

Name: **SHAIRA BALLICUD MANAPSAL**
Address: Brgy. Linao, Inopacan, Leyte, Philippines 6522
Phone number: +639165390892
E-mail address: manapsalshaira@gmail.com



WORK EXPERIENCE

Inclusive Dates	Position Title	Department/Agency/ Office /Company	Job Description
January 5, 2022 – Present	Job Order – Clerk	Office of the Vice-President for Academic Affairs Southern Leyte State University Sogod, Southern Leyte	<ul style="list-style-type: none">Received, disseminated, and filed the communications received;Received payment for the alumni ID and membership fee;Prepared VPAA memorandum orders and disseminated them to the concerned personnel;Prepared recommendation and endorsement letters;Encoded Academic Affairs related documents;Prepared the attachments of the VPAA’s daily time record and submit to the Office of Human Resources.Facilitated in the preparation of the VPAA’s OPCR and IPCR;Prepared and processed Purchase Requests and RIS for office supplies and other supplies reflected on the office’ PPMP;Prepared travel claims, purchase requests, cash advances, and liquidation reports of SAS staff and Vice-President;Prepared the quarterly accomplishment report for the office of the Vice-President for Academic Affairs;Assisted in the documentation of Academic Affairs activities;Assisted in making all the preparation such as activity proposals for the conduct of activities spearheaded by the office;Submitted monthly

			accomplishment reports.
July 26, 2021 – December 29, 2021	Job Order - Clerk	Office of the Vice-President for Students and Auxiliary Services Southern Leyte State University Sogod, Southern Leyte	<ul style="list-style-type: none"> • Received, disseminated, and filed the communications received; • Received payment for the alumni ID and membership fee; • Prepared VPSAS memorandum orders and disseminated them to the concerned personnel; • Encoded Students and Auxiliary Services related documents; • Prepared the attachments of the VPSAS' daily time record and submit to the Office of Human Resources; • Facilitated in the preparation of the VPSAS' OPCR and IPCR; • Prepared and processed Purchase Requests and RIS for office supplies and other supplies reflected on the office' PPMP; • Prepared travel claims, purchase requests, cash advances, and liquidation reports of SAS staff and Vice-President; • Prepared the quarterly accomplishment report for the office of the Vice-President for Student and Auxiliary Services; • Prepared the annual PPMP of the VPSAS Office, and consolidate the PPMPs under the VPSAS Office; • Assisted in the documentation of SAS activities; • Assisted in making all the preparation such as activity proposals for the conduct of activities spearheaded by the office; • Prepared a tool for the Vaccination Survey of the SLSU's faculty and students and weekly submit the consolidated data to the Office of the President and CHED Office; • Submitted monthly accomplishment reports.
Feb. 5, 2020 – June 30, 2021	Consortium Secretariat	Visayas-Mindanao Consortium of Journal Publication, Inc. Sogod, Southern Leyte	<ul style="list-style-type: none"> • Prepared communications such as invitation letters, memorandum orders, resolutions, billing statements, liquidation reports, cash

			<p>advances and other office-related documents;</p> <ul style="list-style-type: none">• Prepared important documents for BIR and SEC registration renewal;• Facilitated and hosted face-to-face and virtual meetings and events;• Maintain the VMCJPI website;• Assisted in making all the preparation such as activity proposals for the conduct of activities spearheaded by the office.
October 9, 2020 – February 19, 2021	Part-time Faculty	Southern Leyte State University Sogod, Southern Leyte	<ul style="list-style-type: none">• Prepared course syllabus, course map, class record, and other academic-related documents;• Prepared information materials, questionnaires, and table of specifications;• Conducted virtual classes.
Nov. 8 – Dec. 12, 2019	Student-assistant for AACUP Accreditation	Department of Biotechnology Visayas State University ViSCA, Baybay City, Leyte	<ul style="list-style-type: none">• Gathered essential documents on Areas 1-10 for AACUP Accreditation;• Sorted and packaged the AACUP Accreditation documents;• Follow any work-related orders from the immediate supervisor.