

JONEL HONRADA ABABAT

- August 3, 1994
- Single
- Brgy. Marcos, Baybay City, Leyte, Philippines 6521
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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	5s Training for Utility and Messenger Personnel	November 25 ,2022
Participant	Hands- Only Cardiopulmonary Resuscitation	July 21-22, 2022
Participant	ISO 9001:2015 Awareness/Re-awareness Webinar	November 27, 2020

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

JEROME O. ARRIBADO

Director, Eco-FARMI

Contact No.: 09306768674

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ROMEL B. ARMECIN

Former Director, Eco-FARMI

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