



DANIELLE V. ASALDO

APPLICANT (SCHOOL CREDITS EVALUATOR)

CONTACT

- 0945-219-7698
- dasaldo@southernleytestateu.edu.ph
- Brgy. San Roque, Sogod, Southern Leyte

SKILLS

- Organizing
- Records Management
- Teamwork
- Time Management
- Attention to detail
- Effective Communication
- Planning
- Adaptability
- Initiative

LANGUAGES

- English
- Tagalog
- Bisaya

REFERENCE

- RUTH F. MEDILO
0920 891 3839
- CHRISTINE O. LARAN
0975 398 0879
- MARK DONALD S. OJA
0917 622 8206



PROFILE

Detail-oriented and service-driven administrative professional with over two years of experience in public service, specializing in records management, personnel documentation, and HR processes. Currently working as Administrative Assistant II (Human Resource Management Assistant) at Southern Leyte State University, managing confidential records, leave administration, and official correspondence. Skilled in data encoding, document verification, and evaluation, with working knowledge of government procedures and ISO-aligned systems. Pursuing a Master in Public Administration to strengthen competencies in governance and organizational systems. Committed to accuracy, accountability, and continuous improvement in service delivery.



WORK EXPERIENCE

- Southern Leyte State University** 2024-PRESENT
Administrative Assistant II (HRMA)
 - Assists in employee training, onboarding, and development activities, including needs assessment, logistics, and evaluation of programs.
 - Handles core HR functions such as leave processing, recruitment support, recognition programs and issuance of employment certificates.
 - Provides administrative support through document preparation, records management, and coordination of HR-related meetings and communications.
- Southern Leyte State University** 2023-2024
Job Order- Clerk (Registrar's Office)
 - Assisted in delivering frontline services to students and stakeholders, including enrollment processing and handling subject additions, changes, or withdrawals.
 - Evaluated and validated enrolled subjects, prepared academic records and certificates, and maintained confidentiality of student information.
 - Performed administrative tasks as assigned, supporting the efficient operation of the Registrar's Office.



EDUCATION

- Master of Public Administration** 2024-Present
University of Perpetual Help System Dalta-Las Piñas Campus
12 units
- BSBA major in Human Resource Management** 2018-2022
Southern Leyte State University- Tomas Oppus Campus
Cum Laude