

**CAREN GUCELA- ALIANZA**

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**PERSONAL INFORMATION**

Home Address: Brgy. Guadalupe, Baybay City, Leyte

Date of birth : September 20, 1988

Nationality : Filipino

Religion : Roman Catholic

Civil Status : Married

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**EDUCATIONAL BACKGROUND****College**

Bachelor of Arts in Office Administration

Franciscan College of the Immaculate Conception (FCIC)

Baybay City, Leyte (2012 – 2014)

Associate in Office Administration

Franciscan College of the Immaculate Conception (FCIC)

Baybay City, Leyte (2008 – 2011)

**Vocational**

Industrial Sewing Machine Operation

ISMO Training Center

Mustang , Pusok, Lapu-Lapu City, Cebu

Oct. 10, 2011 to Nov. 2011

**High School**

Baybay National High School

Baybay, Leyte (2001 – 2005)

**Elementary**

Guadalupe Elementary School

Guadalupe, Baybay, Leyte (1995 – 2001)

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**WORK EXPERIENCE**

**Position Title:** Clerk/dDRC

**Company Name:** VSU, Advanced Research and Innovation Center

**Address:** Pangasugan, Visca, Baybay City, Leyte

**Duration:** June 3, 2024 - Present

**Position Title:** Full-time Project Staff

**Company Name:** VSU, Department of Biotechnology

**Address:** Pangasugan, Visca, Baybay City, Leyte

**Duration:** February 1, 2020 - May 31, 2024

**Position Title:** Admin Aide I/Clerk  
**Company Name:** VSU, Dept. of Pure and Applied Chemistry  
**Address:** Pangasugan, Visca, Baybay City, Leyte  
**Duration:** February 2012- January 31, 2020  
**Position Title:** Administrative Staff (Auditor)  
**Company Name:** ADE-DA-DI-DI  
**Address:** A. Bonifacio St. Baybay City, Leyte  
**Duration:** January 2011 – February 15, 2012

**Position Title:** Clerk (On Job Training)  
**Company Name:** City Social Welfare & Development Office  
**Address:** Baybay City, Leyte  
**Duration:** October 2009 – March 2010

**Position Title:** Data Encoder & Assistant Photocopier  
**Company Name:** Jay Ramos Computer Center  
**Address:** Baybay Leyte  
**Duration:** November 2006-June 2007

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## SEMINAR

ISO 9001:2015 Awareness & Re-Awareness Seminar (Sept. 5, 2025)  
Orientation on the Roles and Responsibilities of Document and Records Controllers and Re-cascading of Document and Records Control Proces and Guidelines (Sept. 4. 2025)  
Orientation on Financial Management Transactions in VSU (Mar. 13, 2025)  
Orientation on Document and Records Control (Feb. 21, 2025)  
ISO 9001:2015 Awareness & Re-Awareness Seminar (Sept. 9, 2024)  
Seminar Workshop on Basic Records and Archives Management (BRAM) (Jul 30, 2024)  
From Policy to Practice: EODB, DPA of 2012 and PIA Reorientation for VSU Personnel (Jul 29, 2024)  
Root Cause Analysis Training Workshop (Nov. 13, 2024)  
Sparkling Spaces: Mastering the Art of Housekeeping (May 22, 2024)  
Shaping Culture: Embracing Values for Productive Workplace Performance (May 15, 2024)  
Orientation and Training on the Electronic Submission, Monitoring and Evaluation System (ESMES) (April 22, 2024)  
Orientation of Guidelines & Procedures on Process/Services of the Offices under Administrative Services Office (Feb. 23, 2024)  
HRIS Software Onboarding (Dec. 6, 2023)  
Orientation on Career Horizons in Agribiotech:Pathways and Fellowship Event (Nov. 23, 2023)  
Unlocking Excellence: The 5S Revolution for Clerks and Heads at VSU (Nov. 29, 2023)  
ISO, 9001:2015 Awareness & Re-Awareness Seminar (Aug. 29, 2023)  
Webinar on Speak English with Confedence (Aug. 27, 2023)  
Re Orientation on Documentary Requirements for Financial & Administrative Transactions (Dec. 5, 2022)  
ISO,9001:2015 Awareness & Re-Awareness Seminar (Aug. 30, 2022)  
Data Privacy Act Seminar (April 7, 2022)  
ISO 9001:2015 Awareness & Re-Awareness Seminar (Sept. 13, 2021)  
Orientation workshop among JO Clerks and Laboratory Technicians (Jan. 15, 2019)  
ISO,9001:2015 Awareness & Re-Awareness Seminar (Nov. 27, 2020)  
Webinar on Document Tracking System (Nov. 13, 2020)  
Procurement Planning Workshop (Sept. 13, 2016)  
Orientation Workshop Among Frontliners on Good Customer (Sept. 10, 2014)  
Training in Industrial Sewing machine Operation (Oct. 10, 2011)  
Participated in two-days Semi-Guided Retreat (Feb 25, 2011)

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## **OTHER SKILLS**

Troubleshoot Internal and External minor problems of Desktop Computer  
Knowledgeable in computer such as Microsoft Word, Microsoft Excel, Microsoft PowerPoint & Movie Maker  
Know how to drive motorcycle and four wheels (with drivers license)

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## **TRAINING**

Training for Industrial Sewing Machine Operation (Oct. 10, 2011 to Nov. 2011)

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## **CHARACTER REFERENCES**

### **DR. MA. THERESA P. LORETO**

Director, Advanced Research and Innovation Center  
VSU, Visca, Baybay City, Leyte

### **DR. JAMES A. PATINDOL**

Former Director, Advanced Research and Innovation Center  
VSU, Visca, Baybay City, Leyte

### **DR. EDGARDO E. TULIN**

Project Leader, DA Biotech Scholarship Program  
University Professor  
VSU, Visca, Baybay City, Leyte

### **MR. ROMEO P. ALIANZA**

LTO-Baybay District Office Chief  
Baybay City, Leyte  
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