



JESSICA L. CONSTANTINO

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OBJECTIVE

To obtain position that recognizes hard work, dedication and creativity where I have the potential for career growth to enhanced and acquire skills that best fit my qualification.

EDUCATION

Bachelor of Secondary Education

Franciscan College of Immaculate Conception, 21 Units Earner-2023

Bachelor of Science in Development Education, Major in Agricultural Extension

Visayas State University, 2019

Secondary Education

MacArthur National Highschool, 2013

Primary Education

MacArthur Elementary School, 2009

CERTIFICATIONS

CSC Professional Eligible

Passed March 3, 2024

Civil Service Commission-Ormoc City

WORK EXPERIENCE

Admin Aide III (Clerk)

Visayas State University-Human Resource Management Office

- Act as the receiving and releasing clerk for Performance management Office, Payroll and Leave Benefits Office,
- Prepare, file, and organize PMRRO documents in accordance with ISO 9001:2015 standards.
- Monitors the timely submission of IPCR and SALN and to meticulously check for the completeness of signatures and other supporting documents.
- Receives, reviews, and consolidate all the necessary documents for VSU Anniversary Awardees.
- Prepare, compile, and package supporting documents of the HAP Awards nominees, to ensure compliance before submitting them to the CSC.
- Conduct thorough manual checking of the Daily Time Records (DTRs) for Regular, Casual-Contractual, and Part-Time Employees and verify the completeness of attached documents required for COA and payroll processing.
- Organize and categorize copies of leave application and employee Daily Time Records (DTRs) for submission to the payroll department.
- Maintains records and ensures the timely release and distribution of payroll to the respective offices.
- Performs other functions as assigned by the superiors.

Admin Aide III (Clerk)

Visayas State University-Department of Soil Science

- Designated as Deputy Document Records Controller
- Act as the receiving and releasing clerk for the Department
- Maintains records and ensures the timely release of documents to the respective offices.