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VSU Lower Campus, Visca,  
Baybay City, Leyte

## Education

### Masters in Management –Candidate

Visayas State University

2015 – 2019

### Bachelor of Science in Statistics

Visayas State University

2002 – 2006

## Expertise

Computer Literate

Statistical Analysis

Desktop Publishing

Document and Records Controlling

## Eligibility

CSC Professional Eligibility

# MICHELLE A. BORLEO



## Work Experience

2021

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Present

### Administrative Aide VI

Visayas State University

- Prepare administrative documents (Annual Reports, Memorandums for the College, communication, OPCR, IPCR, etc.);
- Prepares financial documents such as PPMP, PR, payroll, vouchers, travel, trip tickets and others;
- Serve as deputy Documents Controller of the college that facilitates the implementation of ISO 9001:2015 Certification
- Facilitates college-wide activities; and
- Records/Files documents, communications, and other papers in accordance with the acceptable filing procedures

2016

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2021

### Administrative Aide IV

Visayas State University

- Prepare administrative documents (Annual Reports, Memorandums for the College, communication, OPCR, IPCR, etc.);
- Prepares financial documents such as PPMP, PR, payroll, vouchers, travel, trip tickets and others;
- Facilitates college-wide activities; and
- Records/Files documents, communications, and other papers in accordance with the acceptable filing procedures

2013

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2016

### Administrative Aide III

Visayas State University

- Prepare administrative documents (Annual Reports, Memorandums for the College, communication, OPCR, IPCR, etc.);
- Prepares financial documents such as PPMP, PR, payroll, vouchers, travel, trip tickets and others;
- Facilitates college-wide activities; and
- Records/Files documents, communications, and other papers in accordance with the acceptable filing procedures

2017

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2019

### Science Research Specialist

Affiliated Renewable Energy Center-VSU

- Prepare socio-economic impact survey report on selected Renewable Energy System installations in the provinces of Biliran, Leyte and Southern Leyte;
- Prepare monitoring, evaluation and survey forms and coordinate with LGUs for monitoring of existing Renewable Energy Systems (RES) in the three provinces;
- Assist in the implementation of Household Electrification Project (HEP) for 2012 and 2013 in the three provinces;
- Assist in the collection of data for the socio-economic impact survey on Renewable Energy System installations in the three provinces;
- Assist in the preparation of evaluation and accomplishment reports of the socio-economics division of the project;
- Assist in the preparation and production of newsletter and journal on RES.



## Awards

### Loyalty Award

for 10 Years of continuous and dedicated service to the Visayas State University



## References

### Asso. Prof. Epifania G. Loreto

Head, Department of Civil Engineering  
Visayas State University  
Visca, Baybay City Leyte

### DR. ROBERTO C. GUARTE

Former Dean, College of Engineering  
and Technology  
Visayas State University  
Visca, Baybay City Leyte

### DR. JACQUELINE M. GUARTE

Former Professor, Department of  
Statistics  
Visayas State University  
Visca, Baybay, Leyte

*I hereby certify that all information presented above are true and correct to the best of my knowledge.*

**MICHELLE A. BORLEO**

13 February 2024



## Work Experience

2009

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2011

### Project Support Staff IV

CHED-ZRC Visayas III-VSU

- Takes charge of the database management information system of the center;
- Assists and coordinates with the HEI's in data gathering, analysis and packaging of semi technical reports of the center;
- Assists in the packaging of training modules and newsletters for the center's sponsored research capability enhancement training;
- Assists in facilitating administrative and financial transactions and submission of related reports in coordination with accounting office staff.



## Learning & Development

### HRIS Software Onboarding

Visayas State University  
Visca, Baybay City, Leyte  
06 December 2023

### Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University

Visayas State University  
Visca, Baybay City, Leyte  
29 November 2023

### Personality Development and Developing Customer Satisfaction

Personnel Officers Association of the Philippines, Inc.  
A&A Plaza Hotel, Puerto Princesa City, Palawan  
13-16 June 2023

### Training-Workshop on Root-Cause Analysis

Visayas State University  
Visca, Baybay City, Leyte  
17 November 2022

### ISO 9001:2015 Awareness and Re-Awareness Seminar

Visayas State University  
Visca, Baybay City, Leyte  
30 August 2022

### Internal Quality Audit Course based 19011:2018 Auditing Guidelines

AGF Consulting Group  
Virtual  
17-19 August 2022