

VINCENT JOSEPH O. GOJOCO II

Phone: 09482798716
vincovinci1987@gmail.com
Purok II, San Miguel,
Sogod Southern Leyte



PROFESSIONAL STATEMENT

To advance professionally by securing a leadership role in this company that will enable me to apply my MANAGEMENT, SUPERVISION, and ADMINISTRATIVE abilities for the success and advancement of all parties.

EDUCATION

MS	Master in Management Southern Leyte State University-Main Campus Sogod, Southern Leyte	2015-2017
Diploma	Diploma in Basic Education Teaching Mathematics Southern Leyte State University-Tomas Oppus Campus	2011-2012
BS	Bachelor of Science in Commerce Banking & Finance Saint Joseph College, Maasin City	2003-2007

WORK EXPERIENCE

- Administrative Officer I (January 01, 2024-Present)
- Administrative Officer I (January 01, 2023-December 31, 2023)
- Administrative Officer I (October 18, 2022-December 31, 2022)
- Administrative Aide IV (January 01, 2022-October 17, 2022)
- Administrative Aide IV (January 01, 2021-December 31, 2021)
- Administrative Aide IV (January 01, 2020-December 31,2020)
- Administrative Aide IV (July 04, 2019-December 31, 2019)
- Administrative Aide IV (January 01, 2019-July 03, 2019)
- Administrative Aide IV (January 01, 2018-December 2018)
- Administrative Aide IV (January 01, 2017-December 2017)
- Administrative Aide IV (July 4, 2016-December 2016)
- Clerk (Job-Order) (January 06, 2015-July 03, 2016)
- Loans/Savings Bookkeeper (April 06, 2009-October 31, 2010)

PROFESSIONAL TRAINING

Seminar or Workshop

- Re-Orientation Workshop on the Preparation and Execution of the Project Procurement Management Plans for FY 2024
- In-house Training on Republic Act No. 9184, a.k.a. Government Reform Act (GPRA) and Latest Updates on its Implementing Rules and Regulations
- Strategic Workshop to Address Perennial Procurement Issues & Concerns
- Financial Literacy Seminar
- 2019 International Mind Education Specialist Training on Leadership & Workmanship in the 21st Century
- Orientation/Re-orientation of Employees on SLSU Leave Benefits

- Re-Orientation and Workshop of SLSU Administrative Staff on the Formulation of Targets and Measures cum Orientation on the Training Needs Identification and Training Effectiveness Evaluation
- Supply and Property Management System
- Orientation of Employees on Revised SLSU Merit Selection Plan for Administration Staff

PROFESSIONAL AFFILIATIONS

Facilitative and Administrative Society (FAdS), *Treasurer*
SPMO, *Officer-in-Charge*

COMPUTER SKILLS

MS Word
Excel
PowerPoint Applications

AWARDS & RECOGNITIONS

Extra Mile Awardee (*see attached certification*)

OTHER

Interests/Hobbies
Board Games, Music
Citizenship
Filipino

REFERENCES

FRANCISCO F. NARIT
MIGUEL M. BIDON
GERALDINE A. PALER



**SOUTHERN LEYTE
STATE UNIVERSITY**

Main Campus, San Roque, Sogod, Southern Leyte
Email: president@southernleytestateu.edu.ph
Website: www.southernleytestateu.edu.ph



Excellence | Service | Leadership and Good Governance | Innovation | Social Responsibility | Integrity | Professionalism | Spirituality

CERTIFICATION

This is to certify that according to the records of this office, **Mr. Vincent Joseph O. Gojoco, II** of Sogod, Southern Leyte is currently employed in this institution as **Administrative Officer I** on a permanent status.

This is to certify further, that he was a recipient of “**2019 Extra Mile Award**” under SLSU’s Program on Awards and Incentives for Service Excellence (PRAISE), conferred during the SLSU Anniversary celebration on March 7, 2020.

Done this 16th day of November, 2023 at SLSU, Sogod, Southern Leyte for employment application purposes.


VENUS MAE S. RADORES
Administrative Officer II (HRMO I)

OR No. 7581455
Issued on November 9, 2023
Amount Paid: P15.00
At SLSU, Sogod, Southern Leyte

