

JONEL HONRADA ABABAT

- August 3, 1994
- Single
- Brgy. Marcos, Baybay City, Leyte, Philippines 6521
- 09612253529
- Ababatjone103@gmail.com



EDUCATION

High School : Bunga National Highschool
Bunga, Baybay City, Leyte
2008 - 2012

Elementary : San Agustin Elementary School
San Agustin, Baybay City, Leyte
2002 - 2008

WORK EXPERIENCES

MESSENGER /UTILITY

Alternate Deputy Document and Records Controller (AdDRC)

VSU Ecological Farm and Resource Management Institute
Visca, Baybay City, Leyte
February 2017 to present

- Maintained the cleanliness of the unit and the unit grounds
- Assists in the Processing and follow up office documents
- Monitor and upkeep office supplies, materials and equipment
- As alternate dDRC, Assists the dDRC in filling ang record keeping
- Performed other tasks that were assigned by the project staff.

TRAINING, SEMINAR AND WORKSHOPS ATTENDED

Participant	Reclaiming Personal Effectiveness	May 28-30, 2024
Participant	Financial Forum Transaction	March 20, 2024
Participant	Orientation of Guidelines and Procedures on Process/Services of the offices under Administrative Service Office (ASO)	February 23, 2024
Participant	Cultural Mapping of VSU's Heritage Properties	March 14-15, 2024
Participant	Landscape Training	June 15, 2023

Participant	5S Training for Utility and Messenger Personnel	November 25, 2023
Participant	Persistence of Human Pathogens on Leafy Vegetables	October 12, 2024
Participant	Hands-Only Cardiopulmonary Resuscitation	July 21-22, 2022
Participant	ISO 9001:2015 Awareness/Re- awareness Webinar	November 27, 2022

SKILLS AND ABILITIES

- Computer Literate and other Applications:
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Power Point
 - Internet browsing
- Responsible, initiative, highly motivated and willing to learn
- Can handle multi-task of duties and responsibilities.
- Fast learner and willing to undergo training and seminars.
- Can work efficiently and effectively with less supervision.
- Can work well under pressure.

REFERENCES

VANESSA MAY B. MILAN

Administrative aide IV

Eco- FARMI

Contact No. 09465270292

Email Address : Vanessa.milan@vsu.edu.ph

JEROME O. ARRIBADO

Director, Eco-FARMI

Contact No.: 09306768674

Email Address: jerome.arribado@vsu.edu.ph

ROMEL B. ARMECIN

Former Director, Eco-FARMI

Contact no.: 09190973688

Email Address: rbarmecin@vsu.edu.ph

I certify, to the best of my knowledge as to the purpose of this document, that the information above-stated are true and correct.