

# SERVANDO M. LATRAS JR.

Address: Brgy. Patag, Baybay City, Leyte Philippines 6521  
Email Add: [servando.latras@vsu.edu.ph](mailto:servando.latras@vsu.edu.ph)  
Contact No. 09484981418



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## EDUCATIONAL ATTAINMENT

### TESDA

BASIC PROGRAMMING, Multiple Income Creating Project (MICP)  
Information & Communication Technology  
Baybay National High School  
SY 2015-2016

### SECONDARY

Baybay National Night High School  
Poblacion, Baybay City, Leyte  
Marso 29, 2012

### ELEMENTARY

Patag Elementary School  
Brgy. Patag, Baybay City, Leyte  
SY1996-2002

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## TRAININGS AND SEMINARS ATTENDED

**ISO 9001:2015 Awareness/Re-awareness Webinar**  
Visayas State University  
Visca, Baybay City, Leyte  
August 30-31, 2022

**Hands-Only Cardiopulmonary Resuscitation**  
Visayas State University – Gymnatorium (DOH)  
Visca, Baybay City, Leyte  
July 21-22, 2022

**ISO 9001:2015 Awareness/ Re-awareness Webinar**  
**Visayas State University**  
**Visca, Baybay City, Leyte**  
**September 13, 2021**

Target Setting Workshop  
Visayas State University – Convention Center  
Visca, Baybay City, Leyte  
August 20-21, 2018

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## WORK EXPERIENCE

### **ADMINISTRATIVE AIDE I (PERMANENT)**

DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT  
Visayas State University (Main Campus)  
January 9, 2023- PRESENT

### **ADMINISTRATIVE AIDE I (JOB ORDER)**

SUPPLY AND PROPERTY MANAGEMENT OFFICE - SPMO  
Visayas State University (Main Campus)  
September 9, 2015– January 8, 2023

### **ASSISTANT WAREHOUSEMAN (JOB ORDER)**

PROPERTY MANAGEMENT OFFICE  
Visayas State University (Main Campus)  
September 16, 2011 – September 01, 2015

### **LABORER**

General services Division  
Visayas State University (Main Campus)  
January 04 , 2010 – September 16 , 2011

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## SUMMARY OF QUALIFICATIONS

- Property
- Strong ability to understand and carry out instructions very well.
- Profound ability to work closely and cooperatively with fellow employees and end users.
- Hardworking and determine all the time
- Deep sense of cleanliness, neatness, honesty and reliability.

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## PERSONAL DATA

Age: 34 years old  
Birthdate: October 07, 1991  
Religion: Roman Catholic  
Status: Marriage  
Height: 5'2  
Weight: 60kgs.

## REFERENCES

### **MS. ALICIA M. FLORES**

Head, Budget Office  
Visayas state University  
Visca, Baybay City, Leyte  
Tel. No. 563-7190