



DAVID, ZYRA EVERETT.
APPLICANT

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EXPERIENCE

ADMINISTRATIVEAIDE I- DILG SILAGO OFFICE, SILAGO SOUTHERN LEYTE

February 17, 2025- June 30, 2025

Project Science Researcher- VSU, BAYBAY LEYTE

As a Science Researcher under the Department of Agriculture Education and Extension at Visayas State University in Baybay City, Leyte, I was primarily involved in the development and implementation of agricultural research and extension programs aimed at improving the productivity and sustainability of farming communities. My responsibilities included conducting field-based studies, collecting and analyzing data, and facilitating training sessions and seminars for farmers, local government units, and community-based organizations. I collaborated with various stakeholders to promote the adoption of modern agricultural technologies and best practices, while also assisting in the preparation of research reports, extension materials, and project proposals. Through my work, I contributed to strengthening the link between scientific research and grassroots extension services, supporting the university's mission to enhance rural livelihoods and agricultural education in the region.

JULY 10, 2023- MARCH 31, 2024

As the individual tasked with overseeing operations, scheduling, and office functions within the Silago, Southern Leyte area, I take on the responsibility of monitoring and managing the monthly reports of 15 barangays. These reports are submitted to the Department of the Interior and Local Government (DILG). I am also in charge of the uploading and scanning processes for these reports. Additionally, I handle inquiries from barangay secretaries and other clients. Moreover, as a member of the DILG Silago Field Office, part of my role includes the coordination and management of all forthcoming trainings and seminars.

OFFICE ASSISTANT/ADMINAIDE-SLSU, HINUNANGAN SOUTHERN LEYTE (OJT)

FEBRUARY 1, 2023- MAY 19, 2023

As being an Intern in Southern Leyte State University Hinunangan Campus, I was given the tasked to assist in Student and Auxiliary Services. Entertain the students about their concerns and problems I also cater those students who had a bad record records to go to Guidance Counselor for counseling.

DESO TECHNICIAN- COMELEC, HINUNANGAN SOUTHERN LEYTE (ELECTION)

MAY 5, 2022- MAY 10, 2022

BIRTHDATE:
November 27, 2000

BIRTHPLACE:
Hinunangan, Southern Leyte

AGE:

24 Years Old

RELIGION:

Foursquare Gospel Church

HEIGHT:

5'2

WEIGHT:

60 kg

CIVIL STATUS:

Single

During the National and Local Election, I was given the privileged to be a DESO TECHNICIAN in Panalaron, Hinunangan Southern Leyte. Assist and control the VCM Machine that will be using for votation.

ENCODER/CLERK- MUNICIPAL TREASURERS OFFICE AT LGU SILAGO SOUTHERN LEYTE (SUMMER JOB)

APRIL 6, 2016- MAY 6, 2016

Data Encoder of all the documents in Municipal Treasures Office.

SCHOLARSHIP COORDINATOR ASSISTANT- SLSU COLLEGE OF BUSINESS MANAGEMENT- SCHOLARSHIP OFFICE (WORK IMMERSION)

MAY 21, 2017- JULY 30, 2017

Assist students who want to apply a scholarship program and review their documents also.

GENDER:

Female

NATIONALITY:

Filipino

REFERENCE:

Cherry Tamiat Lucero
09702077551
DTI-LGU Silago
Silago So. Leyte

Hanna Olaguer
Project Technical Assistant
DOST Region 8
09488217508

OBJECTIVE

Seeking for a position that is qualified for my qualification and allows me to use my degree, my practical experience, my intrapersonal skills, and eagerness to contribute to the office. Moreover, I would like to work in a professional environment.

EDUCATION**2024- PRESENT**

GOOGLE-COURSERA COURSE (INTERNATIONAL STUDY)
Graphic Designing

2019-2023

SOUTHERN LEYTE STATE UNIVERSITY HINUNANGAN CAMPUS
Bachelor Of Science in Information Technology
Ambacon, Hinunangan Southern Leyte

2021

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Rice Extension Services Program
Mercedes, Silago Southern Leyte

2018-2019

SOUTHERN LEYTE STATE UNIVERSITY SAN JUAN CAMPUS
Humanities And Social Sciences (HUMSS)
San Juan, Southern Leyte
Senior Highschool

2017-2018

HOLY ROSARY ACADEMY
Hinunangan Southern Leyte
Junior Highschool

2012

SILAGO CENTRAL ELEMENTARY SCHOOL
Silago, Southern Leyte

CERTIFICATES AWARDS/ SEMINARS

Rice Ratooning Technology Training-Facilitator

March 27-28, 2025

**ADAC BIDA KA AWARD- PROVINCIAL LEVEL- DILG OUTSTANDING
ADAC ALTERNATIVE FOCAL PERSON**

DECEMBER 11, 2023

**PRODUCTION OF HIGH-QUALITY INBRED RICE SEED
CERTIFICATION AND FARM MECHANIZATION**

2021

**CERTIFICATE OF RECOGNITION: ELECTION DAY AS DESO
TECHNICIAN AT HINUNANGAN SOUTHERN LEYTE**

2022

**DILG SOUTHERN LEYTE-TUONYAYONG WALKTHROUGH AND
HANDS-ON COACHING FOR ADAC AND POPS PLAN SEMINAR**

KEY SKILLS AND CHARACTERISTICS

PERSONAL SKILLS:

1. Critical-Thinking
2. Problem-solving
3. Oral and Written Communication
4. Time management
5. Team player

PROFESSIONAL SKILLS:

1. Computer Literate (MS OFFICE)
2. Interpersonal skills
3. Transferable skills (flexibility)