

Virgilio C. Acilo

Brgy. Bunga, Baybay City, Leyte, Philippines

Email: virgilio.acilo@vsu.edu.ph

Mobile: +63 997 517 2568

Professional Summary

A dedicated administrative professional with over 42 years of hands-on experience at Visayas State University, I have consistently demonstrated a strong commitment to supporting university operations through efficient records management, clerical support, and responsive service to faculty, staff, and students.

Professional Experience**Administrative Aide III (Casual)**

Records and Archives Management Office, VSU – Baybay City, Leyte

2004 – Present

- Efficiently manage and maintain university records, ensuring compliance with archival standards and accessibility.
- Provide clerical support, including document preparation, filing, and data entry, contributing to streamlined office operations.
- Serve as a liaison between departments, facilitating communication and ensuring timely processing of requests.

Clerk Aide

Supply Property Management Division, Visca – Baybay City, Leyte

1983 – 2004

- Assisted in inventory management and procurement processes, ensuring accurate records and timely supply distribution.
 - Coordinated with various departments to fulfill supply needs, contributing to uninterrupted academic and administrative functions.
 - Maintained detailed logs and reports, supporting transparency and accountability in supply management.
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Education**Junior Secretarial Program (2-year Vocational Course)**

Franciscan College of the Immaculate Conception (FCIC), Baybay City, Leyte

1982 – 1987

High School Diploma

Franciscan College of the Immaculate Conception (FCIC), Baybay City, Leyte
1976 – 1980

Elementary Education

Barangay Bunga Elementary School, Baybay City, Leyte
1969 – 1976

Professional Development

- Seminar-Workshop on Basic Records and Archives Management (BRAM) – July 30-31, 2024
- Unlocking Excellence: The 5S Revolution for Clerks and Heads at VSU (Online) – November 19, 2023
- Personnel Officers Association of the Philippines Inc. (Online) – July 14-16, 2021
- Career & Personality Development for Clerks and Administrative Staff – May 21-22, 2003
- Computer Training for Excel and PowerPoint – October 28-30, 2003
- Target Setting Workshop – August 20-21, 2018
- Records Management Training – July 6-7, 2017
- Re-Orientation on the 5S Internal Audit Requirements – June 22, 2017
- Seminar-Workshop on 5S & Records Management – February 18, 2017
- Seminar on Fire Prevention – September 21, 2012
- Fire Consciousness and Preparedness – February 27, 2008
- Training on Office Productivity Tools – May 7-11, 2007
- Value Orientation Workshop (VOW) – June 24-26, 1998
- Orientation Seminar for Clerks – June 21-23, 1988

Skills

- Records and Archives Management
- Document Filing and Clerical Support
- Office Productivity Tools (Microsoft Office Suite)
- Inventory and Supply Management
- Effective Communication and Interpersonal Skills
- Time Management and Organizational Abilities

Languages

- English (Fluent)
 - Tagalog (Fluent)
 - Cebuano/Bisaya (Native)
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Community Involvement

Lay Minister

Roman Catholic Church, Baybay City, Leyte

2010 – Present

- Lead spiritual services and community outreach programs, fostering a supportive environment for parishioners.
 - Coordinate religious education initiatives, contributing to the spiritual growth of the community.
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References

Ms. Maria Roberta S. Miraflor

Head, Records Management and Archives

VSU, Visca, Baybay City, Leyte

Cellphone Number :09176341528

VOIP Number 1065

Atty. Rysan C. Guinocor

Chief Administrative Officer

VSU, Visca, Baybay City, Leyte

Ms. Honey Sofia V. Colis

Head, Performance Management and Rewards &

Recognitions Office

VSU, Visca, Baybay City, Leyte