



CONTACT ME



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Brgy. Guadalupe,
Baybay City, Leyte

SUMMARY

Expert administrative staff, bringing 12 years of expertise in the industry. Highly skilled professionals that provide efficient and effective support services to the organizations. Possess strong organizational abilities, excellent communication skills, and proficiency in various software programs and office equipment. Collaboratively work with teams and stakeholders across various departments and functions and committed to delivering high-quality results in a timely manner.

D O R E E N A L B A

WORK EXPERIENCE

Administrative Officer III (Permanent)

2025-PRESENT

Supply and Property Management (SPM)
Visayas State University
Visca, Baybay City, Leyte

- Prepares Inspection and Acceptance Report of all SME's deliveries; prints IAR ready for inspection; attach relevant documents for payment; monitoring of all delivered SME's
- Prepare Property Transfer Report (PTR) and transfer all PPE's being transfer to other accountable officer in their summary folder Updates individual summary of PAR/ICS
- Prepares Internal Clearances to all faculty and staff whether for retirement, resignation, study leave and other form of leave that needs clearances from SPM office
- Encodes newly acquired PAR/ICS and updates all individual summary of inventory custodian slip and property acknowledgement receipt of all faculty and staff of the university for inventory
- Assigned as one of the team leaders for inventory management, conducting detailed physical inventories for all PPE's and semi-expendable items in different department/offices/centers in the university
- Assist the disposal committee in all process in disposal of all VSU unserviceable properties and disposal if biological assets owned by the university.
- Designated as the Property Custodian of Culture and the Arts Center (CAC)
- Does other duties assigned by the immediate supervisor.

Administrative Aide VI (Permanent)

2023-2024

Supply and Property Office (SPO)
Visayas State University
Visca, Baybay City, Leyte

- Prepares the Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS).
- Prepares lists of end-users of PAR/ICS for distribution and facilitates the retrieval of all distributed documents through IP Messenger.
- Prepares and maintains the Property Card (PC).
- SPO dDRC: issuing, maintaining, retrieving, and controlling documents; assigning document numbers and other coding controls for the document in coordination with the DRC; coordinating with and informing relevant personnel on any changes; and ensuring the implementation of the control of records.
- Monitors and updates Property card.
- Files and monitors PAR/ICS (sequence file).
- Assist the head in the preparation of the accomplishment reports.
- Prepare and submit reports to different offices and other regulatory bodies (COA, DBM, Congress and Senate).
- Conducts physical inventories and tagging of all properties and equipment issued to the faculty and staff of VSU.
- Assist in the inspection of disposal on sale or death of animals owned by the university and in Philippine Carabao Center (PCC).
- Serve as secretary of VSU Committee on Appraisal and Disposal of Unserviceable Properties and Other Assets (VSU-CADUPOA).
- Culture and the Arts Center Affiliate (Property Custodian).
- Answered phones and performed clerical office functions to address queries, concerns and issues, escalating complaints to management.



EDUCATION

Master of Management
Major in Business Management
Visayas State University
Visca, Baybay City, Leyte
(In Progress with 36 units)

Bachelor of Science
Hotel, Restaurant and Tourism
Management (HRTM)
Visayas State University
Visca, Baybay City, Leyte
2002-2009

Baybay National High School
(BNHS)
Poblacion, Baybay City, Leyte
1998-2002

Guadalupe Elementary School
(GES)
Brgy. Guadalupe,
Baybay City, Leyte
1992-1998

WORK EXPERIENCE

Administrative Aide IV (Permanent)

2019 - 2023

Supply and Property Office (SPO)
Visayas State University
Visca, Baybay City, Leyte

- Prepares the Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS).
- Prepares lists of end-users of PAR/ICS for distribution and facilitates the retrieval of all distributed documents through IP Messenger.
- Prepares and maintains the Property Card (PC).
- Monitors and updates Property card.
- Files and monitors PAR/ICS (sequence file).
- Assist the head in the preparation of the accomplishment reports.
- Prepare and submit reports to different offices and other regulatory bodies (COA, DBM, Congress and Senate).
- SPO dDRC: issuing, maintaining, retrieving, and controlling documents; assigning document numbers and other coding controls for the document in coordination with the DRC; coordinating with and informing relevant personnel on any changes; and ensuring the implementation of the control of records.
- Conducts physical inventories and tagging of all properties and equipment issued to the faculty and staff of VSU.
- Assist in the inspection of disposal on sale or death of animals owned by the university and in Philippine Carabao Center (PCC).
- Serve as secretary of VSU Committee on Appraisal and Disposal of Unserviceable Properties and Other Assets (VSU-CADUPOA).
- Serve as a member of the Bids and Awards Committee (BAC) Secretariat. (Preparation and printing of all Purchase Order (PO) of BAC awarded Public Biddings).
- Culture and the Arts Center Affiliate (Property Custodian).
- Answered phones and performed clerical office functions to address queries, concerns and issues, escalating complaints to management.

Administrative Aide III (Permanent)

2017-2019

Supply, Procurement and Property
Management Office (SPPMO)
Visayas State University
Visca, Baybay City, Leyte

- Prepares Purchase orders for all Public Bidding (BAC 2) and all alternative modes of procurement.
- Serve as a member of the Bids and Awards Committee Secretariat with the following duties and responsibilities:
- Provide administrative support to the BAC;
- Organize and make all necessary arrangements for BAC meetings and conferences;
- Take custody of procurement documents and other records;
- Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
- Manage the sale and distribution of Bidding Documents to interested bidders;
- Assist in managing the procurement processes;
- Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- SPMO dDRC - issuing, maintaining, retrieving, and controlling of documents; assigning document numbers and other coding controls for the document in coordination with the DRC; coordinate with and inform relevant personnel on any changes; and ensuring the implementation of the control of records.
- Prepare and submit reports to different offices and other regulatory bodies (COA & DBM).
- Culture and the Arts Center Affiliate (Property Custodian).
- Answered phones and performed clerical office functions to address queries, concerns and issues, escalating complaints to management.



SKILLS

- Flexibility
- Communications Skills
- Teamwork
- Critical Thinking Skills
- Problem-solving Skills
- Attention to Detail
- Responsibility
- Administrative Skills
- Computer Skills
(MS Word, Excel, Publisher & Photoshop)
- Time Management
- Good Customer Service
- Data Entry Skills
- Multi-tasking Skills

WORK EXPERIENCE

Administrative Aide III (Job Order)

2016 - 2016

Supply, Procurement and Property Management Office (SPPMO)
Visayas State University
Visca, Baybay City, Leyte

- Prepares the Purchase Order for all Alternative Modes of procurement.
- Organized and stored hardcopy files of Purchase orders by month.
- Prepares the Project Procurement Management Plan (PPMP) and Purchase Request (PR) of the Supply, Procurement, and Property Management Office (SPPMO).
- Culture and the Arts Center Affiliate (Property Custodian).
- Answered phones and performed clerical office functions to address queries, concerns and issues, escalating complaints to management.
- Prepare and submit reports to different offices and other regulatory bodies (Accounting, COA & DBM).

Administrative Aide III (Job Order)

2013-2015

Property Management Office (PMO)
Visayas State University
Visca, Baybay City, Leyte
August 2013 – December 2015

- Prepares the Acknowledgement Receipt of Equipment (ARE) and Inventory Custodian Slip (ICS).
- Printing of Acknowledgement Receipt of Equipment (ARE) and Inventory Custodian Slip (ICS) for departmental, office, and center distribution.
- Prepares and maintains the Property Card (PC).
- Encoding of Newly acquired Acknowledgement Receipt of Equipment (ARE) and Inventory Custodian Slip (ICS) in the individual folders of all faculty and staff in the university.
- Files copies of Acknowledgement Receipt of Equipment (ARE) and Inventory Custodian Slip (ICS) to individual folders of all VSU Staff / end-users.
- Prepares the Purchase Request needed in the office.
- Serve as the inventory custodian of all office supplies.
- Conducts physical inventories and tagging all properties and equipment issued to the faculty and staff of VSU.
- Assist in the inspection of disposal on sale or death of animals owned by the university and in Philippine Carabao Center (PCC).

Customer Service Associates (CSA)

2011-2012

Giordano Original(s) Pte. Ltd.
Changi Airport Terminal 2
(Departure Area – Duty Free)
Singapore

- Provide customer service to walk-in customers to optimize sales opportunity
- Manage and replenish stocks
- Cashiering duties
- Assist in visual merchandising
- Processed refunds, exchanges, and service requests for customers.
- Other adhoc duties



ELIGIBILITY

CIVIL SERVICE ELIGIBILITY (Professional)

(Rating: 80.04)
Ormoc City, Leyte
July 10, 2019

CIVIL SERVICE ELIGIBILITY (Sub-Professional)

(Rating: 80.32)
Tacloban City, Leyte
May 19, 2014

WORK EXPERIENCE

Restaurant Service Staff/Wait staff

2008-2009

On-the-Job Training (6 months)
Seletar Country Club
101 Seletar Road, Singapore

- Welcome and seat guests
- Take food and drink orders
- Make recommendations on foods on the menu.
- Place orders in the point of sale (POS) and relay orders to the kitchen
- Verifying customer satisfaction
- Manage complaints and communicate with the kitchen or management
- Take payment

TRAININGS AND SEMINARS ATTENDED

- **Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulation Act of 2016**
Department of Budget and Management Regional Office VIII (DBM)
Visayas State Univeristy
VSU, Baybay City, Leyte
November 26-28, 2024
- **Public Financial Management Workshop 2024 (In-House)**
Department of Budget and Management Regional Office VIII (DBM)
Visayas State Univeristy
VSU, Baybay City, Leyte
September 18-20, 2024
- **Seminar Workshop on Basic Records and Archives Management (BRAM)**
National Archives of the Philippines (NAP)
Visayas State Univeristy
VSU, Baybay City, Leyte
July 30-31, 2024
- **From Policy to Practice: EODB, DPA of 2012, and PIA Reorientation for Visayas State University (VSU) Personnel**
Visayas State Univeristy
VSU, Baybay City, Leyte
July 29, 2024
- **Insurance Orientation for Property and Budget Officers/Administrator**
GSIS Maasin
Brgy. Ichon, Maasin City
July 26, 2024
- **BASIC LIFE SUPPORT AND FIRST AID TRAINING**
DOH (So.Leyte) and Visayas State University (USHER)
CCE, Visayas State University (VSU)
May 22-24, 2024
- **Digital Transformation in the Government: "Navigating to the New Frontier"**
Government Financial Management Innovators Circle (GFMIC), Inc.
Puerto Princesa, Palawan
May 7-10, 2024
- **Financial Transactions Forum**
Visayas State Univeristy
VSU, Baybay City, Leyte
March 20, 2024



AFFILIATIONS

VSU VSU Committee on Appraisal and Disposal of Unserviceable Properties and Other Assets (VSU-CADUPOA)
Committee Secretary
Visayas State University
Visca, Baybay City, Leyte
January 2021 - present

CULTURE AND ARTS COMPANY (CAC) - Property Custodian
Visayas State University
Visca, Baybay City, Leyte
January 2017 - present

PERSONAL DATA

Age: 39 years old
Birthdate: October 08, 1985
Religion: Roman Catholic
Status: Single
Height: 5'0
Weight: 65 kgs.

TRAININGS AND SEMINARS ATTENDED

- **"Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)"**
Visayas State University
VSU, Baybay City, Leyte
February 23, 2024
- **Design Thinking Workshop**
Visayas State University
VSU, Baybay City, Leyte
December 13-14, 2023
- **HRIS Software Onboarding**
Visayas State University
VSU, Baybay City, Leyte
December 6, 2023
- **Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University**
Visayas State University
VSU, Baybay City, Leyte
November 29, 2023
- **ISO 9001:2015 Awareness & Re-awareness Webinar**
Visayas State University
August 29, 2023
- **One-Time Cleansing of Property, Plant and Equipment Account Balances of Geovernment Agencies (COA Circular No. 2020-006 dated January 31, 2020)**
Government Financial Management Innovators Circle (GFMIC), Inc. Rizal Technological University (RTU)
July 27-28, 2023
- **Philippine Procurement Systems & Updates and Property Appraisal & Disposal in Government**
Government Financial Management Innovators Circle (GFMIC), Inc. Rizal Technological University (RTU)
June 28-30, 2023
- **Personality Development and Developing Customer Satisfaction**
Personnel Officers Association of the Philippines, Inc. (POAP), A&A Plaza Hotel, Puerto Princesa, Palawan
June 13-16, 2023
- **ISO 9001:2015 Awareness/Re-awareness Webinar**
Visayas State University
Visca, Baybay City, Leyte
August 30-31, 2022
- **In-House Training on Public Financial Management**
Department of Budget and Management Regional Office VIII
Visayas State University
1st Floor, CCE Building
VSU, Baybay City, Leyte
August 3-5, 2022
- **Hands-Only Cardiopulmonary Resuscitation**
Visayas State University – Gymnasium (DOH)
Visca, Baybay City, Leyte
July 21-22, 2022



REFERENCES

MS. IVY ANN F. MOJADO
Administrative Assistant II
Department of Public Works and
Highways - 5th LED DPWH
Brgy. Hipusngo, Baybay City, Leyte
09176285108

MS. LOURDES B. CANO
Former Director
Office of the Director for
Administrative Services (ODAS)
Visayas state University
Visca, Baybay City, Leyte
09176341502

MS. ALICIA M. FLORES
Head (Admin. Officer V)
Budget Office
Visayas state University
Visca, Baybay City, Leyte
09464928865

TRAININGS AND SEMINARS ATTENDED

- **PhilGEPS Online Training for Buyers**
(Online Training)
May 30-31, 2022
- **HIV/AIDS Peer Educators**
Visayas State University – CCE Building
Visca, Baybay City, Leyte
January 19-21, 2022
- **ISO 9001:2015 Awareness/Re-awareness Webinar**
Visayas State University
Visca, Baybay City, Leyte
September 19, 2021
- **Workshop on Listing and Categorization of Items in the PPMP**
Visayas State University
Visca, Baybay City, Leyte
August 20, 2020
- **Forum: National Kalkali with the theme: “Vital Wisdoms: Learning with the Indigenous Peoples”**
Maryhill School of Theology
Quezon City
October 28-29, 2019
- **Culture and the Arts (CAC) Strategic Planning Workshop**
Visayas State University – VSU
Seafrent Suites Visca, Baybay City, Leyte
October 24, 2019
- **Introduction to CyberSecurity**
Department of Information and Communications Technology (DICT)
Valenzuela City
September 2-3, 2019
- **Seminar on the Revised Implementing Rule and Regulation (IRR) of RA 9184**
GPPB-Accredited Speakers (CLSU)
Visayas State University – Main Campus
Visca, Baybay City, Leyte
March 20-22, 2019
- **Seminar Workshop on Procurement: Rationalizing the Process and Impact to SUC's**
Philippine Association of State Universities and Colleges (PASUC)
Hotel Rembrant, Quezon City
March 5-7, 2019
- **Property and Supply Management System**
Commission on Audit – Region Office 8
Palo, Tacloban City
September 4-7, 2018
- **Philippine Government Electronic Procurement System (PhilGEPS) Training for Buyers**
e-Blackboards Learning and Solutions, Inc.
Mineski Portal, Cebu City
July 30-31, 2018

