

Hi! I'm



GRACE L. MOLLEÑO

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0912 510 7778

SKILLS

- ✧ Teaching Skills
- ✧ Public Speaking
- ✧ Basic Bookkeeping
- ✧ General Business Management
- ✧ Organizational Capacity Building Using Organizational Capacity Assessment (OCA) Tool
- ✧ Good in Filipino, English, and Cebuano; with basic knowledge of the Waray dialect
- ✧ Communication and Organizational Skills
- ✧ Critical Thinking and Active Listening
- ✧ Patience and Motivational Skills
- ✧ Creative Thinking
- ✧ Interpersonal and Leadership Skills
- ✧ Time Management Skills
- ✧ Capacity for Teamwork
- ✧ Driving Skills (Restriction 1)
- ✧ Tech Savy
- ✧ Computer skills:
 - Microsoft Office: PPT, Word, Excel, Publisher
 - OpenOffice
 - SPSS
 - Lindo
 - Excel QM
 - Photoshop
 - Canva
 - Prezi
 - R Studio
 - Express Accounts Accounting Software

CURRICULUM VITAE

Objectives



To demonstrate my passion, experience, and skills in teaching and organization in academe, research, and extension; and faithfully carry out given tasks effectively, efficiently, and beyond expectations with good leadership.

Personal Details



Age: 34
Status: Married
Address: Sitio Gasa, Brgy. Palhi, Baybay City, Leyte 6521
Date of Birth: October 13, 1990
Place of Birth: Biñan, Laguna

Educational Background



MASTER'S DEGREE

August 2023 **Visayas State University**
Baybay City, Leyte
Master of Management Major in Business Management

- ✧ **Publication: OPTIMIZING PROFIT FROM COCONUT SAP-BASED PRODUCTS AT DIFFERENT INVESTMENT LEVELS**
(Science and Humanities Journal)
- ✧ CHED Scholar

BACHELOR'S DEGREE

June 2019 **Visayas State University**
Baybay City, Leyte
Bachelor of Science in Agribusiness

- ✧ Magna Cum Laude; GPA 1.40
- ✧ **Special Problem: ASSESSING ORGANIZATIONAL PERFORMANCE OF COMMUNITY-BASED ORGANIZATIONS: AN ORGANIZATIONAL CAPACITY ASSESSMENT APPROACH**
- ✧ Tulong Dunong Scholar

March 2012 **Trimex Institute of Science and Technology**
Biñan City, Laguna
Hotel and Restaurant Services
Barangay Scholar
58 Units

June 2008 **Malayan Colleges Laguna**
Cabuyao City, Laguna
Hotel and Restaurant Management
Valedictory Scholar/ J.P. Rizal Scholar
38 Units

SECONDARY EDUCATION

March 2008 **Science and Technology High School**
Santa Rosa City, Laguna
Valedictorian, Best in Math

March 2004 **Regina Coeli School, Inc.**
Santa Rosa City, Laguna
5th Honor, Best in Math

Work Experiences



TEACHING EXPERIENCE

Aug. 2024 — Dec. 2024 College Instructor (Term 1 S.Y. 2024-2025)
(Principles of Accounting 1, Principles of Accounting 2,
Entrepreneurship, International Marketing)
Department of Business Management
College of Management and Economics
Visayas State University, Baybay City, Leyte

Aug. 2021 — Jan. 2022 College Instructor (Term 1 S.Y. 2021-2022)
(Entrepreneurship and Human Resources)
Department of Business Management
College of Management and Economics
Visayas State University, Baybay City, Leyte

AGRICULTURAL EXTENSION AND CONSULTANCY

Aug. 2024 — Dec. 2024 Business Development Consultant
KEA Management Consultancy Services
Pangasugan, Baybay City, Leyte

- Coconut Stakeholders Profiling—Smallholder Farmer RAPID Growth Project in Leyte
- Manual of Operations—Fabrication laboratory of Philippine Science High School Shared Service Facility (SSF) of DTI (Eastern Visayas Campus)
- Manual of Operations—Meat Processing in Calbayog City Shared Service Facility (SSF) of DTI
- Manual of Operations—Calbiga Chocolate Production Enhancement Shared Service Facility (SSF) of DTI
- Manual of Operations—Shared Service Facility (SSF) of DTI for Samar Multi-purpose Cooperative (SAMICO) Assisted by Dairy Farmers in Samar
- In-Depth Market Study in Support to KAMMPIL Village-level Coconut Edible Oil Processing Project

Apr. 2024—Jun. 2024

Business Development Consultant
Profiling of Coconut MSMEs, farmers, and People's Organizations under the RAPID Growth Project in Southern Leyte
KEA Management Consultancy Services
Baybay City, Leyte

Jan. 2024—Apr. 2024

Business Development Consultant
KEA Management Consultancy Services
Under the
Department of Agriculture
Department of Trade and Industry

Contributor of the following:

- ✧ Manual of Operations: Shrimp and Other Marine-Based Processing Shared Service Facility of Villahermosa Oriental Farmers and Fisherfolks Association (VOFFA)
- ✧ Market Trends and Prospects of the Eastern Visayas Jackfruit Industry Roadmap (2023-2028)

Nov. 2023—Dec. 2023

Business Development Consultant
Profiling of Cacao MSMEs, farmers, and People's Organizations under the RAPID Growth Project in Leyte
KEA Management Consultancy Services
Baybay City, Leyte

Jan. 2023—Oct. 2023

Business Investment Consultant
KEA Management Consultancy Services
Pangasugan, Baybay City, Leyte

Wrote the following approved and funded Investment Plans under KAMMPIL AgriCoop, Jaro, Leyte:

- ✧ Business Plan for Virgin Coconut Oil Production of Tag-oyango Multipurpose Cooperative
- ✧ Business Plan for the Eighty (80) Blue Crab Traps Project
- ✧ Business Plan for Rhode Island Red Chicken Farm Project of AMMMA Katipunan, Inc.
- ✧ Community Nursery Farm Business Plan of AMMMA Katipunan, Inc.
- ✧ Bagoong at Patis Balayan Business Plan of ANAK Balayan, Inc.
- ✧ Dried Fish Production of Island of Samar and Leyte Agriculture Cooperative (ISLACO)
- ✧ A Business Plan on Banana Flour Processing of Barangay Calube Farmers Multipurpose Cooperative (BACFA MPC)
- ✧ A Pilot Business: Community Organically Grown Rice and Food Center of DICADI Agriculture Cooperative
- ✧ Palay Trading and Marketing Enterprise linked with the National Food Authority (NFA) of PATANOM Iloilo Farmer, Inc.
- ✧ Business Plan for Cassava Flour Processing of KAMADA ARC Cooperative
- ✧ Business Investment on Palay Trading and Rice Processing Project of MAALSADA Farmer Irrigators Agriculture Cooperative (MAALSADA FISCO)

Nov. 2022—Dec. 2022

Business Development Consultant
Profiling of MSMEs, farmers, and People's Organizations under the RAPID Growth Project in Region VIII (Southern Leyte, Leyte, Northern Samar)
KEA Management Consultancy Services
Pangasugan, Baybay City, Leyte

Jan. 2022—Oct. 2022

Business Development Consultant
KEA Management Consultancy Services
Pangasugan, Baybay City, Leyte

Wrote the following approved and funded Investment Plans under the RAPID Growth Project:

- ✧ Cacao Farm Recovery Project of Ilag Integrated Farmers Association
- ✧ Cacao Farm Recovery Plan of KARF Irrigators' Association, Inc.
- ✧ Cacao Expansion Project of Cacao Farmers Association of Matag-ob (CAFAM)
- ✧ Zewil Primo Business Plan
- ✧ Cacao Farm Recovery Project of Tautag Anthurium and Vegetables Growers Association (TAVEGA)

INDUSTRY EXPERIENCE

2024 — Present	Administrative Officer and Corporator at Five Shepherds Corporation, Baybay City, Leyte
2018 — 2024	Owner/ Manager of Five Shepherds' Planting Materials and Agri-products
Jul. 2019—Aug. 2021	Negosyo Center Business Counsellor at NC-VSU Department of Trade and Industry

RELATED PROJECTS

November 2024	Supplied 4061 bags of Agricultural Salt Fertilizer to South Cotabato & Sarangani
August 2024	Supplied Cacao Rehabilitation Tools for the Good Agricultural Practices Trainings for Cacao Farmer Organizations
July 2024	Supplied Materials for the RAPID Growth Project Tech Transfer on Standard and Compliant Copra Technology to Coconut DIP Stakeholders
July 2024	Supplied Materials for the Value-Added Training on Fossilized Cacao Leaves
July 2024	Supplied Materials for the Good Agricultural Trainings for Cacao Farmer Organization

June 2024

Supplied Charcoal Briquette Production Equipment for the Activity "Procurement of Equipment for the Charcoal Briquetting Shared Service Facility (SSF) Project of the Province of Leyte"

OTHER EXPERIENCES

2012 — 2013	Cashier at Super 8 Grocery Warehouse, Balibago, Santa Rosa, Laguna
2011 — 2012	Production Operator at Laguna Autoparts Manufacturing Corporation, Santa Rosa, Laguna
2010 — 2011	Receptionist at Mariposa Budget Hotel, Santa Rosa, Laguna
2007 — 2008	Cashier at Mc Donald's Waltermart, Balibago, Santa Rosa, Laguna
2006 — 2007	Tutor of Elementary Students in Golden City, Santa Rosa, Laguna

Affiliations



2017 — Present	✧ Member of Kabalikat Civicom
2015 — 2019	✧ Member of the Society of Agribusiness Students at Visayas State University
2007 — 2008	✧ Actress in the Theatre Arts Club of Santa Rosa Science & Technology High School

Training and Seminars



TRAINING AND SEMINARS CONDUCTED/ FACILITATED

2024	Southern Leyte SSF Conference Department of Trade and Industry – Southern Leyte Blue Deep Resort, Padre Burgos, So. Leyte Facilitator (8 hours)
2021	Simplified Bookkeeping for Non-accountants and eBIR Forms Webinar Technology Business Incubator (TBI) Visayas State University, Baybay City, Leyte Resource Person (8 hours)
2021	Scaling Up Competitiveness Through Effective Use of IP System Department of Business Management College of Management and Economics Visayas State University, Baybay City, Leyte Facilitator (8 hours)

2021	Enhancing Business Skills through BEST Game and Simplified Business Planning Seminar and Workshop BPLO, CSWDO, LGU-Baybay Negosyo Center Baybay Department of Trade and Industry Resource Person (8 hours)
2021	Business Expenses Savings Training (BEST) Game and Simplified Business Registration Forum Negosyo Center Matalom, Department of Trade and Industry Resource Person (8 hours)
2021	Entrepreneurial Minsetting and Negosyo Center Services CAFGU Active Auxillary (CAA) Enhancement Training Villa Solidaridad, Baybay City, Leyte Resource Person (8 hours)
2021	Product Pricing and Costing with Current Good Manufacturing Practices Negosyo Center Hilongos Department of Trade and Industry Resource Person (8 hours)
2021	Simplified Bookkeeping for Non-accountants and eBIR forms Seminar Negosyo Center-VSU, Baybay Department of Trade and Industry Facilitator (8 hours)
2020	Product Pricing and Costing Negosyo Center Hindang Department of Trade and Industry (8 hours)

TRAINING AND SEMINARS ATTENDED

2024	Structural Equation Modeling (SEM) Using R Department of Statistics Visayas State University Visca, Baybay City, Leyte
2024	Business Data Visualization Using R Shiny Department of Statistics Visayas State University

Visca, Baybay City, Leyte

- 2024 **ISO 9001:2015 AWARENESS & RE-AWARENESS SEMINAR**
Visayas State University
Visca, Baybay City, Leyte
- 2024 **Teaching and Learning with Modern ICTs**
University of the Philippines Open University
Massive Open Distance eLearning
(4 weeks)
- 2024 **Virtual Assistant Training**
Clair Voyance
(2 weeks)
- 2023 **Principles of Graphic Design**
University of the Philippines Open University
Massive Open Distance eLearning
(16 hours)
- 2021 **Negosyo Ko, IPO-Protect Ko**
Intellectual Property Office of the Philippines
Department of Trade and Industry
(8 hours)
- 2020 **Enterprise Development Training on Livestock Production Seminar**
Negosyo Center Baybay
Department of Trade and Industry
(8 hours)
- 2019 **Small Business Counselors Course 101: Diagnosing an Enterprise**
University of the Philippines - Institute for Small-Scale Industries (ISSI)
Department of Trade and Industry
Hotel Alejandro, Tacloban City, Leyte
(40 hours)
- 2019 **Rapid Growth Orientation, Green and Gender Responsive Value Chain Analysis (GGRVCA), and Social Media Workshop**
Department of Trade and Industry
Palo, Leyte
(24 hours)

- 2019 **Capacity Development on Business Expense Savings Training (BEST) Game for Leyte Negosyo Center Business Counselors**
Department of Trade and Industry
Tacloban City, Leyte
(16 hours)
- 2019 **Success Story Writing Skills and Digital Literacy Training**
Department of Trade and Industry
Hotel Alejandro, Tacloban City, Leyte
(24 hours)
- 2018 **Breaking the Limits: Be an Effective Speaker**
Department of Business Management
Visayas State University, Baybay City, Leyte
(8 hours)
- 2018 **Educational tour in Negosyo Center Cebu, Cebu Federation of Dairy Cooperatives, Liwayway Marketing Corporation, Obra Cebuana Furniture Designs, Inc., Profoods International Corporation, Susing's Guitar Factory**
Cebu City
(48 hours)
- 2018 **Youth Entrepreneurship: Entrepreneurial Mindsetting and Business Planning**
Negosyo Center Baybay, Department of Trade and Industry
Visayas State University, Baybay City, Leyte
(8 hours)
- 2018 **Strategic Marketing for Inclusive and Sustainable Agribusiness**
Department of Business Management, Visayas State University,
Baybay City, Leyte
(8 hours)

Certificates/ Awards/



- 2019 **Magna Cum Laude**
Visayas State University, Baybay City, Leyte
- 2019 **Honor Graduate Eligibility**
Civil Service Commission- RO VIII

- 2019 **Best Enterprise Assessment Report**
University of the Philippines - Institute for Small-Scale Industries (ISSI)
- 2024 **Scholarship Award**
Clair Voyance
- 2024 **Driver's License**
H12-15-002745
- 2024 **Passed Performance Evaluation**
Quality, Timeliness of Delivery and After Sales Service Criteria
DTI Leyte Provincial Office

Character References



Elvira E. Ongy, MM

Associate Professor V
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Angelita L. Paradero, PhD

Former Department Head
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Alyanna Alcober

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RAPID Growth Project
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Bryan R. Gapasin

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I hereby, certify that the above information is true and correct to the best of my knowledge.



Grace L. Molleno
Applicant