

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S					
31.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
(Continue on separate sheet if necessary)					
Cyber Security Training					
32.	TITLE OF SEMINAR/CONFERENCE/WORKSHOP/SHORT COURSES (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	CONDUCTED/ SPONSORED BY (Write in full)
		From	To		
	Developing Effective Team Works	05/09/2023	05/12/2023	32	Cebu Business Hotel, Cebu City Personnel Officers Association of the Philippines, Inc. (POAP)
	ISO 9001:2015 Awareness and Re-awareness Seminar	09 /08 /2022	09 /08 /2022	4	VSU, Quality Assurance Management
	Orientation of Duties and Responsibilities of AdDRCs and Cascading of Documents and Records Control Procedure Manuals and Guidelines	09 /07 /2022	09 /07 /2022	4	VSU, Quality Assurance Management
	Orientation on the Documentary Requirements for Financial and Administrative Transactions for Clerks and/or dDRCs/adDRCs	12 / 05 /2022	12 / 05 /2022	4	VSU, Human Resource Management
	Orientation Workshop Among JO Clerks	01 / 15 /2019	01 / 15 /2019	8	VSU, Human Resource Management
	Cyber Security Training	12 / 18 /2019	12 / 19 /2019	16	VSU, HRIS, Visca, Baybay City Leyte
	Open Data Kit	03/ 7 /2019	03/ 7 /2019	8	VSU, Dept. Statistics, Visca, Baybay City Leyte
	Gender Sensitivity Training for the Faculty and Staff	03 / 17 /2017	03 / 17 /2017	8	ISRDS VSU, Visca, Baybay City, Leyte
	Facilitator in the Orientation on the Preparation on the OPCR, IPCR, Step Increment, Educational Taours	11 / 12 /2017	11 / 12 /2014	8	VSU, Human Resource Management
	Gender and Development Reorientation for Frontliners	09 / 16 /2016	09 / 16 /2016	8	ISRDS VSU, Visca, Baybay City, Leyte
	POSITIVE PROVOCATIONS	11 / 12 /2016	11 / 12 /2016	8	DLABS VSU, Visca, Baybay City, Leyte
	Data Appreciation Seminar	09 / 10 /2016	09 / 10 /2016	8	VSU, Dept. Statistics, Visca, Baybay City Leyte
(Continue on separate sheet if necessary)					
VIII. OTHER INFORMATION					
33.	SPECIAL SKILLS / HOBBIES:	34. NON-ACADEMIC DISTINCTIONS / RECOGNITION: (Write in full)		35. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
	Encoding, Filing, Informal Teaching, internet savvy, Computer Literate (MS Office), Adobe Creations , Printer Settler, Movie Maker, (Programs, Invitations, Designing etc.) Plant Propagator, Gardening & Landscapping, Events Planning and Organizing, Cooking, Drving, Cross Stitching, Crocheting, Flower arranging and events souvenirs making	Best In Flower Arrangemet (VSU Horticulture)		Guadalupe Farmers Association	
		Resource Person in Ekibana Japanese Flower Arrangement (VSU DLABS, Humanities Subject)		Daughters Of Mary Immaculate International	
		Resource Person in The Parents Effective and Children Development (Dept. of Social Welfare) at Brgy. Guadalupe Day Care Center		Catechist	
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