

DANIELLE V. ASALDO

Brgy. San Roque, Sogod, Southern Leyte

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CAREER PROFILE

Detail-oriented and service-driven administrative professional with over two years of experience in public service, specializing in records management, personnel documentation, and HR processes. Currently working as Administrative Assistant II (Human Resource Management Assistant) at Southern Leyte State University, managing confidential records, leave administration, and official correspondence. Skilled in data encoding, document verification, and evaluation, with working knowledge of government procedures and ISO-aligned systems. Pursuing a Master in Public Administration to strengthen competencies in governance and organizational systems. Committed to accuracy, accountability, and continuous improvement in service delivery.

EDUCATIONAL BACKGROUND

Master in Public Administration

University of Perpetual Help System Dalta- Las Piñas Campus

2024-Present (12 units)

Bachelor of Science in Business Administration major in Human Resource Management

Southern Leyte State University-Tomas Oppus Campus

Cum Laude

2018-2022

Senior High School (Accountancy, Business and Management)

St. Paul University Dumaguete

2016-2018

Junior High School

Sogod National High School

2012-2016

Elementary

Sogod Central Elementary School

2006-2012

CIVIL SERVICE ELIGIBILITY

Career Service Professional Eligibility

Honor Graduate Eligibility (PD 907)

WORK EXPERIENCE

Administrative Assistant II (HRMA)

Southern Leyte State University – January 2024 - Present

- Prepares, processes, and maintains personnel records, leave applications, and official documents.
- Coordinates and documents HR-led activities, including orientations, trainings, and employee recognition programs.
- Handles confidential files with efficiency and adherence to ISO-aligned systems.

Job Order Clerk (Registrar's Office)

Southern Leyte State University – 2023-2024

- Delivered frontline services to students and external stakeholders.
- Assisted in enrollment procedures, academic record evaluation, and subject encoding processes.
- Processed and released academic certificates and maintained student records with confidentiality and accuracy.

TRAININGS ATTENDED

- Participated in capacity-building programs such as the *SLSU Admin Masterclass: Staff Work Excellence and Events Planning* and *Basic Management Training to Enhance Leader's Effectiveness*, which enhanced my organizational, planning, and leadership skills.
 - Attended HR- and service-related trainings including *Customer Service Excellence with ARTA Compliance*, *Leave Administration Course for Effectiveness (LACE)*, *Records Management 101*, and *SLSU's Quality Management System Orientation*, deepening my knowledge in public service delivery and compliance.
 - Strengthened communication and interpersonal skills through sessions like *Effective Communication and Public Speaking*, *Two-Day Training on Public Speaking*, and *Efficient Techniques in Taking Minutes of Meeting and Policy Memorandum*.
 - Engaged in wellness and values formation programs such as *Re-Echo Seminar on Wellness*, *Harmony in Conflict*, and *Heart, Mind, and Soul of the Human Person*, promoting holistic growth and respectful workplace relationships.
 - Gained insights into government systems and benefits through the *Employees' Forum on PhilHealth, PAG-IBIG, and GSIS*, *Re-orientation on Individual Development Plan and Needs Assessment*, and *SALN Orientation Webinar*.
 - Attended technical and digital upskilling workshops such as *Basic Computer Skills for Online Safety*, *Gmail Management*, and *Google Drive*, and *Training on Herbal Medicine Preparation and Acupressure*, improving adaptability to new tools and practices in the workplace.
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OTHER EXPERIENCE

- Served as speaker/resource person in selected HR-related activities;
 1. Resource Speaker on the Empowered Leadership: Levelling of Understanding of University HR Policies in Line with the Csc Guidelines for Academic Leaders at Southern Leyte State University- Main Campus (May 28, 2025)
 2. Resource Speaker on the Reorientation of University HR Policy in line with the CSC Rules and Regulations at Southern Leyte State University-Bontoc Campus (April 23, 2025)
 3. Resource Speaker on the New Employee Orientation at Southern Leyte State University- Main Campus (February 19, 2025)
 4. Subject Matter Specialist on the New Employee Orientation with the Topic Civil Service Rules and University Policies at Southern Leyte State University- Main Campus (June 28, 2024)
 - Secretary to the Scholarship Development Committee: recorded minutes, released resolutions, and managed scholarship documentation.
 - Secretary to the Creation and Composition of a Technical Working Committee for the Crafting of the Internal Guidelines for the Implementation of the Medical Allowance.
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SKILLS

- **Administrative Support:** Skilled in document preparation, encoding, and filing with attention to detail.
 - **Academic Services:** Familiar with enrollment procedures, subject validation, and academic records handling.
 - **HR Processes:** Competent in leave administration, employee onboarding, and records confidentiality.
 - **Communication & Coordination:** Experienced in facilitating trainings, orientations, and coordinating with multiple units.
 - **Data Handling:** Proficient in data entry, document evaluation, and ISO-aligned filing systems.
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CHARACTER REFERENCES

- **Ruth F. Medilo**
Poblacion, Bontoc, Southern Leyte
Mobile: 0920 891 3839
- **Christine O. Laran**
San Roque, Sogod, Southern Leyte
Mobile: 0975 398 0879
- **Mark Donald S. Oja**
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