

## **MARIAN S. BONGCALES**

Brgy. Guadalupe, Zone 5, Baybay City, Leyte

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### **PROFESSIONAL SUMMARY**

To obtain a position in a reputable organization to expand my learning, knowledge and make use of the skills that I have in my work experiences and trainings and seminars attended in the best possible way for achieving the organization's goal.

### **SKILLS**

- |                       |                           |                                    |
|-----------------------|---------------------------|------------------------------------|
| • Microsoft Office    | • Highly Competitive      | • Basic Graphic Design             |
| • Computer Skills     | • Evaluation &            | • Admin Support                    |
| • Communication       | Attention to detail       | • Ability to work independently or |
| • Use of Google suite | • Social Media Management | as part of a team                  |

### **EXPERIENCE**

#### **Administrative Aide (Course Evaluator)**

July 2020 – Current

Visayas State University

- Updates student's permanent record of assigned courses for enrolment and graduation purposes
- Processing application for verification of records/ grades/ deficiencies;
- Checks and evaluate records of candidate for graduation of assigned courses;
- Prepare list candidates for graduation and furnish copies to the department/college deans
- Prepare first issuance of transcript of records of graduates
- Prepare and issues checklist with grades to students;
- Prepare permanent records of new students;
- Compute and determine candidates for latin honors;

#### **Administrative Aide (Records Unit Staff)**

January 2020 - June 2020

Visayas State University

- Arrange and sorted permanent student record envelopes and ensure that they are secured.
- . Retrieve student records needed by the course – in –charge for the preparation of Certifications, TOR and Transfer Credentials.
- File approved completion, leave of absence, readmission, shifting, withdrawal, dropping/adding/changing forms, Form 137-A/transfer credentials and other related documents into the permanent record envelopes.
- Verify grades and issue copies of grades to students
- Prepare compilation of official list, grade sheets and other documents ready for binding

**Student Assistant**

Visayas State University

- Checked the student's exam and quizzes paper
- Input student's grades in the excel

**Computer Café Attendant**

April 2014 – April 2015

- Assist customers when they have trouble or questions using computer softwares
- Provide services such as encoding, printing, downloading and all other operations provided by the cafe
- Keep accurate records of logs and inventories of the shop.
- Time customers of the number of minutes or hours they will use the computer

**EDUCATION**

Graduate studies	Master of Management - Agribusiness Management Visayas State University Visca, Baybay City, Leyte 9 units	2021-2022
College	Bachelor of Science in Agribusiness Visayas State University Visca, Baybay City, Leyte	2015-2019
Secondary	Baybay National High School Baybay City, Leyte	2009-2013
Primary	Baybay I Central School Baybay City, Leyte	2003-2009

**LANGUAGE**

- English
- Tagalog
- Cebuano

**ELIGIBILITIES**

- Licensed Agriculturist  
Passed November 2019 Licensure Exam  
License No.: 0031921  
Valid: 08/24/2026
- CSC Professional Eligibility  
Passed August 20, 2023 examination