

PHIALENE ROSARI BARONDA

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Brgy. Capinahan, San Isidro, Leyte, 6535

Professional Experience

Executive Assistant | May 2023 - June 2025

Local Government of Merida Leyte

- Drafted and facilitated the approval of Executive Orders, resolutions, and memoranda in alignment with governance and policy objectives, ensuring efficient policy execution.
- Assisted in the preparation and review of critical legal documents, including lease contracts and memoranda of agreement (MOAs), ensuring compliance with statutory requirements.
- Assisted in the preparation of the Agency Action Plan and Status of Implementation (AAPSI) and Audit Observation Memorandum for COA submission, promoting transparency and accountability within the agency.
- Managed the operations of the Executive Staff, supporting smooth administrative processes and contributing to daily office efficiency.
- Coordinated interdepartmental and interagency collaboration for project execution, ensuring compliance with regulatory frameworks.
- Actively participated as a member of governance committees (Municipal Investigating Committee, Agency and BAC Technical Working Groups) and represented the office on various official projects.
- Served as the Focal Person for key initiatives, ensuring proper communication and alignment between the Local Chief Executive's office and other agencies.

Local Youth Development Officer - Designate | July 2021 - June 2025

Local Government of Merida Leyte

- Spearheaded the strategic organization and implementation of youth development programs, ensuring compliance with local development goals and fostering community empowerment in alignment with statutory objectives.
- Administered accredited training programs for Sangguniang Kabataan (SK) officials and LYDC members within the municipality and across other municipalities in the Province of Leyte, fortifying youth leadership capabilities and facilitating civic engagement in accordance with legal and regulatory frameworks.
- Supply Management and Inventory Control: Managed and monitored the inventory of materials, supplies, and resources needed for youth programs and initiatives. This responsibility included tracking the availability and proper usage of office supplies, program-related materials, and equipment, ensuring cost-effectiveness and timely procurement for various community projects.
- Budget and Resource Management: Administered the office's budget, ensuring alignment with the Local Youth Development Plan (LYDP) and the Comprehensive Barangay Youth Development Plan (CBYDP). This involved careful analysis of fiscal requirements, allocating funds for various projects, and optimizing the use of available resources. Played a key role in ensuring that allocated funds were used efficiently, directly supporting program sustainability.
- Procurement and Financial Reporting: Oversaw the procurement process for materials and resources required for youth development programs, ensuring adherence to legal and fiscal regulations. Ensured that the procurement process was transparent, competitive, and cost-efficient, and maintained accurate financial records to support the transparency of resource allocation.
- Resource Allocation and Fund Management: Worked closely with other departments to allocate resources effectively for youth programs, ensuring that priorities aligned with the budget and community needs. Responsible for monitoring the financial status of ongoing projects, adjusting allocations when necessary to ensure that all initiatives had the required resources for successful execution.

Senior Administrative Assistant III | March 2020 - May 2023

Local Government of Merida Leyte

- Drafted executive orders, resolutions, and memoranda that enhanced decision-making processes and government operations.
- Provided high-level executive and paralegal support to the Local Chief Executive, ensuring efficient governance.
- Fostered collaboration across departments and external agencies, contributing to the successful execution of key community initiatives.
- Strengthened community relations, addressing citizen inquiries and promoting transparency in governance.

Educational Background

- Post Graduate

Juris Doctor
University of Southern Philippines - Foundation
2019, Graduate

- Bachelors Degree

Bachelor of Arts in Political Science
University of San Carlos
2011, Graduate

Trainings and Certificates

- Certificate of Completion | May 16, 2025
Legal Virtual Assistant Training
By: Pineapple Virtual Assistant Hub
- Certificate of Completion | May 15, 2025
Get New Clients Learning Path
By: Clio Academy of Clio Software
- Certificate of Completion | May 15, 2025
Get Connected Learning Path
By: Clio Academy of Clio Software
- Certificate of Recognition | March 2, 2025
Local Youth Development Office
By: Local Government of Merida Leyte
- Certificate of Completion | November 05, 2024
“Introduction to Visual Graphic Design”
By Technical Education And Skills Development Authority (TESDA)
- Certificate of Completion | October 10, 2024
“Training of Trainers on Philippine Youth Development Plan and Local Planning Guidelines”
By National Youth Commission of the Philippines
- Certificate of Training Completion | June 04, 2024
“C002: SK Planning and Budget Process”
By National Youth Commission of the Philippines
- Certificate of Training | March 20-21, 2024
“Psychological First Aid Training”
By Department of Health – EVCHD
- Certificate of Participation | November 20-23, 2023
“Training on Republic No. 9184 and its 2016 Revised Implementing Rules and Regulations
By Region 8 Association of Local Budget Officers Inc. and Department of Budget and Management Region VIII
- Certified Training Manager | October 23, 2023
“A Resolution Confirming the Accreditation of 392 Local Youth Development Office as Training Providers and 476 Local Youth Development Officers and Staff as Training Managers”
By National Youth Commission of the Philippines
- Certificate of Completion | April 3, 2024
“Strategic Performance Management System and Updates on the Civil Service Laws and Rules”
By Civil Service Commission Regional Office VIII
- Certificate of Completion | February 22-25, 2021
“Supervisory Development Course Track 1”
By Civil Service Commission Regional Office VIII

Skills

- Leadership and Team Management
- Training and Development
- Project Operations and Budget Management
- Client Services and Support
- Paralegal Support and Legal Document
- Strategic Planning and Decision Making
- Cross-functional and Interdepartmental Collaboration
- Tech-Savvy

Tools

Productivity and Collaboration Tools

- Microsoft Office 365 (Word, Excel, PowerPoint, Teams)
- Google Workspace (Docs, Sheets, Drive, Meet)
- Zoom
- Google Calendar
- My Case Software

Document Management Systems

- Google Drive
- OneDrive
- DocuSign

Design and Visual Tools

- Canva