



■ CONTACT

☎ 09617605332

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📍 Hibunawan, Baybay City, Leyte

■ SKILLS

Dependable to responsibility assigned

Facilitator

Moderator

Leadership

Effective communication.

Flexible and easy to adopt any changes in the work place.

Can perform well even under pressure.

Systematic management of documents in Excel, Words, Canva Illustrator, and Shared Drive operation.

Ability to use software such as SPSS for processing research data.

Strategic and organized in documentation and reporting.

Developed futures thinking ability strategy

Provide efficient outcomes

■ REFERENCES

Dr. Jose L. Bacusmo -

09192136283

Dr. Rotacio S. Gravoso -

09276333892

Dr. Christina A. Gabrillo -

09470069304

■ CERTIFICATIONS

Civil Service Eligible

Feb. 13, 2025

Certified AACCUP Accreditor

July 12, 2025

■ AWARDS/ HONORS

John Dillon Fellowship -ACIAR Australia 2014

Poster Presenter in 29th International Horticulture Congress 2014 Brisbane Australia

Honorific Scholar- College

Valedictorian- Secondary

Valedictorian- Elementary

MARIA LILIA P. VEGA

ABOUT ME

Detail-oriented administrative staff. Four years until present managed and improved the documents and record keeping, increased efficiency and delivered the high quality required outputs of the unit Programs and Institutional Accreditation in Quality Assurance office in Visayas State University. Streamlined recording process of the accreditation supporting documents by following the policies and guidelines implemented in the quality management system. Twelve years achieved well the job description assigned as liaison staff of the external funded horticulture research projects implemented by VSU collaborated with the Australian Center for Agricultural Research (ACIAR). Enhanced my career horizon by participating the training workshop namely; New Leaders Development Program, Workshop on Communicating Science, and Research Management Workshop held in Australia through John Dillon Fellowship grant. Ten years developed my ability to deal with stakeholders, dealing diverse type of communities in Paranaque City. Contributor and article writer to Obelisks, Facebook Page and RDE Highlights

■ VISAYAS STATE UNIVERSITY

2021- to present - Administrative Officer I Job Order/ Administrative Aide III Casual

- Performed as dDRC of the AACCUP Accreditation and responsible for the management and monitoring of the VSU Institutional and Programs Accreditation
- Providing technical assistance in complying mandatory compliance and additional supporting documents for accreditation.

2015- 2019 - ACIAR Project Liaison and Coordinator

- Horticulture Program implemented by Visayas State University and Southern Philippines – from dates under direct Supervision of Mr. John Oakeshott, ACIAR Horticulture Research Manager in the Southern Philippines.

2009- 2015 - ADMINISTRATIVE STAFF IN ACIAR HORT/2012/020 ICM

- ACIAR Horticulture programs in the Southern Philippines entitled Protected Vegetable Cropping and "Integrated Crop Management (ICM) and Protected Vegetable Cropping System

2008-2009- SCIENCE RESEARCH ASSISTANT - Acted as R & D Communicator

■ CITY GOVERNMENT OF PARANAQUE

1995- 2004 - COMMUNITY AFFAIRS OFFICER I (CAO) –

Paranaque Livelihood Resource Management Office (PLRMO), City Government of Paranaque

- Community organizer, conducting TNA to housewives, displaced women and out of school youth for skills training

■ EDUCATION

Visayas State University

Master of Management 2019

Visayas State College of Agriculture now VSU

Bachelor of Science in Development Communications major in Community Broadcasting 2008