

Curriculum Vitae

Name : **VALERIE YAMON VERGIS**
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PERSONAL DATA

Age	: 31 years old	Religion	: Roman Catholic
Gender	: Female	Civil Status	: Married
Citizenship	: Filipino	Height	: 5'2"
Blood Type	: B+	Weight	: 60 kgs

EDUCATION

2014-present	Master Degree	: Masters of Management, Visayas State University (with 40 units earned)
2008-2012	Tertiary	: Bachelor of Science in Agribusiness, Visayas State University
2004-2008	Secondary	: Visayas State University Laboratory High School
1998-2004	Primary	: Baybay II South Central School

CIVIL SERVICE ELIGIBILITY

Civil Service Eligible (Professional Level) with 83.00% rating.

AWARD/RECOGNITION

Model Clerk of the Year Awardee given at 99th VSU founding Anniversary Convocation Program, VSU Gymnatorium on 27 April 2023.

Part of the team in processing of remittances promptly thus leading VSU to obtained as the Top National Government Agency Withholding Tax Agent given by BIR RDO 89.

Granted a meritorious step increment based on the top 5% highest performance rating of all VSU employees in 2021 performance.

RELEVANT WORKING EXPERIENCE

March 16, 2022 to present

Administrative Aide VI (Posting of Payroll In-charge),
Accounting Office, Visayas State University

- Responsible for the posting of salaries, honorarium, representation and transportation allowances (RATA) and other financial transactions of each employee, journalizing accounting entry in financial documents (e.g. vouchers and payrolls), updating/controlling the employees' records (i.e. loans, salary increases, etc.), preparing the Report on Salaries and Allowances Received (ROSA) to be submitted to Commission on Audit (CoA), responds to queries and performs other related functions
- Computed and systematized Withholding tax of each employee
- Computed and systematized liabilities of scholars who pursued MS/Doctorate degree reinstated but not yet graduated

November 1, 2018 to March 15, 2022

Administrative Aide IV (Remittance In-charge), Accounting Office, Visayas State University

- Responsible for the preparation of remittances in GSIS, Philhealth, Pagibig, BIR and other deductions in the monthly payroll, journalizing accounting entry in the remittance vouchers, preparing the BIR monthly, quarterly and annual reports, and recording/monitoring the different remittances, respond to queries and performs other related functions.

July 1, 2018-April 2022

Bookkeeper/Assistant Treasurer, Leyte State University Administrative Personnel Association (LSU-AdPA)

- Responsible for the preparation of financial reports, journalizing, recording and controlling of financial matters and disbursing of payable financial assistance (loan) and other benefits in the association, respond to queries and performs other related functions.

May 2022-present

Assistant Treasurer, Leyte State University Administrative Personnel Association (LSU-AdPA)

- Responsible for the preparation of financial matters in the association, respond to queries and performs other related functions.

June 2016-March 15, 2022 **deputy Documents and Records Controller, Department of Agricultural Engineering/Accounting Office**

- Responsible for controlling, monitoring and recording of all documents in our office and preparing a report for ISO 9001:2015 related matters to be submitted to the University Documents and Records Controller (UDRC), respond to queries and performs other related functions.
- Assisted in creating and revising the procedure manuals and innovation in the office

August 2013 to October 30, 2018

Administrative Aide III (Casual), Department of Agricultural Engineering, College of Engineering, Visayas State University

- Responsible for performing administrative tasks e.g. preparation of workloads, preparation of minutes of meetings, monitoring of trainings conducted, respond to queries and performs other related functions

Oct 2012 to March 2013

Science Research Assistant (SRA) in research project entitled "Supply Chain Improvement for Major Vegetable in Central Visayas: Phase 1 Evaluation Research"; Department of Business and Management, College of Management and Economics, Visayas State University

June 2008 to March 2012

VSU-Based Service Crew, Front Liner, and Cook Assistant Royale Business Club Inc.- A fund raising activity of the Society of Agribusiness Student (SABS); Department of Business and Management, Visayas State University

ACCOMPLISHMENTS

June 2018 – present	Member , Kabalikat Civicom - 938 Station, Baybay Chapter
August 1, 2013-present	Member , Leyte State University Administrative Personnel Association (LSU-AdPA)
November 2021 – present	Member , Couples for Christ, South A Sector
April 2014 – May 2016	Facilitator / Household Leader , Singles for Christ Baybay City, Leyte
2011- May 2013	President- Commission on Youth , Baybay City, Leyte
Every May (from 2004-2013)	Youth Catechist of Flores de Mayo , Baybay City, Leyte
2009- present	Member- CFC-Singles for Christ , Baybay City, Leyte
2008-2011	Treasurer- Commission on Youth , Baybay City, Leyte
2007- 2010	Councilor, Sangguniang Kabataan , Zone 11, Baybay City, Leyte

SKILLS

- Energetic performer, quick study, positive attitude, hardworking
- Proficient with Microsoft Office Programs, e.g. MS Word, Excel and Powerpoint
- Leading and organizing a group of people
- Basic sales, marketing, and accounting skills
- Ability to multi-task
- Can work with less supervision, trustworthy and physically fit
- Writing business plan, thesis, feasibility study
- Dance and Sports minded

TRAININGS AND SEMINARS ATTENDED

Oct 25-28 2022	Laws and Rules on Government Expenditures , Mini-Theater, COA RO No. VIII, Candahug, Palo Leyte
Aug 30-31 2022	ISO 9001:2015 Awareness/Re-awareness Seminar , RDE Hall, VSU
August 3 2022	Webinar on the Guidelines on Gender-Based Sexual Harassment in Higher Education Institutions , Webinar thru Zoom

July 21-22 2022	Hands-only Cardiopulmonary Resuscitation , VSU Gymnasium
March 11 2021	Webinar on Revenue Issuances in relation to Income Tax Filing , Webinar thru Zoom with BIR Ormoc Branch
Dec 10 2020	Webinar "RA 11313 Safe Spaces Act" , Webinar thru Zoom
Nov 27 2020	Webinar ISO 9001-2015 Awareness/Re-awareness , Webinar thru Zoom
July 22-24 2020	Strategic Planning Workshop- Finance Management Office , OVPAF Conference Room, VSU
June 6-8 2016	Training on Geographic Information System using QGIS , DCST, VSU
Feb 12-13 2015	Seminar-Workshop on Research, Development and Extension (RDE) Proposal Preparation . RERC, College of Engineering, VSU
Jan 22-23 2015	Outcomes-Based Education (OBE) Workshop . CoEng'g, VSU
Sept 10 2014	Re-orientation Seminar on Customer Service, Work Values and Anti- Red Tape Law . G/F CCE Bldg, VSU
Apr - July 2014	Singles for Christ Christian Life Program (CLP) , Baybay City, Leyte
Jun 3-4 2014	Research, Development & Extension In-House Review , College of Engineering, VSU
October 2013	Workshop on Outcome-Based-Education (OBE) , College of Engineering, VSU
Aug 2-4, 2013	1st Young Professionals' Congress , Bato Leyte (Parish)
April 2013	Facilitator's workshop and training . Saint Joseph College, Maasin, City
February 2012	Seminar on Job Seeking . Visayas State University
February 2012	Leadership Training . Baybay City, Leyte
April 2012	Seminar on Catechism . Baybay City, Leyte
Sept 2011	Seminar on Personality Development . Visayas State University
Sept 2011	Seminar on Clear and Effective Writing . Visayas State University
Sept 2011	Seminar on Commercializing Innovations . Visayas State University
March 2011	Managing perspective for success by Mr. Francis J. Kong. Visayas State University

ORGANIZATIONAL AFFILIATIONS

- Kabalikat Civicom - 938 Station Member, Baybay Chapter (June 2018 – present)
- Leyte State University Administrative Personnel Association (LSU-AdPA) Member (August 1, 2013-present)
- Leyte State University Administrative Personnel Association (LSU-AdPA) Bookkeeper/Assistant Treasurer (July 1, 2018-June 2022)
- Couples for Christ, South A Sector (November 2021 – present)
- CFC-Singles for Christ Facilitator/Household Leader (April 2014 – present) and Member (2009-present), Baybay City, Leyte
- Commission on Youth President (2011- May 2013) and Treasurer (2008-2011), Immaculate Conception Parish, Baybay City, Leyte
- Youth Catechist Leader (2013) and member (2004-2012), Baybay City, Leyte
- Society of Agribusiness Students (SABS); Visayas State University, Baybay City, Leyte
- Visayas State University Laboratory High School Alumni Association; Visayas State University
- Councilor, Sangguniang Kabataan (2007-2010), Zone 11, Baybay City, Leyte

REFERENCES

NICK FREDDY R. BELLO

OIC-Head, Accounting Office
Visayas State University, Baybay City, Leyte
Phone #: 565-0600-1006

ARTHUR IT. TAMBONG

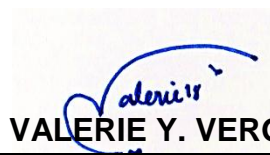
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VALERIE Y. VERGIS

Administrative Aide VI