

Sitio Ilawod, Baybay City, Leyte
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LITO ANTONIO BAYNO BANDALAN

PERSONAL DATA

Date of Birth	May 12, 1996
Place of Birth	Baybay, Leyte
Civil Status	Single
Citizenship	Filipino
Religion	Roman Catholic
Height(m)	1.62m
Weight	64kg
Father's Name	Lito P. Bandalan
Mother's Name	Bienvenida Bandalan
TIN	758-739-111-000

EDUCATIONAL BACKGROUND

Primary	Candadam Elementary School Candadam Baybay City, Leyte 2002 – 2008
Secondary	VSU Laboratory High School Visca, Baybay City, Leyte 2008-2012
Tertiary	Visayas State University Visca, Baybay City, Leyte Bachelor of Science in Agribusiness (Undergraduate)

EMPLOYMENT HISTORY

VISAYAS STATE UNIVERSITY – HUMAN RESOURCE MANAGEMENT OFFICE
Visca, Baybay City, Leyte
Clerk/Data Entry Machine Operator/Data Encoder
October 18, 2019 to Present

TECHNICAL SKILLS

- Office Software Proficiency
- Data Entry & Database Management
- File Management System (google drive)
- Typing skills
- Basic Trouble Shooting (printer)

SEMINARS/TRAININGS ATTENDED

- **Transforming Public Service in the Next Decade: Honing Agile and Future-Ready Servant-Heroes**
September 26, 2024
Visayas State University
- **Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)**
February 23, 2024
Visayas State University
- **HRIS Software Onboadring**
December 6, 2023
Visayas State University
- **Unlocking Excellence: The 5S Revolution for Clerks and Heads at VSU**
November 29, 2023
Visayas State University
- **ISO 9001:2015 Awareness/Re-awareness Seminar & Re-awareness Webinar**
August 29, 2023
Visayas State University
- **GPPB Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016 for VSU**
August 22-24, 2023
Philrootcrops Training Hall, Visayas State University
- **ISO 9001:2015 Awareness/Re-awareness Seminar**
February 15, 2023
RDE-Hall, Visayas State University
- **Virtual Data Privacy Act of 2022 Awareness Seminar**
April 7, 2022
Visayas State University

- **Hands-Only Cardiopulmonary Awareness Seminar**
July 21-22, 2022
Visayas State University
- **Re-Orientation of Employee's Duties and Responsibilities and Good Customer Service**
September 23, 2021
Visayas State University