



CONTACT ME



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Brgy. Guadalupe,  
Baybay City, Leyte

## SUMMARY

Expert administrative staff, bringing 11 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 Aide VI (Permanent)

2024-PRESENT

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).
- 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 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).



## 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

- 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.

### **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).



## 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

- 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

### 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



## 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

## TRAININGS AND SEMINARS ATTENDED

- **BASIC LIFE SUPPORT AND FIRST AID TRAINING**  
Department of Health (DOH-So. Leyte) &  
Visayas State University, VSU, Baybay City, Leyte
- **Digital Transformation in the Government: "Navigating to the New Frontier"**  
Government Financial Management Innovators Circle (GFMIC),  
Puerto Princesa City, Palawan
- **Financial Transactions Forum**  
VSU, Baybay City, Leyte  
March 20, 2024
- **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



## AFFILIATIONS

**BIDS AND AWARDS COMMITTEE  
(BAC) - Secretariat (Member)**  
**Visayas State University**  
**Visca, Baybay City, Leyte**  
**January 2023 - present**

**VSU VSU Committee on Appraisal and Dis-  
posal 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:** 38 years old  
**Birthdate:** October 08, 1985  
**Religion:** Roman Catholic  
**Status:** Single  
**Height:** 5'0  
**Weight:** 60 kgs.

## TRAININGS AND SEMINARS ATTENDED

- **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
- **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  
Seafont 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



## 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

- **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
- **"Project Procurement Management Plan and Annual Procurement Plan-PPMP"**  
Wellcome Hotel Lahug, Cebu City  
November 14-17, 2017
- **"Philippine Government Procurement System (PhilGEPS) Training for Buyers"**  
Mineski Portal Internet Café Banilad, Cebu City  
May 25-26, 2017
- **"Full Length Training on Government Procurement Reform Act and its Revised IRR-RA 9184"**  
Ritz Tower de Leyte  
May 3-5, 2017
- **"Procurement Planning-Workshop"**  
CCE Building  
Visayas State University – Main Campus  
Visca, Baybay City, Leyte  
September 15, 2016
- **Planning-Workshop:  
"On the Preparation & Processing of Documents Relative to Procurement"**  
Visayas State University (Main Campus)  
Visca, Baybay City, Leyte  
May 27, 2015