

CURRICULUM VITAE

HAIDE B. CUEVAS

Administrative Aide III

Address: Purok Orchids, Brgy. Marcos
Baybay City, 6521
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PERSONAL DATA:

Date of Birth	:	July 10, 1983
Age	:	41
Sex	:	Female
Height	:	5'2 ½"
Weight	:	58 kgs.
Civil Status	:	Married
Religion	:	Roman Catholic
Citizenship	:	Filipino
Father	:	Carlos Soria Bagarinao
Mother	:	Margarita Milloza Bagarinao
Language Spoken	:	Filipino, English, Cebuano

EDUCATIONAL ATTAINMENT:

College:
Bachelor in Animal Science
Visayas State University,
Baybay City, Leyte
Graduated, October 2012

High School:
Bunga National Highschool
Bunga, Baybay City, Leyte
Graduated, March 2000

Elementary:
San Agustin Elementary School
San Agustin, Baybay City, Leyte
Graduated with Honors, March 1996

WORK EXPERIENCES:

- **Administrative Aide III (Clerk I)**
Department of Civil Engineering
Visayas State University
January 16, 2023 - Present
- **Department Clerk**
Department of Geodetic Engineering
Visayas State University
February 5, 2015 - January 15, 2023

- **Encoder for AACCU**
Department of Economics
Visayas State University
August 2014 - October 2014

Department of Business and Management
Visayas State University
November 2014 - December 2014

ACHIEVEMENTS:

- Civil Service Exam Passer (May 2022)
- VSU Clerical Passer (August 2014)

AFFILIATIONS/ INVOLVEMENTS:


- Department Document Controller
2019 – Present
- Solo Parent Association in Baybay
President, North Cluster
2023 - Present

SEMINARS/TRAINING-WORKSHOP ATTENDED:

- Records Encounter Disaster Preparedness and Business Continuity (RCDPBC)
National Archives of the Philippines
Intramuros, Manila
May 14-16, 2024
- Personality Development and Developing Customer Satisfaction
Personnel Officers Association of the Philippines, Inc. (POAP)
Puerto Princessa, Palawan
June 13-16, 2023
- ISO 9001:2015 Awareness/Re-awareness
Visayas State University
Via Zoom
August 29, 2023
- Mandatory Orientation and Re-Orientation of Academic Advisers, Department
Enrollment Focal Persons, and College Hotline
Visayas State University
Via Zoom
August 25, 2023
- Re-Orientation Seminar on the RSP, PDS and Edatsystem of the Management
Information System (MIS)
Visayas State University
February 22, 2022
- ISO 9001:2015 Awareness/Re-awareness
Visayas State University
Via Zoom
September 9, 2021

- Records Management Training
Visayas State University
Quality Assurance Center
July 6-7, 2017
- Full Awareness Training Course ISO 9001:2015
Visayas State University
CCE Building
January 26, 2017
- QGIS Training-Workshop
Department of Geodetic Engineering
College of Engineering and Technology -VSU
June 6-8, 2016
- Training Workshop on Content Management System for the College of
Engineering Website and Online Class Using Moodle
Department of Computer Science and Technology
College of Engineering and Technology - VSU
May 3-5, 2016
- ISO 9001:2008 Orientation & Writeshop Among Clerks and Secretaries
Visayas State University
CCE Building, VSU
September 21, 2015

I hereby certify that all information presented above is true and correct to the best of my knowledge.


HAIDE B. CUEVAS
July 9, 2024