

**LEOPOLDO S. ESCALA JR.**

Brgy. Jaena Baybay City, Leyte

Mobile # : +639639629709

Email: [leopoldo.escala@vsu.edu.ph](mailto:leopoldo.escala@vsu.edu.ph)**PERSONAL DATA**

Date of Birth	:	March 28, 1982
Place of Birth	:	Baybay City, Leyte
Civil Status	:	Married
Citizenship	:	Filipino
Religion	:	Christian
Height	:	1.68m
Weight	:	80 kgs

**EDUCATIONAL BACKGROUND**

Elementary	:	Jaena Elementary School Brgy. Jaena, Baybay City, Leyte 1988-1994
Secondary	:	Baybay National High School Baybay City, Leyte 1994-1998
College	:	Visayas State University Visca, Baybay City, Leyte Bachelor of Science in Agriculture Undergraduate (1998-2003) 170 units earned

**EMPLOYMENT HISTORY****Administrative Aide VI - Permanent (August 16-present)**

Business and Resource Generation Office- VSU, Visca, Baybay City, Leyte

**Administrative Aide IV - Permanent (January 2022-August 15, 2024)**

Procurement Office- VSU, Visca, Baybay City, Leyte

**Administrative Aide III – Permanent (May 16, 2018 – December 2021)**

Supply and Property Office- VSU, Visca, Baybay City, Leyte

**Administrative Aide III – Casual (October 2, 2017 – May 15, 2018)**

IGPO- VSU, Visca, Baybay City, Leyte

**CLERK- Job Order (April 1, 2014 – September 30, 2017)**

CME- VSU, Visca, Baybay City, Leyte

**UTILITY/MESSENGER – Job Order(July 1, 2011 – March 31, 2014) CME-**

VSU, Visca, Baybay City, Leyte

**SKILLS**

Computer literate, excellent in Microsoft Office (MS Word, Ms Excel, PowerPoint) Works with a sense of responsibility and minimal supervision  
Excellent communication and interpersonal skills