

RAIZEL MEANO PIAMONTE

OBJECTIVES:

To be a part of VSU and efficiently perform its mission and vision to acquire knowledge, build-up character and help guests/clients.

Work Experience

Aug. 2021 - Present

**VSU Supply and
Property Office (SPO) -
Office Clerk**

- receiving and releasing of all documents
- in-charge of returned and replacement items to suppliers and end-users
- provides administrative support to ensure continuity of office operations; processing of cash advance, travels,/liquidation/vouchers
- prepare minutes of meeting, notice of meeting and attendance sheet
- check all equipment and items pulled-out from the warehouse
- copies, sorts, indexes, files documents / communications and other related office activities
- act as the Alternate Deputy Document Record Controller for SPO (AdDRC)

Dec. 2017 - July 2021

**VSU Hostel - Front Desk
Officer / Clerk**

- register guests and assign rooms
- prepares contracts, PPMP, PR, payroll and replenishment
- prepares monthly and financial reports
- purchases supplies needed



Contact



+65-945-733-3320



**Brgy. Pangasugan,
Baybay City, Leyte**



raizel.piamonte@vsu.edu.ph

Eligibility

**Career Service Sub-Professional
Examination Passer
Rating: 81.39**

VSU Clerical Examination Passer

Seminars and Workshops



Education

2009-2013

2005-2007

Bachelor of Science in Hotel,
Restaurant and Tourism
Management (BSHRTM)
Visayas State University
Visca, Baybay City, Leyte
(Graduate)

2000-2005

Plaridel National High School
Brgy. Plaridel, Baybay City, Leyte

2000-2005

Visca Foundation
Elementary School
Visca, Baybay City, Leyte

Skills

- Time-management skills
- Basic computer literacy skills
- Verbal and written communication skills
- Strategic planning and scheduling skills
- Organizational skills
- Event management

Nov. 26-28, 2024	Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016 Visayas State University VSU Convention Center Visca, Baybay City, Leyte
Jul. 30-31, 2024	Seminar Workshop on Basic Records And Archives Management (BRAM) Visayas State University VSU Convention Center Visca, Baybay City, Leyte
Mar. 26, 2024	"Sparkling Spaces: Mastering the Art of Housekeeping (Batch 1)" Visayas State University CCE Bldg, Visca Baybay City, Leyte
Feb. 23, 2024	Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO) Visayas State University Visca Baybay City, Leyte
Dec. 6, 2023	HRIS Software Onboarding Visayas State University Visca Baybay City, Leyte
Nov. 29, 2023	The 5S Resolution for Clerks and Heads Visayas State University Visca Baybay City, Leyte
Aug. 22-24, 2023	Basic Course Training for the Republic Act No. 9184 And its 2016 revised implementing and Regulations PhilRootcrops Training Hall Visayas State University Visca Baybay City, Leyte

Seminars and Workshops

Aug. 29, 2023	ISO 9001:2015 Awareness/ Re-awareness Webinar Visayas State University Visca Baybay City, Leyte
Feb. 22, 2023	Final Instructions for the ISO Re-Certification Audit Visayas State University Visca, Baybay City, Leyte
Aug. 31, 2022	ISO 9001:2015 Awareness/Re-awareness Visayas State University Visca Baybay City, Leyte
Jul. 21-22, 2022	Hands-only Cardiopulmonary Resuscitation Visayas State University Visca Baybay City, Leyte
Sept. 13, 2021	ISO 9001:2015 Awareness/Re-awareness Webinar Visayas State University Visca Baybay City, Leyte
Nov. 29, 2023	The 5S Resolution for Clerks and Heads Visayas State University Visca Baybay City, Leyte
Mar. 26, 2021	Reinforcing Competencies Of Eastern Visayas Tourism Players Front Office Operations Under the New Normal Department of Tourism VSU Hostel Visayas State University Visca Baybay City, Leyte



Personal Information

Age:	36 years old
Date of Birth:	March 5, 1988
Place of Birth:	Naval, Biliran
Nationality:	Filipino
Civil Status:	Married
Religion:	Roman Catholic
Address:	Brgy. Pangasugan, Baybay City, Leyte
Height:	5" 4'
Weight:	79 kgs.

References

ALICIA M. FLORES

Head, Budget Office
Visayas State University
Visca, Baybay City, Leyte

ELWIN JAY V. YU, MD, MPH

Chief, Hospital I
VSU-Hospital
Visca, Baybay City, Leyte

DR. NANCY V. DUMAGUING

Former Head Manager
VSU-HOSTEL
Visca, Baybay City, Leyte