



JULIE ANN ORIAS

Administrative Aide

Department of Teacher Education, Visayas State University

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ACADEMIC BACKGROUND

Graduate

Master in Management
major in Agribusiness Management
Visayas State University
Visca, Baybay City, Leyte
August 2017 - Present

Secondary

Damulaan National High School
Damulaan, Albuera, Leyte
Year Graduated: March 2013

Tertiary

Bachelor of Science in Agribusiness
Visayas State University
Visca, Baybay City, Leyte
Year Graduated: June 2017

Elementary

Baybay I Central School
Baybay City, Leyte
Year Graduated: March 2009

ELIGIBILITY

Career Service Professional Eligibility

August 4, 2019

WORK EXPERIENCE

Administrative Aide

Job Order Status
Department of Teacher Education
Visayas State University
Visca, Baybay City, Leyte
August 1, 2017 to Present

SEMINARS & WORKSHOPS ATTENDED

ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR

Visayas State University
Visca, Baybay City, Leyte
November 27, 2020

WORKSHOP ON THE ASSESSMENT OF ACCOMPLISHMENT AND TARGET SETTING OF THE STRATEGIC PLAN

Visayas State University
Visca, Baybay City, Leyte
November 25-26, 2020

WEBINAR PRESENTATION ON "DOCUMENT TRACKING SYSTEM"

Visayas State University
Visca, Baybay City, Leyte
November 13, 2020

TRAINING ON IDENTIFICATION OF PROPER AND COMPLETE ITEMS TECHNICAL SPECIFICATION AND PARAMETERS AND ORIENTATION OF THE PURCHASE REQUEST (PR) MODULE OF THE SUPPLY PROPERTIES PROCUREMENT MANAGEMENT INFORMATION SYSTEM (SPPMIS)

Visayas State University
Visca, Baybay City, Leyte
August 28, 2020

WORKSHOP ON THE UNIFORMITY OF THE UNIVERSITY'S SPECIFICS AND PRICES OF GOODS & TRAINING FOR THE IMPLEMENTATION (PPMP & PR) OF THE SUPPLIES, PROCUREMENT AND SUPPLIES MANAGEMENT INFORMATION SYSTEM.

Visayas State University
Visca, Baybay City, Leyte
March 10, 2020

HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEMS (HRMIS) PRESENTATION AND ORIENTATION OF THE ELECTRONIC DAILY ATTENDANCE TRACKING SYSTEM (eDATS)

Visayas State University
Visca, Baybay City, Leyte
March 02, 2020

SEMINAR WORKSHOP ON RECORDS MATRIX AND NAP FORM-1 COMPLETION

Visayas State University
Visca, Baybay City, Leyte
December 13, 2019

HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM (HRMIS) PRESENTATION AND TRAINING OF THE DEVELOPED RSP, PDS AND PLANTILLA MANAGEMENT SYSTEM

Visayas State University
Visca, Baybay City, Leyte
November 25-26, 2019

CUMULUS WORKSHOP WITH DEPARTMENT CLERKS AND FOCAL PERSONS

DCST Room 202
Visayas State University
Visca, Baybay City, Leyte
July 16, 2019

QMS RISK ASSESSMENT AND ISO DOCUMENTATION TRAINING

RDE Hall
Visayas State University
Visca, Baybay City, Leyte
January 16-17, 2019

ORIENTATION-WORKSHOP FOR JO CLERKS AND LABORATORY TECHNICIANS

Center for Continuing Education 1ST floor
Visayas State University
Visca, Baybay City, Leyte
January 15, 2019

INVOLVEMENTS

APPOINTMENT AS TPES EVALUATION FACILITATOR

First Semester SY: 2018-2019 - First Semester SY: 2019-2020

ISO DEPUTY DOCUMENTS AND RECORDS CONTROLLER

RIBBONS AND PROGRAM COMMITTEE MEMBER

Visayas State University
Integrated High School Graduation
May 31, 2019

CURRENT ADDRESS

Permanent Address:	Mahayahay, Albuera, Leyte, 6542
Residential Address:	Guadalupe, Baybay City, Leyte, 6521

PERSONAL

Date of birth:	July 4, 1996
Place of birth:	Kananga, Leyte
Civil Status	Single
Height:	4" 10"
Weight:	50 kgs.
Skills:	Computer skills
	- Proficient with MS Word, Excel, Publisher and PowerPoint
	- Graphic Designing
	Effective Communication skills
	-English, Filipino, Bisaya

REFERENCES

ALELI A. VILLOCINO, ED. D

Dean, College of Education
Visayas State University
Visca, Baybay, City, Leyte
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BAYRON S. BARREDO, ED. D

Head, Department of Teacher Education
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