



MARIA LILIA P. VEGA

ABOUT ME

Detail-oriented administrative staff. Attended training on Distance Learning Program (Rules of Conduct and Ethical Standards, Ra 6713) A Forty (40) hours conducted by Civil Service Commission-NCR and Facilitators' Course on Work Ethics, Quality Customer Service. Four years until present managed and improved the documents and record keeping, increased efficiency and delivered the high quality required outputs of the unit Programs and Institutional Accreditation in Quality Assurance office in Visayas State University. Streamlined recording process of the accreditation supporting documents by following the policies and guidelines implemented in the quality management system. Twelve years achieved well the job description assigned as liaison staff of the external funded horticulture research projects implemented by VSU collaborated with the Australian Center for Agricultural Research (ACIAR). Ten years developed my ability to deal with stakeholders, dealing diverse type of communities in Paranaque City. Contributor and article writer to Obelisks, Facebook Page and RDE Highlights.

■ CONTACT

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✉ ma.lilia.vega@vsu.edu.ph

✉ Hibunawan, Baybay City, Leyte

■ SKILLS

Dependable to responsibility assigned
Facilitator
Moderator
Leadership
Effective communication.
Flexible and easy to adopt any changes in the work place.
Can perform well even under pressure.
Systematic management of documents in Excel, Words, Canva Illustrator, and Shared Drive operation.
Ability to use software such as SPSS for processing research data.
Strategic and organized in documentation and reporting.
Developed futures thinking ability strategy
Provide efficient outcomes

■ REFERENCES

Dr. Jose L. Bacusmo -
09192136283
Dr. Rotacio S. Gravoso -
09276333892
Dr. Christina A. Gabrillo -
09470069304

■ CERTIFICATIONS

Civil Service Eligible
Feb. 13, 2025
Certified AACCUP Accreditor
July 12, 2025

■ AWARDS/ HONORS

John Dillon Fellowship -ACIAR Australia 2014
Poster Presenter in 29th International Horticulture Congress 2014 Brisbane Australia
Honorific Scholar- College
Valedictorian- Secondary
Valedictorian- Elementary

■ VISAYAS STATE UNIVERSITY

2021- to present - Administrative Officer I Job Order/ Administrative Aide III Casual

- Performed as dDRC of the AACCUP Accreditation and responsible for the management and monitoring of the VSU Institutional and Programs Accreditation
- Providing technical assistance in complying mandatory compliance and additional supporting documents for accreditation.

2015- 2019 - ACIAR Project Liaison and Coordinator

- Horticulture Program implemented by Visayas State University and Southern Philippines – from dates under direct Supervision of Mr. John Oakeshott, ACIAR Horticulture Research Manager in the Southern Philippines.

2009- 2015 - ADMINISTRATIVE STAFF IN ACIAR HORT/2012/020 ICM

- ACIAR Horticulture programs in the Southern Philippines entitled Protected Vegetable Cropping and "Integrated Crop Management (ICM) and Protected Vegetable Cropping System

2008-2009 - SCIENCE RESEARCH ASSISTANT - Acted as R & D Communicator

■ CITY GOVERNMENT OF PARANAQUE

1995- 2004 - COMMUNITY AFFAIRS OFFICER I (CAO) –
Paranaque Livelihood Resource Management Office (PLRMO), City Government of Paranaque

- Community organizer, conducting TNA to housewives, displaced women and out of school youth for skills training

■ EDUCATION

Visayas State University

Master of Management 2019

Visayas State College of Agriculture now VSU

Bachelor of Science in Development Communications
major in Community Broadcasting 2008