communication Skills
- Adaptability

ELIGIBILITY

Civil Service Eligibility

Sub-professional Level

LANGUAGES

- English
- Tagalog
- Cebuano

REFERENCES

Dr. Cheryl C. Batistel

Head, DBS

+639186514081

Dr. Analyn M. Mazo

Professor, DBS

+639171624920

Dr. Beatriz S. Belonias

Professor, DBS

+639173113309

PROFILE

I am a clerk with over ten years of expertise in administrative support, recordkeeping, data entry, and customer service, competent in handling daily office operations, maintaining accurate files, and supporting teams with timely and efficient clerical work. Proficient in Microsoft Office and capable of setting priorities and meeting deadlines in hectic work settings. Known for accuracy, organization, and a strong work ethic.

EDUCATION

Bachelor of Science in Biology	2000-2005
Major in Ecology Leyte State University	
Baybay National High School	1996-2000
Baybay City, Leyte	

TRAININGS/SEMINARS

Orientation of Guidelines & Procedures on Processes/Services of the Offices under (ASO) RDE, VSU	April 8, 2025
Seminar Workshop on Basic Records & Archives Management (BRAM) CCE Building, VSU	July 31-31, 2025
Orientation/Re-Orientation of Duties and Responsibilities of dDRCs and AdDRCs CCE Building, VSU	Sept. 7, 2022
ISO 9001:2015 Awareness/Re-awareness Seminar VSU RDE Hall	Aug. 30, 2022
Orientation of Clerks on Basic Customer Service and Development Based HRMPs on Personnel Documents/Requirements CCE Building, VSU	Sept. 11, 2017

WORK EXPERIENCE

ADMIN. AIDE 1 (CLERK/dDRC) Dept. Biological Sciences VSU, Baybay City	November 2012 to Present
CLERK Dept. of Teachers Education VSU, Baybay City	Sept. 2011 to November 2012
FIELD RESEARCHER Acnielsin Company Baybay City	Oct. 2005 to December 2005