

GIEBERT LUNGAY MONTAJES

Zone 1, Alajas St., Brgy. Caridad, Baybay City, 6521 Leyte
09557188778 / 09073378702
giebert011@gmail.com



OBJECTIVE

Permanent position that merits my qualification at the
Visayas State University

AFFILIATIONS

Records and Archives Clerk (Job Order)
July 2023 – Present

Visayas State University-Main Campus
VISCA, Baybay City, 6521 Leyte

- Collection, classification, maintenance, control of efficient access, and digitization of university records

Organic Internal Inspector (Regular)
July 2017 – June 2023

Wilmar Organic Edible Oils Philippines, Inc.
Brgy. San Luis, Gingoog City, Misamis Oriental

- Conduct standard-based organic seminars
- Conduct farm visits to establish commitment with farmers for organic field inspection and storage inspection for traders
- Process farmer's profile and internal inspection checklist and reports
- Assist external inspector during audit period and follow up corrective actions after

School Clerk (Job Order)
July 2015 – July 2017

Plaridel Central School
Brgy. Plaridel, Baybay City, 6521 Leyte

- Assigned in the encoding and printing of various school documents (e.g. Form 107, Certificate of enrollment, etc.)
- Clerical works

Human Resource Staff (Job Order)
Human Resource and Management Office
April 2015 – June 2015

Local Government Unit – Baybay City
R. Magsaysay Ave., Baybay City, 6521 Leyte

- Monitor the Daily Time Record (DTR) of specific Job Order workers for payroll computation of their 15-day salary period
- Assist the HR Officer in receiving clients with official business at the office

AFFILIATIONS

Special Program for Employment of Students (Summer Job)

Coastal Resources and Fishery Management
April – May (2011, 2012, 2013)

Department of Labor and Employment
Local Government Unit – Baybay City
R. Magsaysay Ave., Baybay City, 6521 Leyte

- Conduct coastal cleanup and tree planting activities
- Clerical works, document filer

- Janitorial services

On the Job Trainee

November 2014 – January 2015

Orient Foods Industries Corporation
Sibulan, Dumaguete City, Negros Oriental

Board Member

College of Management and Economics
June 2014 – March 2015

Visayas State University
VISCA, Baybay City, 6521 Leyte

Secretary

Society of Agribusiness Student (BSAB)
June 2013 – March 2014

Visayas State University
VISCA, Baybay City, 6521 Leyte

Councilor

Sangguniang Kabataan
December 2010 – 2013

City Government of Baybay, District V
Brgy. Plaridel, Baybay City, 6521 Leyte

SEMINARS

Japanese Agricultural Standard (JAS) System, Certification Procedure for Operator, and Organic Knowledge Test (8 hrs.)

March 28, 2023

Wilmar Organic Edible Oils Philippines, Inc.
Brgy. San Luis, Gingoog City, Misamis Oriental

Internal Control System (ICS) Installation (40 hrs.)

January 19-23, 2014

Orient Food Industries Corporation
Department of Science and Technology
DOST Office, Daro, Dumaguete City

Personality Development and Business Ethics (8 hrs.)

September 14, 2013

Visayas State University
VSU Convention Center, VISCA, Baybay City, Leyte

SEMINARS

Comprehensive Agrarian Reform Program Seminar (8 hrs.)

December 13, 2011

Visayas State University

VSU Convention Center, VISCA, Baybay City, Leyte

CERTIFICATE

Licensure Examination for Agriculturist (LEA)

Passer (76.50%), Professional Regulation Commission (PRC)

Venue: Liceo del Verbo Divino, Avenida Veteranos, Downtown, Tacloban City, Leyte 6500

Date: November 22-24, 2022

EDUCATIONAL BACKGROUND

SY June 2011 – April 2015

Graduate, Bachelor of Science in Agribusiness

Visayas State University

VISCA, Baybay City, 6521 Leyte

SY June 2007 – March 2011

Plaridel National High School

Brgy. Plaridel, Baybay City, Leyte

SY June 2001 – March 2006

Plaridel Central School

Brgy. Plaridel, Baybay City, Leyte

REFERENCES

Mr. Marianito E. Gorgonio

Human Resource and Management Officer

Local Government Unit of Baybay City

0977 802 9133

Ms. Meralyn R. Lebante

Instructor

Visayas State University

VISCA, Baybay City, 6521 Leyte

0918 636 469

Ms. Loregin S. Pugosa

Instructor

Visayas State University

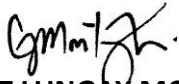
VISCA, Baybay City, 6521 Leyte

0920 253 0288

PERSONAL INFORMATION

Name : Giebert Lungay Montajes
Age : 29
Birthdate : December 11, 1993
Gender : Male
Height : 1.66 m.
Weight : 70 kg.
Civil Status : Married
Nationality : Filipino
Religion : Seventh Day Adventist

I certify that the statements made in this resume are true and correct.



GIEBERT LUNGAY MONTAJES

Applicant