

ALMERA D. CIRCULADO

Purok IV, Brgy. Pangasugan Baybay City, Leyte
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SUMMARY

I am a government worker that maintained courteous and effective working relationship. Works with determination to meet requirements and provide excellent service. Willing to be train to learn and understand more of the possible nature and responsibilities of the job.

WORK EXPERIENCE

- **Admin. Asst. II**
UICTS-MIS January 2024 – Present
- **DEMO I**
OVPAF-MIS Oct. 1, 2023 – Dec. 31 2023
- **Admin Aide III** (Clerk / AdDRC)
OVPAF Sept. 7, 2020 – Sept. 30, 2023

EDUCATION

Bachelor of Science in Agriculture **June 2019**
Visayas State University, ViSCA Baybay City, Leyte

- Major in Horticulture
- License Agriculturist

SKILLS

- Computer Literate (MS Word, Excel, PowerPoint)
- Driving skills (Motorcycle)
- Good Communication skills
- Agricultural Skills
- Self-directed and able to complete tasks with limited supervision
- Hardworking and willing to be trained to further enhance my skills

SEMINARS/TRAININGS

- Root-Cause Analysis Training Workshop | November 13, 2024
- ISO 9001:2015 Awareness and Re-Awareness Seminar 2024 | September 9, 2024

- From policy to Practice: EODB, DPA of 2012, and PIA Reorientation for Visayas State University (VSU) Personnel | July 29, 2024
- Seminar Workshop on Basic Records and Archives Management (BRAM) | July 30-31, 2024
- Shaping Culture: Embracing Values for Productive Workplace Performance | March 26, 2024
- Sparkling Spaces: Mastering the Art of Housekeeping (Batch 1) | November 29, 2023
- DOST-STII “Basics of Records Management and Records Control” via Zoom | January 27, 2021

HOBBIES/INTERESTS

- Learning new things
- Volunteering
- Playing Badminton
- Dancing

REFERENCES

- **Jerimi Ann B. Satuita** | Admin. Asst. V
VSU, ViSCA Baybay City, Leyte
Contact No.: 09070273135
- **Aira V. Boholst** | Admin. Aide III
VSU, Visca Baybay City, Leyte
Contact No.: 09304228645