



Marife Cantiga Gucela

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Personal Background

Date of Birth	: January 03, 1985
Age	: 36
Place of Birth	: Baybay, Leyte
Religion	: Roman Catholic
Height	: 152 cm
Status	: Single
Citizenship	: Filipino
Languages	: Filipino, English and Cantonese
Sex	: Female
Weight	: 60 kgs

Work Experience

Hong kong

August 2018 to March 2019

Overseas Filipino Worker (OFW)

Registrar's Office, Visayas State University

Visca, Baybay City, Leyte

February 2015 to December 2017

Course In-Charge (PhD, MS,BSEM, BSF, BSEcon, BSAB)

Duties and Responsibilities

- *Prepared & printed TORs, certificates, grades, etc.*
- *Updated students' records*
- *Answered students' queries*
- *Evaluated students' grades*
- *Performed other tasks/duties assigned from time to time by the registrar.*

Dept. of Biological Sciences, Visayas State University

Visca, Baybay City, Leyte

January 2010 to January 2015

Clerk (Job Order)

Duties and Responsibilities

- *Prepares and types payroll, voucher, liquidation report, travel documents, renewal of appointments, purchase request, PMS-OPES, etc.*
- *Prepares and types annual report, faculty development plan and Annual Procurement Plan*
- *Prepares and types semestral faculty projected workload, actual workload and individual faculty workload*
- *Coordinate office and administrative activities particularly storing, retrieving, and integrating information for dissemination to staff and faculty*
- *Scanned documents, performed word processing and other computer work*
- *Prepare, reproduce and collate lecture handouts, lab. Exercises, worksheets & questioners*
- *Records and reminds department head re meetings and seminars*
- *Assist the Department Head in facilitating schedule of staff and faculty meetings.*
- *Receive and relays telephone calls of faculty and staff.*

Metro Gaisano

Vicsal Dev. Corp.

Colon St. Cebu, Ctiy

May to October 2008

CASHIER

Duties and Responsibilities

- *Register the sale of the merchandise.*
- *Receive money and make change pertaining to costumer service*
- *Responsible for accounting of the amount due for purchase*

VSU Infirmary

Visca, Baybay City, Leyte

April to May 2007

RECORD SECTION IN-CHARGE

Duties and Responsibilities

- *Keep the health records of students, faculty and Staff of VSU and outsider patients*
 - *Cleaning of assigned area*

WORKSHOPS, SEMINARS, TRAININGS

- *Cumulus One Training* May 24 - 26, 2017
- *Defensive driving* October 26, 2016
- *Re-orientation of Frontliners of Good Costumer Service, Work Values and Anti-Red Tape Law* Sept. 10, 2014
- *Symposium on High value Crops and Organic Horticulture Development for Economic Prosperity, Food Security and Ecological Integrity* May 16, 2013
- *Briefing of Staff Involved in the Conduct of Teaching Evaluation of Academic Staff* Jan. 14, 2013
- *Seminar on Personality Development For frontliners* Sept. 20, 2012
- *Workshop for the crafting of Table of Major Final Outputs and success Indicators for the strategic performance Management System for Administration* Sept, 6, 2012
- *Workshop for the crafting of Table of Major Final Outputs and success Indicators for the strategic performance Management System for Instruction* Sept, 4, 2012
- *Personality Development for Administration* Sept. 20, 2011
- *Re- Orientation of Frontliners* July 7, 2011
- *Preparation of Performance Targets and Accomplishments* June 26, 2011
- *Seminar-Workshop on E-Procurement* July 29, 2010
- *Seminar on Total Quality Management Among Administrative Personnel* March 18 - 19, 2010
- *Cashiers Training Super Metro Mandaue Mandaue Cebu, City* May 11 - 15 , 2008

CERTIFICATE (S) RECEIVED

National Certificate II on Domestic Work, TESDA

Cert. No. 18072202029747

Issued on: June 13, 2018

Valid until: June 12, 2023

INVOLVE ORGANIZATION

AFSAS - 2002 - 2004

Visca Horticultural Society (**ViHOS**) - 2005 - 2007

EUCATIONAL BACKGROUND

College - Bachelor of Science in Agriculture
Major in Horticulture
Specialization: Propagation
Visayas State University (VSU)
S.Y. 2002 – 2007

Secondary - Baybay National High School
Baybay, Leyte
S.Y. 1998 – 2002

Elementary - Guadalupe Elementary School
Guadalupe, Baybay, Leyte
S.Y. 1994 – 1998

SKILLS AND INTEREST

- Knowledgeable in computer such as Microsoft Excel, Microsoft Word, and Microsoft PowerPoint
- Knows how to drive motorcycle

OTHER SKILLS:

- Singing, dancing, cooking

REFERENCES

Dr. Paciencia P. Milan

Former VSU President and University Professor

Visayas State University

Visca, Baybay City, Leyte

Cell # +63948-499-2730

Dr. Beatriz S. Belonias

VP for Instruction

Visayas State University

Visca, Baybay City, Leyte

Dr. Analyn M. Mazo

Head, Dept. of Biological Sciences

Visayas State University

Visca, Baybay City, Leyte