

Rubio B. Timkang

Brgy. Bagong Lipunan, Matalom, Leyte
6526, Philippines
09612403737
rubio.timkang@vsu.edu.ph



EDUCATION

Tertiary

Visayas State University
Baybay City, Leyte, Philippines
Bachelor of Science in Agribusiness
2014-2018

Narrative Report: FRESCA FARM (A LETTUCE MARKETING CASE STUDY)

Secondary

Matalom National High School
San Isidro St, Matalom, Southern Leyte
2009-2010

Primary

Odias Elementary School
Brgy. Bagong Lipunan, Matalom, Leyte
2003-2008
With honor

WORKING EXPERIENCE

Deputy Data record Controller/Administrative Aide College of Education

January 2021 – Present

Visayas State University, Visca, Baybay City, Leyte

- Coordinates office and administrative activities particularly storing, retrieving and integrating information.
- Disseminates College meetings and seminars.
- Receives and relays IP messages and telephone calls for faculty and staff.
- Maintains and record filing system of the office.
- Maintains cleanliness and orderliness of the office and reception area.
- Perform other activities assigned by the College Dean.

Admin Aide/Clerk
University Student Service Office
Visayas State University, Visca, Baybay City, Leyte

September 2020 – December 2020

- Organize documents
- Received documents from other department and record

Research Assistant January 2020- July 2020
“Marine Biodiversity Conservation in Camotes Islands, Camotes Sea, Central Philippines for Sustainable marine Economy”
Institute of Tropical Ecology and Environmental Management (ITEEM)
Visayas State University, Visca, Baybay City, Leyte

- Assisted research in Marine Biodiversity assessment; in socio-demography of households and valuation of marine resources and assessment of tourism industry; and in the management of marine resources;
- Institutionalized linkages with LGUs, PPOs and other agencies;
- Prepared and submitted quarterly, annual and travel reports;
- Conducted regular inventory of equipment and facility of the project;

Science Research Assistant March 2019 - December 2019
(Participatory Resource and Socio-Economic Assessment (PRSA) of Coastal Areas from Silago to Cabalian Bay, Southern Leyte)

Institute of Tropical Ecology and Environmental Management (ITEEM)
Visayas State University, Visca, Baybay City, Leyte

- Assisted research in Marine Biodiversity assessment; in socio-demography of households and valuation of marine resources and assessment of tourism industry; and in the management of marine resources;
- Institutionalized linkages with LGUs, PPOs and other agencies;
- Prepared and submitted quarterly, annual and travel reports;
- Conducted regular inventory of equipment and facility of the project;

SEMINARS AND TRAININGS ATTENDED

Re-Orientation of Employees' Duties and Responsibilities and Good Customer Service
Participant
Visayas State University – Office of Director of Human Resource Management
September 23, 2021 via Zoom

Orientation Workshop on Google Site and other preparations for the Online AACCUP Accreditation

Participant

Visayas State University – Quality Assurance Center Office

April 16, 2021

Foliose Coral Taxonomy and Introduction to Rugosity Method

Participant

Department of Biological Sciences -Visayas State University

Marine Laboratory, Visca, Baybay City Leyte

May 3, 2019

CRTR Method and Identification of Family Fungiidae

Participant

Department of Biological Sciences -Visayas State University

Marine Laboratory, Visca, Baybay City Leyte

May 3, 2019

Training-Workshop on Parametric and Non-Parametric Analysis for Socio-Economic Research using SPSS

Participant

Visayas Socio-Economic Research and Data Analytics Center (ViSERDAC)

Department of Economics, Visayas State University

Visca, Baybay City, Leyte

April 4-5, 2019

PERSONAL SKILLS AND COMPETENCES

- Effective in Administrative and Fieldworks activities
- Computer Literate (MS Office and Internet Operation)
- Time Management
- Strong communication and written skills
- Multi-Tasking
- Enthusiastic and committed
- Hard-working and willing to undergo training and learn new skills

CHARACTER REFERENCE

DR. HUMBERTO R. MONTES, JR.

Professor III

Institute of Tropical Ecology and Environmental Management (ITEEM)

humberto_montesjr@yahoo.com

Visayas State University- Baybay City, Leyte

SALOME B. BULAYOG

Professor I

Department of Economics (DOE)

Salome.bulayo@vsu.edu.ph

Visayas State University- Baybay City, Leyte

DR. BAYRON S. BARREDO

Assistant Professor III

College of Education

Bayron.barredo@vsu.edu.ph

Visayas State University- Baybay City, Leyte