

Resume

PETER BEN LAURICE H. URDANETA

Address Jose Abad Santos St., Baybay City, Leyte
Birth date 22 August 1989
Sex Male
Civil Status Single
Citizenship Filipino
Contact No. 0926 – 498 - 5076
e-mail ad pblurdaneta@gmail.com

EDUCATIONAL BACKGROUND:

Primary Baybay South Central School (Graduated, 2002)
Baybay City, Leyte

Secondary Baybay National High School (Graduated, 2006)
Baybay City, Leyte

College Franciscan College of Immaculate Conception
Baybay City, Leyte
Associate in Computer Technology (Graduated, 2009)

WORK EXPERIENCE:

May 11,2009 to present Clerk , Cash Division (11 years and 10 months as JO)
VSU, Visca, Baybay City, Leyte
Duties and Responsibilities

- 1) Takes charge in receiving/releasing of outgoing and incoming office communications and other documents
- 2) Monitor and encode payment of telephone bills to the ledger card
- 3) Delivers ACIC, PACS, LDDAP and communications to LBP
- 4) Deliver Check to Baybay, Ormoc and Tacloban Suppliers
- 5) Monitor and control office supplies
- 6) Update and monitor supplies index card
- 7) Submit Philhealth, Pag-ibig and GSIS remittance to Ormoc and Maasin
- 8) Submit Bond Application of VSU bonded Personnel to Bureau of Treasury in Tacloban City
- 9) Perform other duties assigned by the Supervisor

TRAININGS/SEMINARS

Sept. 09, 2014 Gender Sensitivity

Aug. 20-21, 2018 Target Setting Workshop

Jan. 15, 2019 Orientation Workshop Among JO Clerks and Lab. Technicians

Dec. 18 & 19, 2019 Cyber Security Training (HRMIS)

SKILLS

Knowledge in basic computer (Microsoft word and excel)
Driving motorcycle

REFERENCES

Mrs. Corazon U. Nuevo (Retired)

Head, Cash Division

VSU, Visca, Baybay City, Leyte

Ms. Myrna S. Pancito

Head, Budget Office

VSU, Visca, Baybay City, Leyte

Mrs. Louella C. Ampac

Head, Finance Management Office

VSU, Visca, Baybay City, Leyte

Dr. Maria Juliet C. Ceniza

VP, OVPRE

VSU, Visca, Baybay City, Leyte