

Michelle V. Acompañado-Borleo

Address: Cottage 3, VSU Campus, Visca,
Baybay City Philippines

Mobile No.; +63-936-415-5627

Email Address: maborleo@vsu.edu.ph



PERSONAL INFORMATION:

Name	:	Michelle V. Acompañado – Borleo
Age	:	37 yrs. old
Date of Birth	:	January 6, 1986
Place of Birth	:	Mahaplag Leyte
Sex	:	Female
Civil Status	:	Married
Religion	:	Roman Catholic
Height	:	1.61 m
Weight	:	58 kg

EDUCATIONAL BACKGROUND:

Graduate Studies : Masters in Management
with 42 units
Visayas State University
Visca, Baybay City Leyte
2015-present

Tertiary : Bachelor of Science in
Statistics

Visayas State University (formerly Leyte State
University)
Visca, Baybay City Leyte
2002-2006

Secondary : Mahaplag National High School
Class 3rd Honorable Mention
San Isidro, Mahaplag Leyte
1998-2002

Elementary : Malinao Elementary School
Class 1st Honorable Mention
Malinao, Mahaplag Leyte
1992-1998

ELIGIBILITY:

Career Service Professional Eligibility (82%)

Work Experience:

01 August 2021 - Present

Administrative Aide VI

College of Engineering and Technology – Visayas State University

1. Prepare administrative documents (Annual Reports, Memorandums for the College, Recommendations from the College Personnel Committee, etc.);
2. Prepares payroll, SAI, PJR, vouchers, appointment, travel, trip tickets and other requests;
3. Facilitates college-wide activities; and
4. Records/Files documents, communications, and other papers in accordance with the acceptable filing procedures.

01 December 2016 – 31 July 2021

Administrative Aide IV

College of Engineering – Visayas State University

1. Prepare administrative documents (Annual Reports, Memorandums for the College, Recommendations from the College Personnel Committee, etc.);
2. Prepares payroll, SAI, PJR, vouchers, appointment, travel, trip tickets and other requests;
3. Facilitates college-wide activities; and
4. Records/Files documents, communications, and other papers in accordance with the acceptable filing procedures.

01 August 2013 – 30 November 2016

Administrative Aide III

College of Engineering – Visayas State University

1. Prepare administrative documents (Annual Reports, Memorandums for the College, Recommendations from the College Personnel Committee, etc.);
2. Prepares payroll, SAI, PJR, vouchers, appointment, travel, trip tickets and other requests;
3. Facilitates college-wide activities; and
4. Records/Files documents, communications, and other papers in accordance with the acceptable filing procedures.

01 May 2012 – 30 July 2013

Science Research Specialist

VSU-Affiliated Renewable Energy Center

1. Prepare socio-economic impact survey report on selected Renewable Energy System installations in the provinces of Biliran, Leyte and Southern Leyte;
2. Prepare monitoring, evaluation and survey forms and coordinate with LGUs for monitoring of existing Renewable Energy Systems (RES) in the three provinces;
3. Assist in the implementation of Household Electrification Project (HEP) for 2012 and 2013 in the three provinces;
4. Assist in the collection of data for the socio-economic impact survey on Renewable Energy System installations in the three provinces;
5. Assist in the preparation of evaluation and accomplishment reports of the socio-economics division of the project;
6. Assist in the preparation and production of newsletter and journal on RES.

- | | |
|------------------------------------|---|
| 01 July 2009 – 30 April 2011 | <p>Project Support Staff IV
CHED-ZRC Visayas III Visayas State University</p> <ol style="list-style-type: none"> 1. Takes charge of the database management information system of the center; 2. Assists and coordinates with the HEI's in data gathering, analysis and packaging of semi technical reports of the center; 3. Assists in the packaging of training modules and newsletters for the center's sponsored research capability enhancement training; 4. Assists in facilitating administrative and financial transactions and submission of related reports in coordination with accounting office staff. |
| 01 July 2008 – 31 March 2009 | <p>Part-time Instructor
Department of Arts and Sciences Southern Leyte State University Sogod Southern Leyte</p> |
| 01 March 2007 – 31 June 2008 | <p>Administrative Assistant II
Affiliated Nonconventional Energy Center Department of Agricultural Engineering Visayas State University</p> <ol style="list-style-type: none"> 1. Encode and analyze survey data; 2. Prepare survey and annual reports; 3. Prepare payrolls, purchase request, purchase order, travel order and other office papers. |
| 01 October 2006 – 28 February 2007 | <p>Science Research Aide (Enumerator)
Affiliated Nonconventional Energy Center Department of Agricultural Engineering Visayas State University</p> <ol style="list-style-type: none"> 1. Encode and analyze survey data; 2. Prepare survey reports. |

SEMINARS/WORKSHOPS ATTENDED/FACILITATED:

Facilitated

CET Research Colloquium
College of Engineering and Technology
Visayas State University
Visca, Baybay City, Leyte
26 May 2023

Training Workshop on OBE Continuous Quality Improvement
College of Engineering and Technology
Visayas State University
Visca, Baybay City, Leyte
15-16 March 2023

CET Strategic Planning and RDE Setting Agenda Workshop 2022
College of Engineering and Technology
Visayas State University
Visca, Baybay City, Leyte
16-17 March 2022

Attended

Personality Development and Developing Customer Satisfaction
Personnel Officers Association of the Philippines, Inc.
A&A Plaza Hotel, Puerto Princesa City, Palawan
13-16 June 2023

*Mandatory Orientation and Re-Orientation of Academic Advisers,
Department Enrollment Focal Persons, and College Hotline Agents*
Visayas State University
Visca, Baybay City, Leyte
10 February 2023

Training Workshop on Root-Cause Analysis
Visayas State University
Visca, Baybay City, Leyte
17 November 2022

ISO 9001:2015 Awareness and Re-Awareness Seminar
Visayas State University
Visca, Baybay City, Leyte
30 August 2022

*Internal Quality Audit Course based ISO 19011:2018 Auditing
Guidelines*
AGF Consulting Group
Virtual
17-19 August 2022

Basic Occupational Safety and Health
Department of Labor and Employment
Virtual
07-11 June 2021

*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)*
Visayas State University
Visca, Baybay City, Leyte
28 August 2020

SPECIAL SKILL:

Computer Literate (MS Word, MS Excel, MS PowerPoint,
Statistical Packages for Social Sciences (SPSS) Programming),
Desktop Publishing (Adobe Photoshop).

CHARACTER REFERENCES:

Asso. Prof. Epifania G. Loreto

Head, Department of Civil Engineering
Visayas State University
Visca, Baybay City Leyte

DR. ROBERTO C. GUARTE

Former Dean, College of Engineering and Technology
Visayas State University
Visca, Baybay City Leyte

DR. JACQUELINE M. GUARTE

Former Professor, Department of Statistics
Visayas State University
Visca, Baybay, Leyte

I hereby certify that all information presented above are true and correct to the best of my knowledge.



MICHELLE A. BORLEO

14 July 2023