

JESSICA L. CONSTANTINO

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OBJECTIVE

To obtain position that recognizes hard work, dedication and creativity where I have the potential for career growth to enhanced and acquire skills that best fit my qualification.

EDUCATION

BACHELOR OF SECONDARY EDUCATION

Major in Mathematics, Earned 18 units, 2023

BACHELOR OF SCIENCE IN DEVELOPMENT EDUCATION

Major in Agricultural Extension, Graduated 2019

High Academic Achiever Awardee, 1.941 GPA

WORK EXPERIENCE

Payroll and Leave Benefits Office-Human Resource Management and Development (HRMD), Visayas State University

Administrative Aide III (Clerk)

January 1,2025-present

- Designated as Alternate Deputy Documents and Records Controller(ADdRC), responsible for assisting in preparing, maintaining, and organizing documents in accordance with ISO 9001:2015 standards.
- Compute and post the earned and utilized leave of employees in the Human Resource Information System (HRIS) and update individual leave cards accordingly, ensuring that all entries are accurate and reflect the correct leave balances.
- Audit the leave balances of retired and separated VSU employees, carefully reviewing their leave records to verify any discrepancies, and assist in the preparation of the terminal leave benefits payroll to ensure employees receive their full entitlements.
- Issue HR certifications such as documentation for Leave Without Pay, as well as providing comprehensive leave balance statements for employees upon request.
- Prepare payrolls including:
 - Terminal leave pay for employees exiting the university, ensuring that all final payments are computed based on the appropriate leave policies and entitlements.
 - Last salary for retired or separated employees, ensuring all remaining salaries, allowances, and other dues are properly calculated and included in the final payout.
 - Leave monetization for employees who wish to convert their unused leave credits into cash, ensuring proper computation based on university guidelines.
 - Overload pay for faculty members who have taken on additional teaching loads, ensuring that the extra compensation is correctly calculated in alignment with university regulations.
- Organize and categorize copies of DTRs and leave applications for submission to COA.
- Monitor DTR submissions and send reminders to employees who miss the scheduled deadline.

Performance Management and Rewards & Recognition Office-Human Resource Management and Development (HRMD), Visayas State University

Administrative Aide III (Clerk)

April 1,2023-December 31,2024

- Designated as Deputy Documents and Records Controller (DDRC), responsible for preparing, maintaining, and organizing documents in accordance with ISO 9001:2015 standards.
- Conduct thorough manual checks of Daily Time Records (DTR) for regular, casual-contractual, and part-time employees, verifying the completeness of attached supporting documents required by COA and payroll processing.
- Organize and categorize copies of DTRs and leave applications for submission to COA and the payroll department.
- Monitor the timely submission of the Individual Performance Commitment and Review (IPCR) and Statement of Assets, Liabilities, and Net Worth (SALN), meticulously checking for the completeness of signatures and supporting documents.
- Receive, review, and consolidate all necessary documents for the VSU Anniversary Awardees.
- Assist in preparing, consolidating, and packaging the supporting documents for HAP Award nominees to ensure compliance before submitting to the Civil Service Commission (CSC).

Department of Soil Science, Visayas State University

Administrative Aide III (Clerk)

January 23,2023-March 31,2023

- Designated as Deputy Documents and Records Controller (DDRC), responsible for preparing, maintaining, and organizing documents in accordance with ISO 9001:2015 standards.
- Assist in preparing Individual Faculty Workload and other necessary documents required by faculty and ensures timely submissions to concerned offices.
- Assist in preparing the Individual Faculty Workload and other necessary documents required by faculty, ensuring timely submission to the concerned office
- Answer phone calls and relay messages to concerned faculty and staff.

CERTIFICATIONS

- CSC Professional Eligibility,82.90
- ISO Awareness Seminar,4 hours
- Workshop on Crafting HR Manuals and Revisiting the Merit System, 16 hours
- Orientation on financial Management Transactions in VSU,8 hours
- SALN Compliance Ensuring Transparency and Accountability,8 hours

REFERENCES

FLORANTE G. DIDAL

Head, Payroll and Leave Benefits Office, VSU

florante.didal@vsu.edu.ph

SUZETTE B. LINA

Dean, Faculty of Agriculture and Food Sciences, VSU

sblina@vsu.edu.ph