

Lovely V. Paderes

Administrative Officer III

Brgy. Santa Fe, Matalom, Leyte, Philippines
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WORK EXPERIENCE

July 2020 – September 2020

ENUMERATOR for Philippine Statistics Authority assigned at Agbanga, Matalom, Leyte

Tasks: Helped gather inventory of the total population of my assigned area

October 05, 2020 – August 11, 2023

GRADUATE TEACHING ASSISTANT at Visayas State University, Visca, Baybay City, Leyte

Tasks: Taught laboratory classes about Agronomy, Act as substitute teacher for class missed by my professors and assists on the preparing of docs for institutional accreditation.

August 16, 2023 – Present

Clerk/AdDRC at the Department of Agronomy at Visayas State University, Visca, Baybay City, Leyte

Tasks: Perform the functions of the Document and Records Controller (DRC) within the unit she is assigned by: a) issuing, maintaining, retrieving and controlling of documents; b) assigning of document numbers and other coding controls for document in coordination with the DRC; c) coordinate with and inform relevant personnel on any changes; and d) ensuring the implementation of the control of records.

EDUCATION

June 2003 – March 2010

ELEMENTARY GRADUATE
Santa Fe-Itum, Elementary School, Matalom, Leyte

June 2014 – March 2014

HIGHSCHOOL GRADUATE
Bato School of Fisheries, Bato, Leyte

June 2014 – June 2018

COLLEGE GRADUATE
Visayas State University, Visca, Baybay City, Leyte

LANGUAGES

- Bisaya
- English
- Waray-waray
- Tagalog

SKILLS

- Computer literate
- Can work under pressure.

REFERENCE

DIONESIO M. BAÑOC
Visayas State University
Professor III
Phone : 09069797249
E-mail : dionesio.bañoc@vsu.edu.ph

HOBBIES

- Reading
- Watching movies
- Play with my pet cat and dogs