

Curriculum Vitae

A. Personal Data

Name : Janet Odicta Pasa
Birthday : January 8, 1992
Birthplace : Brgy. Higulo-an Baybay
City, Leyte
Civil Status : Married
Religion : Roman Catholic



B. Educational Background

- **Bachelor of Science in Agribusiness**
Visayas State University
Academic Year 2009-2014
- **High School**
Baybay National High School
Academic Year 2005-2009
- **Graduated Valedictorian, Grade School**
Higulo-an Elementary School
Academic Year 2002-2005

C. Civil Service Eligibility

- **CAREER SERVICE EXAMINATION (PROFESSIONAL)**
Leyte National High School, Tacloban City
May 3, 2015
- **CLERICAL EXAMINATION PASSER**
Visayas State University
April 2018

D. Work Experiences

- **Government Internship Program (GIP) of DOLE assigned in the City Agricultural Office in Baybay City, Leyte** ,(June 2014 – December 2014)
- **Conduct Baseline Interview of Philippine Coconut Authority (PCA)**
(May 2015-June 2015)

- **Prince Hypermart , Baybay Branch – Cashier**
(March 15, 2018-April 15, 2018)
- **Dept. of Agricultural Education and Extension, VSU – Clerk/admin. aide**
(April 16, 2018 – March 20, 2022)
- **Philrootcrops, VSU – Administrative Aide III**
(March 21, 2022 – Present)

E. Trainings/Seminars/Workshops Attended

- Philippine Stock Exchange (PSE) seminar
- Bangko Sentral ng Pilipinas, Orientation
- Personality Development and Business Ethics Seminar, College of Management and Economics- Visayas State University, Sept. 14, 2013
- Leveling Off Session on Gender and Development on New Guidelines and Review of GHD Plan and Budget for 2015 of Baybay City held in Kuting Reef, Macrohon, Southern, Leyte.
- Self-awareness Seminar held in Brgy. Bubon Baybay City, Leyte
- Website Content Workshop, Visayas State University
- Risk Assessment & Documentation Training Workshop, Visayas State University
- Training on the developed RSP, PDS and Plantilla Management System, Visayas State University
- Seminar Workshop on Records Matrix and NAP Form-1 Completion, Visayas State University
- Cyber Security Training, Visayas State University
- Orientation Workshop among JO clerks and Lab Technicians
- Webinar on Document Tracking System
- ISO 9001:2015 Awareness/Re-awareness Webinar
- Webinar on Organizing your VSU email for stress free productivity
- Webinar on Gender, Climate and Disaster Resilience: Challenges of Equity and Sustainability
- Extension Then and Now: Focus on the New Extensionist
- Training on Record Keeping
- Re-Orientation of Employees' Duties and Responsibilities and Good Customer Service
- Dealing with Plastic Waste Management for Better Circular Economy
- Webinar on the RA 11313 – Safe Space Act in Observance of the 18-Day Campaign to end Violence against Women
- Virtual Awareness Seminar on RA No. 11032 “Ease of Doing Business and Efficient Government Service Delivery Act of 2018”
- Webinar on Typhoon Awareness and Calamity Readiness
- Conference on Gender and Disaster Risk Governance
- Webinar on the Guideline in Gender-Based Sexual Harassment in Higher Education Institutions
- Training on Frontline and Excellent Customer Service
- GPPB Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016 for VSU

- Climate Change Expenditure (CCET) Training
- Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University
- Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services ASO (ASO)
- Training on Attaining Work-Life Balance and Productivity
- Workshop on Basic Records and Archives Management (BRAM)



JANET ODICTA PASA