

## *CURRICULUM VITAE*

**CLAUDETTE MELI HOFF E. GARDUCE**



---

### **Personal Information**

---

Sex: Female  
Age: 28  
Birthdate: August 23, 1995  
Religion: Roman Catholic  
Civil Status: Single  
Home Address: Brgy. Pomponan, Baybay City, Leyte  
Current Address: IGP Dormitory, VSU, Baybay City, Leyte  
Email Address: [claudette.garduce@vsu.edu.ph](mailto:claudette.garduce@vsu.edu.ph)  
Mobile/Cell Number: +639302545422

---

### **Educational Attainment**

---

Level	School	Year Graduated
Primary	Calumala Elementary School	2002-2008
Secondary	Sta. Teresita National High School	2008-2012
Tertiary	Visayas State University	2013-2017

---

### **Work History**

---

- March 2022 - Present  
**Education Research Assistant**  
Visayas State University (VSU)  
Baybay City, Leyte
- April 2018 – December 2021  
**Science Research Assistant**  
Visayas State University (VSU)  
Baybay City, Leyte

---

### **Eligibility**

---

- Civil Service - Professional Eligibility  
Date of Examination: March 17, 2019

---

### **Skills**

---

- Can write a research report
- Can carry out and write up content analysis of communication materials
- Can process and analyze survey data and write a survey report
- Can use the Statistical Package for the Social Sciences (SPSS) to process and analyze survey data
- Can design a survey questionnaire
- Can design monitoring and evaluation instruments

- Can pretest prototype communication materials
- Can conduct focus group discussions (FGDs) and write it up into a narrative report
- Can design and test videos
- Can write and produce video scripts/documentary scripts
- Can conduct interviews and document events
- Can layout communication materials using Corel Draw, etc.
- Can edit audio using Audacity
- Can facilitate

---

### Seminars Attended

---

- 3<sup>rd</sup> Development Communication Praxis: “Bringing about change through development communication”. Visayas State University. November 26, 2016.
- Training-Workshop on Presenting Research Results. Visayas State University. October 22-23, 2018
- Training-Workshop on Monitoring Outcomes of Extension Projects Using the MSC Technique. Visayas State University. November 26-27, 2018

---

### References

---

- Ms. Aniceta M. Lumacad  
Administrative Officer, Graduate School  
Visayas State University  
Baybay City, Leyte, 6521-A Philippines  
Email: [aniceta.lumacad@vsu.edu.ph](mailto:aniceta.lumacad@vsu.edu.ph)
- Dr. Catherine C. Arradaza  
Dean, Graduate School  
Visayas State University  
Baybay City, Leyte, 6521-A Philippines  
Email: [catherine.arradaza@vsu.edu.ph](mailto:catherine.arradaza@vsu.edu.ph)
- Dr. Rotacio S. Gravoso  
Head, Quality Assurance Center  
Visayas State University  
Baybay City, Leyte, 6521-A Philippines  
Email: [r.gravoso@vsu.edu.ph](mailto:r.gravoso@vsu.edu.ph)