



CONTACT

Phone

09265986557/ 09073292181

Email

merlinlebante08@gmail.com

Address

Brgy. Kambonggan Baybay
City, Leyte, 6521

GENERAL INFORMATION

Female

30 years old

Single

October 31, 1992

Filipino by citizenship

MY SKILLS

- Advanced skills in Microsoft Office Suite
- Editing & Lay-outing (Canva, publisher)
- Organizational Skills
- Photography
- Google Workspace

MY QUALIFICATIONS

Career Service Level 1

Eligibility (Sub Professional)

August 2022

MERLIN R. LEBANTE

PROFILE INFO

Admin Clerk and designated as Deputy and Records Controller (dDRC) and deputy Risk Manager with more than 7 years' experience in a Regional Research and Development Center delivering technical tasks for the projects. Delivers quality output, always perseveres to achieve the best possible results; quick to learn, easily adapts to work environment, with good interpersonal and organizational skills and have a high sense of responsibility.

WORK EXPERIENCE

- **Clerk/dDRC/dRM** **2021-present**
VSU- Regional Climate Change Research and Development Center
Working as Clerk for 7 years
Designated as Deputy Documents and Records Controller (dDRC) for 3 years
Designated as Deputy Risk Manager for 2 years
- **SRA** **2017-2020**
VSU- Regional Climate Change Research and Development Center
Working as SRA for 3 years
Serve as Clerk
- **Encoder** **2016**
VSU- Regional Climate Change Research and Development Center
Working as encoder for 1 month and serve as Clerk
- **Marketing Assistant** **2016**
Riders Adventures LTD.com
Working as Marketing Assistant for 8 months

EDUCATION

- Visayas State University, 2018-2019**
Master of Management- Major in Agribusiness Mgmt. (18 units)
Visca Baybay City, Leyte
- Visayas State University, April 2015**
Bachelor of Science in Agribusiness
Visca Baybay City, Leyte
- Acedilla Technological Institute, 2010**
Vocational Course -Bartending NCII
Visca Baybay City, Leyte
- Makinhas National High School, March 2009**
Secondary Education
Brgy. Makinhas Baybay City, Leyte
- Kambonggan Elementary School, March 2005**
Primary Education
Brgy. Kambonggan Baybay City, Leyte

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TRAINING / SEMINARS

Sparkling Spaces: Mastering the Art of Housekeeping Training	2024
Training-Workshop on Risk Assessment September 11-12, 2023, JYNS's Hotel, Inopacan, Leyte	2023
Training-Workshop on Risk Assessment November 24-25, 2022, Kuting reef Macrohon Southern Leyte	2022
Klima Eskwela: Climate Science, Adaptation, and Arts August 25-26, 2022 Visayas State University	
Conference on Gender and Disaster Risk Governance: Learning from the Experiences of Diverse DRR stakeholders July 27 2022, Visayas State University	
Climate Change Adaptation and Mitigation Training of Mangrove Action Teams in Coastal Barangays of Baybay City, Leyte June 24-23, 2022, Visayas State University	
Virtual Awareness Seminar on RA No. 11032 of the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 July 21, 2021,VSU	2021
Webinar presentation on Documents Tracking System November 13, 2020, VSU	2020
Training on identification of proper and complete items Technical Specification and parameters and Orientation of the Purchase Request (PR) Module of the SPPMIS August 28, 2020, VSU	
ISO 9001: 2015 Awareness/Re-awareness Webinar November 11, 2020, VSU	

National Youth Conference on Climate Change Adaptation & Mitigation, Disaster Risk Reduction and Community Resilience **2019**
Theme: “Engaging the Youth in Climate Action, Disaster Risk Reduction and Community Resilience-building”
November 20-22, 2019, Visayas State University

ALERT Communication Planning
January 21, 2019, VSU

Regional Climate Change Research and Development Center **2018**
Community for Resilience Training of Trainers (CoRe-ToT)
"Enhanced Local Climate Change Action Plan Development for Local Government Units"
August 22-24, 2018, Visayas State University

Communities for Resilience (CORE) Modular Training Program
August 14-17, 2018, Tagbilaran Bohol

Eastern Visayas Inter-Provincial Conference on Humanitarian Preparedness and Response to Climate-related Disasters, **2017**
November 21-23, 2018, VSU

2nd Regional Conference On Climate Change RDE with the theme “Building Local Community Resilience to Climate Change”
December 18-20, 2017, Visayas State University

MY REFERENCES

Dr. Dennis P. Peque
Director, RCCRDC
0927-706-2843

Dr. Guiraldo C. Fernandez Jr.
VSU Board of Regents-Secretary
0922-400-9161

In hereby certify that the information stated above is true and correct


MERLIN R. LEBANTE
Applicant