

# GIEBERT LUNGAY MONTAJES

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



## OBJECTIVE

A permanent position that merits my qualification at the Visayas State University

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## AFFILIATIONS

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

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

- Update 201 files, organize, and classify appointments, contracts, PDS, PDF, NOSA and other documents of academic staff to its respective folders
- Receive, sort, and encode mail received from different offices, affix requirement stamps and arrange it alphabetically for recording/reference purposes
- Prepare monthly report of FOI Inventory submission and stamps accountability including replenishment vouchers of stamps and purchases of stamps for monthly consumption
- Assist in the conduct of records inventory and appraisal of records and the actual disposal of valueless record

**Organic Internal Inspector (Regular)**  
July 2017 – June 2023

Wilmar Organic Edible Oils Philippines, Inc.  
Bo. 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 the 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.)

**Human Resource Staff (Job Order)**  
Human Resource and Management Office  
April 2015 – July 2017

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

- monitor the Daily Time Record (DTR) of specific Job Order workers and compute their salary for the payroll submission period
- assist the HR Officer in receiving clients with official business at the office

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## AFFILIATIONS

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**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 work, 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

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## SEMINARS

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

March 28, 2023

Wilmar Organic Edible Oils Philippines, Inc.  
Bo. 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

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## SEMINARS

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### **Comprehensive Agrarian Reform Program Seminar (8 hrs.)**

December 13, 2011

Visayas State University

VSU Convention Center, VISCA, Baybay City, Leyte

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## CERTIFICATE

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### **Licensure Examination for Agriculturists (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

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## EDUCATIONAL BACKGROUND

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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

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## REFERENCES

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### **Mr. Marianito E. Gorgonio**

Human Resource and Management Officer

Local Government Unit of Baybay City

0977 802 9133

### **Ms. Loregin S. Pugosa**

Instructor

Visayas State University,

VISCA, Baybay City, 6521 Leyte

0920 253 0288

### **Ms. Meralyn R. Lebante**

Instructor

Visayas State University,

VISCA, Baybay City, 6521 Leyte

0918 636 469

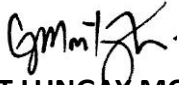
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## PERSONAL INFORMATION

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Name : Giebert Lungay Montajes  
Age : 29  
Birthdate : December 11, 1993  
Gender : Male  
Height : 5'4"  
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