

ALMERA D. CIRCULADO

Purok IV Brgy. Pangasugan Baybay City, Leyte | 09510348334 | almeracirculado97@gmail.com

SUMMARY

I am a government worker that maintained courteous and effective working relationship. Works with determination to meet requirements and provide excellent service. Willing to be train to learn and understand more of the possible nature and responsibilities of the job.

WORK EXPERIENCE

Admin. Asst II/dDRC

OVPAF – MIS

Visayas State University

January 2, 2024 – Present

DEMO I /dDRC

OVPAF – MIS

Visayas State University

Oct. 17, 2023 – Dec. 31, 2023

ADMIN AIDE III (Clerk/AdDRC)

Office of the Vice President for Admin. and Finance

Visayas State University

September 7, 2020 – Oct 16, 2023

EDUCATION

Bachelor of Science in Agriculture

Visayas State University, ViSCA Baybay City, Leyte

June 2019

- Major in Horticulture
- License Agriculturist

SKILLS

- Computer Literate (MS Word, Excel, PowerPoint)
- Driving skills (Motorcycle)
- Good Communication skills
- Agricultural Skills
- Self-directed and able to complete task with limited supervision
- Hardworking and willing to be trained to further enhance my skills

SEMINARS/TRAININGS

- Webinar entitled “Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University” via Zoom | November 29, 2023
- ISO 901:2015 Awareness and Re-Awareness Seminar | August 29, 2023 via Zoom
- DOST-STII “Basics of Records Management and Records Control” via Zoom | January 27, 2021
- ATI - RTC Region VIII – Seminar on Organic Vegetable Production at Brgy. Pangasugan Baybay City, Leyte | August 29, 2020
- SEARCA Regional Professorial Lecture on “Climate Proofing and Crop Mgmt (ICM) to enhance Vegetable Profitability and Food Security in the Southern Philippines” Presenter: Dr. Zenaida C. Gonzaga, at VSU CCE Building | March 8, 2019

HOBBIES/INTERESTS

- Volunteering
- Playing Badminton (Former Varsity Player)
- Dancing