



# Marife C. Gucela-Gofredo

## OBJECTIVES

To support the growth of the institution by upholding its mission and vision, while continuously enhancing my knowledge, skills, and character.

## CONTACT



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## EDUCATION

Bachelor of Science in Agriculture : Major in Horticulture  
Visayas State University (VSU)  
Visca, Baybay City, Leyte  
Summer 2007

## SKILLS

- Creative thinking
- Customer service
- Time management & organization skills
- Document reproduction & filing
- Problem solving & adaptability
- Record-keeping and documentation
- Clerical & administrative support
- Attention to detail
- Inventory & supply management

## WORK HISTORY

### Clerk

February 2021 – Current

#### Supply and Property Management (SPM)

Visayas State University, Visca, Baybay City, Leyte

- Act as Alternate Deputy Document Records Controller(AdDRC) for SPM
- Post/update and file Property Acknowledgment Receipt (PAR) / Inventory Custodian Slip (ICS) & cancelled unserviceable equipment in the individual folder
- Prepares/updates individual folders of VSU staff/end-user
- Prepares appointment/contract and payroll of all SPM Job Order workers
- Prepares Property Transfer Report (PTR) or Certificate of Transfer of items and equipment for issuance
- Prepare and update individual folder of end-user as requirement for resignation and retirement clearance
- In-charge in checking/counter-signing of Faculty and Staff clearance
- Conduct Physical Inventory of all property and equipment of VSU
- Prepares Daily Issuance Receipt (DIR) and a monthly report of issued petroleum, oil and lubricants
- Prepare Statement of Account, requisition and Issue Slip (RIS), Voucher and other documents for billing issued petroleum products.
- Follow-up vouchers and billings of fuel/lubricants to different department, offices and centers
- Does other duties assigned by the immediate supervisor.

### DOMESTIC HELPER

August 2018 – March 2019

#### Shatin, Hongkong

- Preparing/cooking meals for a child
- Cleaning/keeping the house neat & organized
- Vacuuming/mopping/sweeping the floor and other housekeeping duties
- Washing dishes
- Laundry
- Gardening
- Car washing
- Grocery shopping

### ADMINISTRATIVE AIDE III (Student Evaluator)

January 2016 – December 2017

#### Registrar's Office

Visayas State University, Visca, Baybay City, Leyte, Philippines

- Prepared & printed TORs, certificates, grades, enrollment forms
- Updated students' records
- Maintaining Records
- Handling Confidential Information
- Answered students' queries
- Supporting students
- Adhering to deadlines
- Evaluated students' grades for enrollment (Transferees)
- Performed other tasks/duties assigned from time to time by the registrar

## SEMINARS/TRAININGS

- ISO 9001:2015 AWARENESS & RE-AWARENESS WEBINAR
- Orientation on the Basics of Government procurement with the “new Government procurement Act” Updates
- Orientation on the Roles and Responsibilities of Document and Records Controllers and Re-cascading of Document and Records Control Processes and Guidelines
- Basic Life Support with CPR 2020 Guidelines with AED, Foreign Body Airway Obstruction and Bag Valve Mask Application, Occupational First Aid Training
- Sparkling Space: Mastering the Art of Housekeeping
- Basic Life Support with CPR 2020 Guidelines with AED, Foreign Body Airway Obstruction and Bag Valve Mask Application, Occupational First Aid Training
- HRIS Software Onboarding
- Unlocking Excellence: The 5s Revolution for Clerks and Heads
- ISO 9001:2015 Awareness & Re-awareness Webinar
- GPPB Basic Course Training in the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016
- ISO 9001:2015 Awareness/Re-awareness
- Hands-only Cardiopulmonary Resuscitation
- ISO 9001:2015 Awareness/Re-awareness Webinar
- Defensive Driving
- Cumulus One Training
- Symposium on High Value Crops and Organic Horticulture Development for Economic Prosperity, Food Security and Ecological Integrity
- Personality Development For Administration
- Re-orientation Seminar of Frontliners
- Seminar on Total Quality Management Among Administrative Personnel

Clerk

January 2010 – December 2015

Department of Biological Sciences (DBS)

Visayas State University, Visca, Baybay City, Leyte

- Prepares and types payroll, voucher, liquidation report, travel documents, renewal of appointments, purchase request, PMS-OPES, etc.
- Prepares and types annual report, faculty development plan and Annual Procurement Plan
- Prepares and types semestral faculty projected workload, actual workload and individual faculty workload
- Coordinate office and administrative activities particularly storing, retrieving, and integrating information for dissemination to staff and faculty
- Scanned documents, performed word processing and other computer work
- Prepare, reproduce and collate lecture handouts, lab. Exercises, worksheets & questioners
- Records and reminds department head re meetings and seminars
- Assist the Department Head in facilitating schedule of staff and faculty meetings.
- Receive and relays telephone calls of faculty and staff.

CASHIER (food court, grocery & dry goods)

May 2008 – October 2008

Metro Gaisano Vicsal Dev't. Corp.

Colon St., Cebu City

- Processing cash, credit, and debit transactions, issuing receipts, refunds, or change.
- Greeting costumer, answering queries, and providing information on products or services.
- Keeping the checkout area clean and organized
- Counting money in cash drawers at the beginning and end of shifts to ensure amounts are correct.
- Handling returns or exchanges according to store policies.
- Scanning items for prices and ensuring accurate pricing.
- Properly bagging items for customers.
- Noting stock levels and informing management when items need restocking
- Adhering to all company policies, procedures, and regulations regarding transactions and security.
- Helping with restocking shelves, cleaning, or any other tasks as needed.

## REFERENCE

**Ms. Alicia M. Flores**

Head, Budget Office

Visayas State University

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**Dr. Beatriz S. Belonias**

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