

# MERLIN R. LEBANTE

## PROFILE INFO

Admin Clerk and designated as Deputy and Records Controller (dDRC) with 6 years' experience in a Regional Research and Development Center delivering technical tasks for the projects. Delivers quality output, always perseveres to achieve the best possible results; quick to learn, easily adapts to work environment, with good interpersonal and organizational skills and have a high sense of responsibility.

## WORK EXPERIENCE

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**Clerk/dDRC**  
**VSU- Regional Climate Change  
Research and Development Center**  
Working as Clerk for 2 years  
Designated as Deputy Documents and Records  
Controller (dDRC).

2021-2022
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**SRA**  
**VSU- Regional Climate Change  
Research and Development Center**  
Working as SRA for 3 years  
Serve as Clerk

2017-2020
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**Encoder**  
**VSU- Regional Climate Change  
Research and Development Center**  
Working as encoder for 1 month and serve as Clerk

2016
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**Marketing Assistant**  
**Riders Adventures LTD.com**  
Working as Marketing Assistant for 8 months

2016

## EDUCATION

- Visayas State University**, 2018-2019  
Master of Management- Major in Agribusiness Mgmt. (18 units)  
Visca Baybay City, Leyte
- Visayas State University**, April 2015  
Bachelor of Science in Agribusiness  
Visca Baybay City, Leyte
- Acedilla Technological Institute**, 2010  
Vocational Course -Bartending NCII  
Visca Baybay City, Leyte
- Makinhas National High School**, March 2009  
Secondary Education  
Brgy. Makinhas Baybay City, Leyte
- Kambonggan Elementary School**, March 2005  
Primary Education  
Brgy. Kambonggan Baybay City, Leyte

## CONTACT

### Phone

09265986557

### Email

merlinlebante08@gmail.com

### Address

Brgy. Kambonggan Baybay  
City, Leyte, 6521

## GENERAL INFORMATION

Female

30 years old

Single

October 31, 1992

Filipino by citizenship

## MY SKILLS

- Advanced skills in Microsoft Office Suite
- Editing & Lay-outing (Canva, publisher)
- Organizational Skills
- Photography
- Google Workspace

## MY QUALIFICATIONS

**Career Service Level 1**

**Eligibility (Sub Professional)**

August 2022

# CONTACT | 09265986557

merlinlebante08@gmail.com | merlin.lebante@vsu.edu.ph.com

## TRAINING / SEMINARS

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### **Training-Workshop on Risk Assessment**

**2022**

November 24-25, 2022, Kuting reef Macrohon Southern Leyte

### **Klima Eskwela: Climate Science, Adaptation, and Arts**

August 25-26, 2022 Visayas State University

### **Conference on Gender and Disaster Risk Governance: Learning from the Experiences of Diverse DRR stakeholders**

July 27 2022, Visayas State University

### **Climate Change Adaptation and Mitigation Training of Mangrove Action Teams in Coastal Barangays of Baybay City, Leyte**

June 24-23, 2022, Visayas State University

### **Virtual Awareness Seminar on RA No. 11032 of the Ease of Doing Business and Efficient Government Service Delivery Act of 2018**

**2021**

July 21, 2021, VSU

### **Webinar presentation on Documents Tracking System**

**2020**

November 13, 2020, VSU

### **Training on identification of proper and complete items Technical Specification and parameters and Orientation of the Purchase Request (PR) Module of the SPPMIS**

August 28, 2020, VSU

### **ISO 9001: 2015 Awareness/Re-awareness Webinar**

November 11, 2020, VSU

### **National Youth Conference on Climate Change Adaptation & Mitigation, Disaster Risk Reduction and Community Resilience**

**2019**

Theme: "Engaging the Youth in Climate Action, Disaster Risk Reduction and Community Resilience-building" November 20-22, 2019, Visayas State University

**ALERT Communication Planning**

January 21, 2019, VSU

**Regional Climate Change Research and Development Center  
Community for Resilience Training of Trainers (CoRe-ToT)****2018**

"Enhanced Local Climate Change Action Plan Development for  
Local Government Units"

August 22-24, 2018, Visayas State University

**Communities for Resilience (CORE) Modular Training Program**

August 14-17, 2018, Bohol

**Eastern Visayas Inter-Provincial Conference on Humanitarian  
Preparedness and Response to Climate-related Disasters,**

November 21-23, 2018, VSU

**2nd Regional Conference On Climate Change RDE with the  
theme "Building Local Community Resilience to Climate  
Change"****2017**

December 18-20, 2017, Visayas State University

**Regional Climate Change Research and Development Center  
2nd Batch of the Community for Resilience Training of  
Trainers (CoRe-ToT)**

December 4-6, 2017, Visayas State University

**MY REFERENCES**

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**Dr. Eduardo O. Mangaoang**

Project Manager -CORA  
0928-349-6489

**Dr. Guiraldo C. Fernandez Jr.**

VSU Board of Regents-Secretary  
0922-400-9161

In hereby certify that the information stated above is true and correct

**MERLIN R. LEBANTE**

Applicant