

## CURRICULUM VITAE

### PERSONAL DETAILS

---

Name: Grace L. Molleno  
Address: Sitio Gasa, Brgy. Palhi, Baybay City, Leyte 6521  
Mobile no.: 0968 690 7538  
Date of birth: October 13, 1990  
Place of birth: Biñan, Laguna  
Marital Status: Married  
E-mail address: grace.molleno@vsu.edu.ph



### EDUCATION

---

June 2019	Tertiary	<b>Visayas State University</b> <i>Baybay City, Leyte</i> Bachelor of Science in Agribusiness Magna Cum Laude GPA 1.40 Tulong Dunong Scholar
March 2012		<b>Trimex Institute of Science and Technology</b> <i>Biñan, Laguna</i> Hotel and Restaurant Services Barangay Scholar
June 2008		<b>Malayan Colleges Laguna</b> <i>Cabuyao, Laguna</i> Hotel and Restaurant Management Valedictory Scholar / J.P. Rizal Scholar
March 2008	Secondary	<b>Science and Technology High School</b> <i>Santa Rosa Laguna</i> Valedictorian, Best in Math, Best in English
March 2004	Primary	<b>Regina Coeli School, Inc.</b> <i>Santa Rosa, Laguna</i> 5 <sup>th</sup> Honor, Best in Math

### OTHER SKILLS

---

- Basic Business Registration
- Bookkeeping
- Microsoft Office / Open Office
- Driving (Restriction 1)
- Good in Filipino, English, Cebuano; and basic knowledge in Waray
- Interpersonal and leadership skills
- General agribusiness management

## WORKING EXPERIENCE

---

- 2021 – 2022 Part-time Instructor at the Department of Business Management, College of Management and Economic, Visayas State University, Visca, Baybay City, Leyte
- 2019 – 2021 Negosyo Center Business Counselor at the Department of Trade and Industry
- 2012 – 2013 Cashier at Super 8 Grocery Warehouse, Balibago, Santa Rosa, Laguna
- 2011 – 2012 Production Operator at Laguna Autoparts Manufacturing Corporation  
Santa Rosa, Laguna
- 2010 – 2011 Receptionist at Mariposa Budget Hotel, Santa Rosa, Laguna
- 2007 – 2008 Cashier at Mc Donald's Waltermart, Balibago, Santa Rosa, Laguna
- 2006 – 2007 Tutor of Elementary Students Golden City, Santa Rosa, Laguna

## AFFILIATIONS

---

- 2017 – 2018 Member of Kabalikat Civicom
- 2015 – 2019 Member of the Society of Agribusiness Students in Visayas States University
- 2007 – 2008 Actress in the Theatre Arts Club of Santa Rosa Science & Technology High School

## CERTIFICATES

---

- 2018 **Strategic Marketing for Inclusive and Sustainable Agribusiness**  
Department of Business Management, Visayas State Univesity, Baybay City, Leyte  
*Participant (8 hours)*
- 2018 **Youth Entrepreneurship: Entrepreneurial Mindsetting and Business Planning**  
Negosyo Center Baybay, Department of Trade and Industry  
Visayas State University, Baybay City, Leyte  
*Participant (8 hours)*
- 2018 **Educational tour in Negosyo Center Cebu, Cebu Federation of Dairy Cooperatives, Liwayway Marketing Corporation, Obra Cebuana Furniture Designs, Inc., Profoods International Corporation, Susing's Guitar Factory**  
Cebu City  
*Participant (48 hours)*
- 2018 **Breaking the Limits: Be an Effective Speaker**  
Department of Business Management  
Visayas State University, Baybay City, Leyte  
*Participant (8 hours)*
- 2019 **Success Story Writing Skills and Digital Literacy Training**  
Department of Trade and Industry  
Hotel Alejandro, Tacloban City, Leyte  
*Participant (24 hours)*

- 2019 **Capacity Development on Business Expense Savings Training (BEST) Game for Leyte Negosyo Center Business Counselors**  
Department of Trade and Industry  
Tacloban City, Leyte  
*Participant (16 hours)*
- 2019 **Small Business Counselors Course 101: Diagnosing an Enterprise**  
University of the Philippines - Institute for Small Scale Industries (ISSI)  
Department of Trade and Industry  
Hotel Alejandro, Tacloban City, Leyte  
*Participant (40 hours)*
- 2020 **Enterprise Development Training on Livestock Production**  
Negosyo Center, Baybay  
Department of Trade and Industry  
*Participant (8 hours)*
- 2021 **Simplified Bookkeeping for Non-accountants and eBIR forms Seminar**  
Negosyo Center-VSU, Baybay  
Department of Trade and Industry  
*Facilitator (8 hours)*
- 2021 **Product Pricing and Costing with Current Good Manufacturing Practices**  
Negosyo Center Hilongos  
Department of Trade and Industry  
*Resource Person (8 hours)*
- 2021 **Entrepreneurial Minsetting and Negosyo Center Services**  
Negosyo Center Baybay  
Department of Trade and Industry  
*Resource Person (8 hours)*
- 2021 **Business Expenses Savings Training (BEST) Game and Simplified Business Registration Forum**  
Negosyo Center Matalom,  
Department of Trade and Industry  
*Resource Person (8 hours)*
- 2021 **Enhancing Business Skills through BEST Game and Simplified Business Planning Seminar and Workshop**  
BPLO, CSWDO, LGU-Baybay  
Negosyo Center Baybay  
Department of Trade and Industry  
*Resource Person (8 hours)*
- 2021 **Simplified Bookkeeping for Non-accountants and eBIR Forms Webinar**  
Technology Business Incubator  
Visayas State University, Visca, Baybay City, Leyte  
*Resource Person (8 hours)*

## **CHARACTER REFERENCES**

---

**Milagros E. Bales, PhD**

Director, Quality Assurance Center and Associate Professor 5  
Department of Agricultural Education and Extension  
Visayas State University, Baybay City, Leyte  
09424814524

**Elvira E. Ongy, MM**

Thesis Adviser  
Department of the Department of Business Management  
Visayas State University, Baybay City, Leyte  
09389669267

**Analita A. Salabao, PhD**

Dean of the Department of Management and Economics  
Department of the Department of Business Management  
Visayas State University, Baybay City, Leyte  
09235191103

**Antonio P. Abamo, PhD**

Professor I  
Department of Business Management  
College of Management and Economics  
Visayas State University, Baybay City, Leyte  
09209835693

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

  
\_\_\_\_\_  
**Grace L. Molleno**  
*Applicant*