

## JUNVIC BANDE BAGARINAO

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**Home:** Purok Ilang-ilang Brgy. Marcos, Baybay City, Leyte 6521

**Summary of Qualifications** Results-oriented skills in preparing documents, records and deliver correspondence vouchers, Payroll to admin building and other Department offices.  
Follow-up the processing documents such as Cash Advance and do other duties in admin office of PhilRootcrops

**Key Skills**

- ✓ Driving
- ✓ Knowledge on paper work processing
- ✓ typing
- ✓ Operating grass cutter and lawnmower machine
- ✓ Operating Xerox machine

**Work Experience**

2010-2011	<b>High Way Garden</b> Marcos, Baybay City, Leyte <b>Landscaper</b>
2012-2013	<b>Department of Horticulture</b> Visayas State University, Visca, Baybay City, Leyte <b>Utility Messenger ( JO )</b>
2013-2018	<b>Philippine Rootcrops Research and Training Center</b> Visayas State University, Visca, Baybay City, Leyte <b>Utility Messenger ( JO )</b>
2018-present	<b>Philippine Rootcrops Research and Training Center</b> Visayas State University, Visca, Baybay City, Leyte <b>Administrative Aide I Messenger</b>

**Educational Background**

2002-2007	<b>Bunga National High School</b> Bunga baybay City Leyte
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2007-2009	<b>Visayas State University</b> Visca, Baybay City, Leyte <b>Bachelor of Animal Science (2<sup>nd</sup> year level )</b>
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### References

**Dr. Catherine Arradaza**  
Department of Horticulture

**Dr. Oscar Posas**  
Professor VSU

**Dr. Erlinda A. Vasquez**  
Director, PhilRootcrop VSU

**Mr. Jaime Mazo**  
Brgy, Kagawad Marcos

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