

MARGARETH TAGRA BATISTIL
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CARRER OBJECTIVE

- To seek opportunity where I could impart my knowledge and skills to develop my personality as a career person.
- To explore and expand my abilities to acquire knowledge in a different work environment.

EDUCATIONAL BACKGROUND

TERTIARY

2018 – 2021	Bachelor of Science in Agribusiness Visayas State University ViSCA, Baybay City, Leyte, 6521
2009 – 2014	Bachelor of Science in Agricultural Engineering Visayas State University ViSCA, Baybay City, Leyte, 6521
2007 – 2008	Bachelor of Science in Chemical Engineering Eastern Visayas State University Tacloban City, Philippines

SECONDARY

2003 – 2007	Manhilo National High School Manhilo, Maasin City, Southern Leyte
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PRIMARY

1997 – 2003	Maasin Central School Tunga-Tunga, Maasin City, Southern Leyte
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PERSONAL PARTICULAR

Date of Birth:	July 18, 1990
Place of Birth:	Maasin City, Southern Leyte
Sex:	Female
Civil Status:	Single
Height:	2.25 (m)

Weight:	57 (kg)
Nationality:	Filipino
Availability to work:	Immediate

WORKING EXPERIENCE

December 1, 2021 – February 11, 2022	ENUMERATOR AND DATA ENCODER CME – ViSERDAC, Visayas State University ViSCA, Baybay City, Leyte
March 15, 2022 – July 31, 2022	CLERK VSU-FA, Visayas State University ViSCA, Baybay City, Leyte
August 1, 2022 – PRESENT	CLERK (Leave Credits Auditor) HRMO – Payroll and Leave Benefits Office Visayas State University ViSCA, Baybay City, Leyte

ELIGIBILITY

Profession: Agriculturist
License No.: 37509
Validity: July 18, 2027

CERTIFICATES RECEIVED

- Seminar Workshop on Basic Records and Archives Management (BRAM)
- From Policy to Practice: EODB, DPA of 2012, and PIA Reorientation for Visayas State University (VSU) Personnel
- ISO 9001: 2015 Awareness and Re-Awareness Seminar
- Financial Transactions Forum
- Orientation of Guidelines and Procedures on Processes/ Services of the Offices under Administrative Services Office (ASO)
- HRIS Software Onboarding
- Unlocking Excellence: 5S Revolution for Clerks and Heads at the Visayas State University
- Gender Sensitivity Orientation for VSU Faculty and Staff
- Basic Life Support with CPR 2020 Guidelines with AED, Foreign Body Airway Obstruction and Bag Valve Mask Applications, Occupational First Aid Training

CHARACTER REFERENCES

PROF. ERNESTO F. BULAYOG	09987285206
PROF. NILDA T. AMESTOSO	nilda.amestoso@vsu.edu.ph
MRS. JUNECEL P. CADIZ	09206743685

