



JIMBO S. POSAS

PERSONAL INFORMATION

Address: Brgy. Marcos, Baybay City, Leyte, Philippines
 Email Add: posasjimbo@vsu.edu.ph
 Mobile No.: 09199807740
 Date of Birth: 21 July 1994
 Gender: Male
 Civil Status: Single
 Religion: Roman Catholic
 Nationality: Filipino
 Weight: 78 kg
 Height: 5'7"

EDUCATIONAL BACKGROUND

Level	Name of School	Basic Education/ Degree/ Course	Period of Attendance	Year Graduated
Elementary	Marcos Primary School	Primary Education	2000- 2004	2007
	San Agustin Elem. School		2004- 2007	
Secondary	Bunga National High School	High School	2007- 2011	2011
College	Visayas State University- Main Campus	Bachelor of Science in Agribusiness	2011- 2015	2015
Graduate Studies	Visayas State University- Main Campus	Master of Management major in Agribusiness Management	2016- 2019	2019

CIVIL SERVICE ELIGIBILITY

Career Service Eligibility	Rating	Date of Examination	Place of Examination
Career Service Professional/ Second Level Eligibility	83.87%	07 August 2022	Saint Joseph College, Maasin City, Southern Leyte

WORK EXPERIENCE

Inclusive Dates		Position Title	Agency	Status of Appointment
From	To			
8/1/2019	Present	Data Entry Machine Operator II	Records and Archives Office, Visayas State University-Main Campus	Project-based/ Contract of Service
6/6/2018	7/6/2018	Research Enumerator	University of Philippines- Los Banos	Contract of Service
11/3/2015	3/28/2018	Clerk	Visayas State University- Main Campus	Contract of Service
8/10/2015	9/9/2015	Team Supervisor	2015 Census of Population, Philippine Statistics Authority	Contract of Service

LEARNING AND DEVELOPMENT INTERVENTIONS/TRAININGS ATTENDED

Title of L&D Interventions/Training Programs	Inclusive Dates of Attendance		No. of Hours	Nature of Participation	Conducted/ Sponsored by
	From	To			
Financial Transactions Forum	3/20/2024	3/20/2024	8 hrs	Participant	Visayas State University-Main Campus
Orientation of Guidelines and Procedures on Processes/Services under ASO	2/23/2024	2/23/2024	8 hrs	Participant	Visayas State University-Main Campus
Human Resource Information System (HRIS) Software Onboarding	12/6/2023	12/6/2023	8 hrs	Participant	Visayas State University-Main Campus
"Unlocking Excellence: The 5S Revolution for Clerks & Heads at VSU"	11/29/2023	11/29/2023	8 hrs	Participant	Visayas State University-Main Campus
"Layo na, pero layo pa: Conversation on Creating a Gender-Equal and Socially-Inclusive University"	3/8/2023	3/8/2023	8 hrs	Participant	Gender Resource Center, Visayas State University-Main Campus
Orientation/Re-orientation of Duties and Responsibilities of dDRc & AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	9/7/2022	9/7/2022	8 hrs	Participant	Visayas State University-Main Campus
ISO 9001:2015 Awareness/ Re-awareness Webinar	08/30/2022	08/31/2022	16 hrs	Participant	Visayas State University-Main Campus
Hands-Only Cardiopulmonary Resuscitation	07/21/2022	07/22/2022	16 hrs	Participant	Visayas State University-Main Campus
Virtual Data Privacy Act of 2012 Awareness Seminar	04/07/2022	04/07/2022	8 hrs	Participant	Visayas State University-Main Campus
Typhoon Awareness and Calamity Readiness	06/29/2022	06/29/2022	8 hrs	Participant	Visayas State University-Main Campus
Awareness Webinar on Data Privacy Act of 2012	04/07/2022	04/07/2022	8 hrs	Participant	Visayas State University-Main Campus
Re-Orientation of Employees' Duties and Responsibilities and Good Customer Service	09/23/2021	09/23/2021	8 hrs	Participant	Office of the Director for Human Resource Management, Visayas State University
Economic and Financial Learning Program (EFLP) - Personal Equity and Retirement Account (PERA)	6/16/2021	6/16/2021	4 hrs	Participant	Bangko Sentral ng Pilipinas
2021 Freedom of Information Transparency Legacy Digital Lecture Series Series 2-Legal Lens: Legal Foundations of Freedom of Information	6/9/2021	6/9/2021	4 hrs	Participant	FOI Transparency Training Team, Freedom of Information-Project


					Management Office
Rebuilding the Economy from the COVID-19 Pandemic: The Role of SUCs and HEIs	3/5/2021	3/5/2021	2 hrs	Participant	College of Management and Economics, Visayas State University-Main Campus
Control Your Records before They Control You: The Basics of Records Management and Records Control	1/27/2021	1/27/2021	4 hrs	Participant	Department of Science and Technology-Science and Technology Information Institute (DOST-STII)
ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	8 hrs	Participant	Visayas State University-Main Campus
Cyber Security Training	12/18/2019	12/19/2019	16 hrs	Participant	HRMIS, Visayas State University-Main
Workshop in Preparation for Level I AACUP accreditation	10/5/2017	10/6/2017	16 hrs	Participant	Visayas State University-Main Campus
Seminar on Marketing Management	3/19/2017	3/19/2017	8 hrs	Facilitator	College of Management and Economics, Visayas State University
Project IPaD's Knowledge Sharing and Learning activity entitled, "Why AgRiCOOLture"	8/18/2016	8/18/2016	4 hrs	Participant	Philippine Rice Research Institute (PhilRice)
2015 Census of Population 4th Level Training	7/20/2015	7/25/2015	48	Participant	Philippine Statistics Authority
Business Planning Workshop	5/29/2015	5/29/2015	8	Facilitator	Food and Agriculture Organization

OTHER INFORMATION

Special Skills	
Advanced computer skills, Clerical skills	Effective time management skills
Effective & efficient records management skills	Flexible & works efficiently under pressure
Competent with strong work ethic	On time in doing assigned tasks

REFERENCES

Name	Position	Address	Mobile No.
Dr. Analita A. Salabao	Associate Professor	VSU, Baybay City, Leyte	09235191103
Prof. Argina M. Pomida	Associate Professor	VSU, Baybay City, Leyte	09777713855
Ms. Maria Roberta S. Miraflor	Administrative Officer	VSU, Baybay City, Leyte	09066701689


JIMBO S. POSAS
Applicant