

19 August 2024

Dr. Prose Ivy G. Yepes
President,
Visayas State University
Visca, Baybay City, Leyte

Thru: Honey Sofia V. Colis
Director
Human Resource Management Office (HRMO)

Dear Dr. Yepes:

I visited job.vsu.edu.ph and learned that there is an Administrative Officer II position available in the University's HRMO. I would like to apply for the said position so I can share my abilities and be a part in achieving the goals of the university.

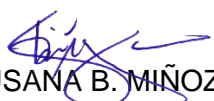
I am, Susana Berido Miñoza, a graduate of Bachelor of Science in Statistics (BSS) in the Visayas State University (VSU) class of 2013. I have completed all the academic requirements of the Master of Management major in Business Management in VSU. I am a Civil Service Professional Eligible and is currently connected with the Department of Pure and Applied Chemistry (DoPAC) holding the Administrative Aide VI plantilla position and the Quality Assurance Center (QAC) as the designated University Document and Records Controller (UDRC) from February until December 31, 2024. I was previously connected with the Renewable Energy Research Center (RERC) as the only permanent administrative staff and the VSU-Affiliated Renewable Energy Center (VSU-AREC) as a Science Research Specialist (SRS) under the Socioeconomic Division of the Center.

I am proficient in software applications like Microsoft Office, Adobe Photoshop and Statistical Package for the Social Sciences (SPSS). I am willing to work hard and try to give the utmost satisfaction in every way. I can work alone or as part of a team. I have experienced working in a research and extension environment, academic or instruction-related environment, and as records controller. Although I never had a job in a human resource management setting, I envisioned myself working under the VSU's Human Resource and Management Office (HRMO) and be part of the team managing the abundant and dynamic human resources of the university.

Attached herewith is my resume for your information and references. You may reach me through this number 0908-558-4254 for an interview at any time convenient to you.

Hoping to hear from you soon.

Respectfully yours,


SUSANA B. MIÑOZA
Applicant

SUSANA BERIDO MIÑOZA

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CIVIL SERVICE ELIGIBILITY

Passer

Career Service Professional Eligibility

October 13, 2013

EDUCATIONAL ATTAINMENT

Type	Course	School	Remarks
Graduate	Master of Management Major in Business Management	Visayas State University	Earned all units
Undergraduate	Bachelor of Science in Statistics	Visayas State University	Graduated Class of 2013
Secondary	High School	Ormoc City National High School	Graduated Class of 1998
Primary	Elementary School	Can-adieng Elementary School	Graduated Class of 1994

PUBLICATIONS

Miñoza, S and L. Casinillo (2022). [Profiling Bachelor Of Science In Statistics \(Bss\) Students Under The Open Enrolment Policy](#)

Casinillo, L. And S. Miñoza (2020). [The Suitability of Students in Bachelor of Science in Statistics \(BSS\) Program](#)

WORK EXPERIENCE

INCLUSIVE DATE	POSITION/OFFICE/DEPARTMENT	JOB DESCRIPTION
May 2, 2023 -	Administrative Aide VI Visayas State University College of Arts and Sciences Department of Pure and Applied Chemistry	Perform duties and responsibilities of an administrative staff in support to the operations of the DoPAC (55%), Maintain and update the records and documents of DoPAC following the ISO 9001:2015 standards (15%), Provide administrative support in the maintenance of the RERC building and its surroundings following the 5S principles (10%), Assist in the preparation of research results, annual reports, IEC materials, and related documents of the unit (10%), Entertain visitors and clients of DoPAC and assist

		their needs (5%), Do other related activities as required by the unit head (5%).
March 1, 2019 – May 1, 2023	Administrative Aide IV Visayas State University College of Engineering and Technology Renewable Energy Research Center	Perform duties and responsibilities of an administrative staff in support to the operations of the RERC (50%), Maintain and update the records and documents of RERC following the ISO 9001:2015 standards (10%), Provide administrative support in the maintenance of the RERC building and its surroundings following the 5S principles (10%), Assist in the preparation of research results, annual reports, IEC materials, and related documents of RERC (20%), Entertain visitors and clients of RERC and assist their needs (5%), Do other related activities as required by the RERC Director (5%).
April 1, 2015- February 28, 2019	Administrative Aide III Visayas State University College of Engineering and Technology Renewable Energy Research Center	
Oct 1, 2014 – March 30, 2015	Science Research Specialist I (SRS I) Visayas State University-Affiliated Renewable Energy Center (VSU-AREC) Visayas State University Visca, Baybay City, Leyte	<ul style="list-style-type: none"> • Supervise the Socioeconomics and Extension Division staff; • Initiate the planning and monitoring activities of the Socioeconomics and Extension Division of the Center; • Assist in the implementation of Household Electrification Program (HEP) in the provinces of Leyte, Southern Leyte, and Biliran; • Encode and analyze survey data; • Prepare quarterly and annual report for submission to DOE; • Facilitate the administrative and financial transactions of the Center; • Do other tasks under the VSU-AREC program of work as assigned by the Socioeconomics and Extension Division Head.
Sept 1, 2013 – Sept. 30, 2014	Science Research Assistant (SRA) VSU-AREC	
April 8, 2013 – Aug. 31, 2013	Science Research Aide (SR Aide) VSU-AREC	

SEMINARS/TRAININGS ATTENDED

Title of Seminar/Trainings	Inclusive Dates	Number of Hours	Conducted/Sponsored By
Seminar Workshop on Basic Records and Archives Management (BRAM)	July 30-31, 2024	16	National Archives of the Philippines
Records Counter Disaster Preparedness and Business Continuity (RCDPBC)	May 14-16, 2024	24	National Archives of the Philippines
Gender Sensitivity Training	April 12, 2024	8	Visayas State University
Training-Workshop on Risk Assessment	September 11-12, 2023	16	Visayas State University
Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	August 30, 2023	8	Visayas State University
Personality Development and Developing Customer Satisfaction	June 13-16, 2023	32	Personnel Officers Association of the Philippines, Inc.
Training-Workshop on Risk Assessment	November 24-25, 2022	16	Visayas State University

Regional Knowledge Management Seminar-Workshop on the Inventory of Knowledge Resources and Communication Plan, and IEC Materials	November 23, 2022	8	RAISE (Regional Agri-Aqua Innovation System Enhancement) Eastern Visayas
Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	September 7, 2022	4	Visayas State University
ISO 9001:2015 Awareness/ Re-awareness Seminar	August 30, 2022	8	Visayas State University
Hands-Only Cardiopulmonary Resuscitation	July 22, 2022	2	Visayas State University
Data Analytics & Statistics Training	July 18-19, 2022	14	Eastern Visayas Health Research and Development Consortium (EVHRDC)
In-House Training on the Basics of Solar PV Systems, Installation, and Maintenance	May 25-27, 2022	12	Renewable Energy Research Center, VSU
Re-orientation of Employees' Duties and Responsibilities and Good Customer Service	September 23, 2021	7	Visayas State University
ISO 9001:2015 ISO Awareness and Reawareness Webinar	November 27, 2020	4	Visayas State University
HRMIS Webinar on Document Tracking System	November 13, 2020	3	Visayas State University
Problem Solving and Decision-Making	November 6-9, 2018	32	Personnel Officers Association of the Philippines, Inc.
Lecture-Presentation on BuB Implementing Guidelines particularly on the Joint Memorandum Circulars for BuB and National Budget 101	Jan. 9, 2015	8	Department of Energy
Dept. of Energy – Gender and Development (GAD) Information, Education, & Communication (IEC) Campaign on Energy Safety Practices & Efficiency Measures	Nov. 5, 2014	8	Department of Energy
Dept. of Energy – Gender and Development (GAD) Information, Education, & Communication (IEC) Campaign on Energy Safety Practices & Efficiency Measures	Nov. 4, 2014	8	Department of Energy
Household Electrification Program (HEP) Visayas Semestral Assessment and Workshop	Aug. 28-29, 2014	16	Department of Energy
CoE RDE In-House Review	June 3-4, 2014		College of Engineering, VSU
64 th PSAE Annual National Convention, 11 th International Agricultural Engineering Conference and Exhibition, and	April 21-25, 2014	As facilitator only	PSAE

25 th Philippine Agricultural Engineering Week			
VSU Alumni in the ASEAN Community: Building a Future through Modern Agriculture	May 17, 2013	4	VSU Convention Center Visayas State University Visca, Baybay City, Leyte


SKILLS

Proficient in MS Office (Word, Excel, Power Point), Data Analysis using SPSS, Photoshop

REFERENCES:

ROBERTO C. GUARTE Brgy. Sta. Cruz, Baybay City, Leyte 0999 172 3334	REMBERTO A. PATINDOL Gabas, Baybay City, Leyte	NILO L. LEORNA Visayas State University 0999 691 5424
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I HEREBY CERTIFY that the above information is true and correct to the best of my knowledge and belief.


SUSANA B. MIÑOZA