



MILDRED COMPENDIO-BREGILDO

BS IN AGRIBUSINESS | LICENSED AGRICULTURIST | YOUNG
AGRIPRENEUR

OBJECTIVE

A highly organized, fast learner and hard-working individual looking for a responsible position to gain practical experience as to fully utilize the knowledge, training, skills and experience, while making a significant contribution to the success of the organization.

SKILLS

Entrepreneurial Skills

Leadership Skills

Project Coordination and Management

Excellent Clerical Skills

Good Communication Skills

Good Excel Formatting

Computer Literate

EXPERIENCE

PROVINCIAL COORDINATOR/SENIOR MANAGEMENT SPECIALIST (JOB ORDER) • SPECIAL AREA FOR AGRICULTURAL DEVELOPMENT UNDER DEPARTMENT OF AGRICULTURE RFO8 • JANUARY 2020 – JULY 2020

(1) Coordinate with the focal persons, action officer, Provincial Agriculturist, LGU, farmers, Association and other stakeholders for the status of implementation of the projects.

(2) Facilitate the submission of weekly and monthly reports for submission to the region.

(3) Lead and conducts Community Organizing, Book-keeping, Leadership, Personal Development Trainings to the beneficiaries.

(4) Ensure that the project management plan is strictly followed by the Local Government units

(5) Supervise the SAAD PPMSO Team

(6) Monitors FY 2018, 2019 and 2020 SAAD Programs and Projects in the assigned municipality

(7) Implemented 2 Layer Projects to different associations at San Isidro Leyte, 5 Duck Production Project at Dagami Leyte; Swine Production in Tabon2 & Capoocan, Leyte; and Goat and Jackfruit Production in Matag-ob, Leyte.

(8) Performs other functions as required like case studies and article/narrative writing.



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Visual-Manipulative Skills

Technical Skills

Record Keeping/Book-
keeping Management

Business Planning

Case Study/Analysis

Cost and Return Analysis

Engaged in Free Range
Chicken Raising and
Integrated Farming

MARKET SPECIALIST I (JOB ORDER) • PHILIPPINE RURAL DEVELOPMENT PROJECT UNDER DEPARTMENT OF AGRICULTURE RF08 • AUGUST 2020 – DECEMBER 2020

(1) Perform undertakings/work to complement the technical staff of ORTD

(2) Focus on the services and activities such as: a. Data Gathering for the preparation of Market profiles/guides/collaterals; Directory of buyers, suppliers and processors in the region and; market inflow-outflow of focused commodity b. Assistance in the preparation and conduct of participation in Agri-fairs, Marketing For a/Consultants/Meetings, TienDA events and ASPIRE c. Assistance in the preparation of activity proposals for ORTD activities, PPMP & PRs d. Assistance in the conduct of promotion of agricultural products thru networking, market matching and facilitation of linkages e. Assistance in the conduct of OA products promotion and consumer awareness activities.

(3) Perform other tasks and activities as directed by the immediate supervisor.

ADMINISTRATIVE ASSISTANT II/DISBURSING OFFICER (PERMANENT) • DEPARTMENT OF EDUCATION BAYBAY CITY DIVISION • OCTOBER 2017 – JULY 2019

(1) Administrative Support. Provides administrative and clerical support in the effective and efficient operation of the principal's office a. Documents for Principal encoded b. Documents Reproduction c. Reports Consolidation

(2) Records Management. To ensure excellent management of file /documents and assurance of its safety, and security from receiving , recording, routing and tracking to the appropriate person or place. a.



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Compilations of communications, received, routed and tracked b. Filing of school-related records systematized c. Preparing attendance and venues of meetings of the concerned department , teachers and principal.

(3) Book-keeping. To provide effective and efficient analyzing and recording of financial transaction a. Preparation Liquidation Reports, Canvass Template, Purchase Request. Purchase Order, Cash Disbursement Voucher and Inspection, Acceptance Report and Subsidiary Ledger

(4) Secretariat/Frontline. To provide secretariat function or be in frontline act during the conduct of training/workshop/seminars/meeting/appointments. a. Entertaining concerns from visitors b. Submission of Principal and Teachers Reports and Other Documents to the Division Office c. Preparation of Travel Order of Principal, Teachers and other employees prepared.

(5) Other Tasks. To provide assistance to any other related or unrelated task as deemed necessary.

BRANCH CASHIER (PERMANENT) • ST. PETER LIFEPLAN INC. BAYBAY BRANCH • AUGUST 2014– JUNE 2016

(1) Petty Cash Replenishment (2)Customer Clientele Services (3) Weekly, Monthly and Annua and Reports (4)Accountable Forms Inventory (5)Prepares, checks and balance weekly cut-off (6) Organizing and Monitoring Sales Agents (7) Prepare and Submit Plan, Loan and Claim Applications (8) Marketing/Sales (9) Conduct Tribute (10) Monitoring remittance, official receipts and deposits slips (11) Releasing and Receiving cash and checks



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EDUCATION

BS IN AGRIBUSINESS • MAY 2014 • VISAYAS STATE UNIVERSITY
ACADEMIC SCHOLAR GPA: 1.8

BEST IN DISH GARDENING 3RD PLACE

**SECONDARY EDUCATION • MARCH 2010 • TINAGO NATIONAL HIGH
SCHOOL**

FIRST HONORABLE MENTION; BEST IN FILIPINO

**ELEMENTARY EDUCATION • MARCH 2006 • INOPACAN CENTRAL
SCHOOL**

FIRST HONOR SECTION 2

VOLUNTEER EXPERIENCE OR LEADERSHIP

I served as Catechist during Flores de Mayo for six years from 2006 to 2011 at Lapurisima Concepcion Chapel Brgy. Maljo, Inopacan Leyte. I'd been teaching and engaging with kids, carrying and exemplifying the right values which in line with the bible teachings. And we'd always sang songs, offer flowers, chatting good things, playing, sharing foods, bible studying and internalizing the holy rosary. Flores de Mayo is celebrated the whole month of May to honor the Blessed Virgin Mary, during this month are called Flowers of May, probably because there are so many wildflowers in bloom at this time of year. At the end of May, groups of kids from different chapels under the municipality gathered together in the same place for end-month activity followed by a procession



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coinciding with the Santacruzán, re-enacting the search of Queen Elena for the cross upon which Jesus Christ was crucified. From this experience, I learned a lot of things such as being a good model to the young people, spirituality, patience, teamwork, positivity and perseverance.



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