

1. Name : **LORNA BAUGBOG-ABAMO**
2. Home Address : Apt. 34, Kilbourne St., VSU, Visca, Baybay City, Leyte
3. Office : Department of Meteorology  
College of Engineering & Technology  
Visayas State University, Visca, Baybay, Leyte  
PHILIPPINES
4. Contact Numbers
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6. Educational Background

Master of Arts in Education  
Franciscan College of the Immaculate Conception  
Baybay City, Leyte

Bachelor of Science in Agricultural Engineering  
Visayas State College of Agriculture/Visayas State University  
Visca, Baybay, Leyte  
Philippines

5. Area of Competence : Process Documentation  
Training Facilitator  
Office Management  
Application of MS Office

6. Work Experience(s) :

Position/Title	Office	Period	Status
Administrative Aide VI	Department of Meteorology, College of Engineering & Technology Visayas State University	May 1, 2019- present	Permanent
Work Assignment/Activities	<ul style="list-style-type: none"> <li>• Deputy Document Record Controller (dDRC) of the Department</li> <li>• Maintains and sustain the department as an ISO compliant</li> <li>• Assists faculty in reproduction of Instructional materials</li> <li>• Facilitates activities in the department</li> <li>• Assist faculty &amp; students during enrolment</li> <li>• Draft and finalize communications and responses to communications</li> <li>• Prepares &amp; submits approved reports to offices needing the reports</li> <li>• Attend meetings called by the department &amp; other offices requesting my attendance</li> </ul>		

Position/Title	Office	Period	Status
	<ul style="list-style-type: none"> <li>• Assist, facilitates faculty, staff &amp; students in the department &amp; from other department &amp; offices that needs assistant</li> <li>• Draft PPMP, PRS and submits for approval</li> <li>• Do other task as assigned by the immediate supervisor</li> </ul>		
Administrative Aide IV	Office of the Vice President for Instruction (OVPI)	August 2014 – July 202-19	Permanent
Work Assignment/Activities	<ul style="list-style-type: none"> <li>• Helps in making of the OVPI forms for monitoring students and faculty of VSU</li> <li>• Reviews, summarizes and maintains accurate files/records of the individual workload of the faculty</li> <li>• Facilitates, encodes &amp; summarizes the teaching performance evaluation by students</li> <li>• Reviews document for hiring and promotion of faculty members</li> <li>• Assists students in curricular matters</li> <li>• Provides administrative support in processing the competency &amp; qualification records periodically required by the Commission for Higher Education (CHED) of the Philippines</li> <li>• Facilitates, Orient, monitor, coach the TPES facilitators</li> <li>• Helps in the AACCUP accreditation</li> <li>• Perform other tasks which the immediate supervisor tells me to do</li> </ul>		
Administrative Aide III	Office of the Vice President for Instruction (OVPI)/Office of the Vice President for Academic Affairs (OVPA)	March 25, 2010 – August 2014	Permanent
Work Assignment/Activities	<ul style="list-style-type: none"> <li>• Helps in making of the OVPI forms for monitoring students and faculty of VSU</li> <li>• Reviews, summarizes and maintains accurate files/records of the individual workload of the faculty</li> <li>• Facilitates, encodes&amp; summarizes the teaching performance evaluation by students</li> <li>• Reviews document for hiring and promotion of faculty members</li> <li>• Assists students in curricular matters</li> <li>• Facilitates in the orientation of newly hired faculty members of the university together with ODHARD (<i>note: this is an activity of ODI when ODI was not yet abolished</i>)</li> <li>• Provides administrative support in processing the competency &amp; qualification records periodically required by the Commission for Higher Education (CHED) of the Philippines</li> <li>• Facilitates, Orient, monitor, coach the TPES facilitators</li> </ul>		

Position/Title	Office	Period	Status
	<ul style="list-style-type: none"> <li>Helps during AACCCUP accreditation</li> <li>Perform other tasks which the immediate supervisor tells me to do</li> </ul>		
Educational Research Assistant I	Office of the Vice President for Academic Affairs Visayas State University, Visca Baybay, Leyte	April 2008-March 25, 2010	Casual
Work Assignment/Activities	<ul style="list-style-type: none"> <li>Helps in making of the OVPI forms for monitoring students and faculty of VSU</li> <li>Reviews, summarizes and maintains accurate files/records of the individual workload of the faculty</li> <li>Facilitates, encodes &amp; summarizes the teaching performance evaluation by students</li> <li>Reviews document for hiring and promotion of faculty members</li> <li>Assists students in curricular matters</li> <li>Facilitates in the orientation of newly hired faculty members of the university together with ODHARD (<i>note: this is an activity of ODI when ODI was not yet abolished</i>)</li> <li>Provides administrative support in processing the competency &amp; qualification records periodically required by the Commission for Higher Education (CHED) of the Philippines</li> <li>Facilitates, Orient, monitor, coach the TPES facilitators</li> <li>Perform other tasks which the immediate supervisor tells me to do</li> </ul>		
Educational Research Assistant I	Office of the Director for Instruction Visayas State University, Visca, Baybay, Leyte	May 2004-Jan. 2008	Casual
Work Assignment/Activities	<ul style="list-style-type: none"> <li>Designs &amp; prints degree program offering for brochures, poster &amp; tarpaulin of the different program offering of the main campus used in the information drive.</li> <li>Facilitates during the University Curriculum Meeting, consultations &amp; Curricular Review of VSU</li> <li>Reviews, summarizes and maintains accurate files/records of the individual workload of the faculty</li> <li>Facilitates, encodes &amp; summarizes the teaching performance evaluation by students</li> <li>Reviews document for hiring and promotion of faculty members</li> <li>Assists students in curricular matters</li> <li>Facilitates in the orientation of newly hired faculty members of the university</li> <li>Coordinate with the persons involved in the information drive and helps conduct information drive of the different program offering of the university (main campus only)</li> </ul>		

Position/Title	Office	Period	Status
	<ul style="list-style-type: none"> <li>Facilitates and checks VSU scholarship exam.</li> <li>Facilitates meetings called by the director for instruction</li> <li>Perform other tasks which the immediate supervisor tells me to do</li> </ul>		

#### 7. Seminar/Training Attended

TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS	INCLUSIVE DATES OF ATTENDANCE		NO. OF HRS.	CONDUCTED/ SPONSORED BY
	From	To		
ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	8	Office of the President, VSU
Webinar on Organizing Your VSU Email for Stress-Free Productivity	11/20/20	11/20/20	4	VSU Web Team
Training on identification of proper and complete items technical Specification and parameters and orientation of the Purchase Request (PR) Module of the supply Properties Procurement Management Information System (SPPMIS)	8/28/20	8/28/20	8	OVPPRGAS, VSU
Attaining Work-Life Flexibility	10/22/19	10/25/19	32	Personnel Officers Association of the Philippines , Casa La Granja, Ilo-ilo City
International Erasmus + Staff Training Programmed for Secretaries & Administrative Staff working for HEI	5/6/19	5/16/19	74	Erasmus + Key Action 103, Goettingen, Germany
Youth Conference on Weather & Climate	4/28/19	4/28/19	6	Weather Philippines & Dept of Meteorology, VSU
Human Resources Information System	11/28/18	11/29/18	16	VSU, DCST, VSU
Working Towards Personal Effectiveness	11/20/18	11/23/18	32	Personnel Officers Association of the Philippines, Harbor Lights Hotel, Cagayan de Oro City
Alumni Communicators Training	11/13/2018	11/14/18	16	Alumni Bldg., VSU
Human Resources Management Information System	9/12/18	9/12/18	8	Visayas State University
Gender Sensitivity Training for Administrative & Support Staff	9/11/18	9/11/18	8	Visayas State University
VSU Web Content Training	9/6/18	9/6/18	8	VSU, RDE Hall

TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS	INCLUSIVE DATES OF ATTENDANCE		NO. OF HRS.	CONDUCTED/ SPONSORED BY
	From	To		
Orientation on Preparation of Documents for the Internal Audit	7/26/17	7/26/17	8	Visayas State University
Records Management Training	7/6/17	7/7/17	16	Visayas State University
Seminar-Workshop on 5S & Records Management	2/18/17	2/18/17	8.0	Visayas State University
Workshop for AACUP Institutional Accreditation (2nd round)	5/10/16	5/12/16	16.0	Visayas State University
Orientation on AY 2013-2014 Data Collection and CHED Electronic Collection & Knowledge (CHECK) System	7/25/13	7/25/13	8.0	Commission on Higher Education Regional Office No. VIII, (Eastern Visayas)
Briefing of Staff Involved in the Conduct of Evaluation of Academic Staff by the Students	1/14/13	1/14/13	8.0	Visayas State University
Personality Development Seminar for Front liners	9/20/12	9/20/12	8.0	Visayas State University
Workshop on Cascading of Agency Performance Targets	8/13/12	8/14/12	16.0	Visayas State University
eLearning	5/4/10	5/5/10	16.0	LAMP, Visayas State University
Total Quality Management Training Among Admin Personnel	11/11/09	11/14/09	24.0	Visayas State University
Teacher Training Seminar	10/2/09	10/3/09	16.0	Visayas State University
Briefing & Orientation Seminar of Newly Hired Instructors of VSU	7/18/08	7/19/08	16.0	OVPI, Visayas State University

## 8. References

Name	Address	Tel. No.
1. Dr. ROBERTO C. GUARTE	College of Engineering & Technology	09173108078
2. Dr. BEATRIZ S. BELONIAS	Office of the Vice President for Academic Affairs	09173113309
3. Mr. DANIEL C. LOR	Department of Meteorology	09171448307