

CHRISTINE GAY B. CALA

Brgy. Marcos, Baybay City, Leyte 6521-A Philippines

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Mobile No.: 09619681412



PERSONAL INFORMATION

Age: 28 years old
Sex: Female
Date of Birth: January 12, 1997
Place of Birth: Western Leyte Provincial Hospital, Baybay City, Leyte - Philippines
Marital Status: Single
Height: 4’10”
Weight: 50 Kg
Citizenship: Filipino
Religion: Roman Catholic

EDUCATIONAL ATTAINMENT

Visayas State University
Baybay City, Leyte 6521-A
Bachelor of Science in Environmental Management
Graduated
2013-2020

Visayas State University Laboratory High School
Baybay City, Leyte 6521-A
Graduated
2009-2013

Alpha Christian School
Guadalupe, Baybay City, Leyte 6521-A
Graduated
2003-2009

WORK EXPERIENCES

- AACCUP Staff at the Department of Liberal Arts and Behavioral Sciences (2021)
- AACCUP Staff at the Department of Pest Management (2021)
- Admin Asst. and dDRC of the Department of Pest Management (2021-2022)
- Admin Asst. and dDRC of the Alumni and Community Relations Office (2023 – Present)

TRAININGS AND SEMINARS ATTENDED

- Awareness Webinar on Data Privacy Act of 2012 – April 7, 2022 (8 hours)
- Virtual Awareness Seminar on RA No.11032 otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 – June 28, 2022 (7 hours)
- Virtual Seminar on Typhoon Awareness and Calamity Readiness – July 22, 2022 (2 hours)
- ISO Awareness and Re-awareness Seminar – Aug. 30, 2022 (3 hours)

- Virtual 5S Training – Nov. 29, 2023 (4 hours)
- Design Thinking Workshop – Dec. 13-14, 2023 (14 hours)
- Orientation of Guidelines and Procedures on Processes/Services of the Officers under ASO – Feb. 23, 2024 (7 hours)
- Shaping Culture: Embracing Values for Productive Workplace Performance – May 15, 2024 (8 hours)
- From Policy to Practice: EODB, DPA of 2012, and PIA Orientation for VSU Personnel – July 29, 2024 (8 hours)
- Seminar Workshop on Basic Records and Archives Management (BRAM) – July 30-31, 2024 (16 hours)
- Enhancing Digital Communication: VOIP Phone Mastery and Output Messenger Transition (4 hours)

SKILLS AND EXPERTISE

- Computer Skills
 - Proficient in using Microsoft Office (Word/Excel/PowerPoint)
- Problem Solving
 - research assignments as part of my studies
- Communication Skills
 - making oral presentations and reports as part of my class work
 - working in customer service (face-to-face or on the phone)
 - writing communication letters to different offices
- Self-management Skills

LANGUAGE

- Cebuano
- English
- Filipino

CHARACTER REFERENCES

Elvira L. Oclarit
Associate Professor
Department of Pest Management
Visayas State University
Visca, Baybay City, Leyte

Corazon L. Padilla
Executive Secretary
Office of the President
Visayas State University
Visca, Baybay City, Leyte

Guiraldo C. Fernandez
Professor
Department of Philosophy and Social Sciences
Visayas State University
Visca, Baybay City, Leyte

Jeffrey Lloyd L. Cagande
Director
Alumni and Community Relations Office
Visayas State University
Visca, Baybay City, Leyte


Applicant's Signature