

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
Adviser Everlasting Dormitory	SY 2001	SY 2002	1 yr	Aviser
Adviser Ilangilang Dormitory	SY 2002	SY 2008	6 yrs.	Aviser
Adviser Karlaon Graduate Dormitory	SY 2009	Present	12 years	Aviser

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
2023 Visayas-Wide Continuing Professional Education for HR Practitioners	March 6, 2023	March 8, 2023	32	Technical	Grand Xing Imperial Hotel, Iloilo City
2022 Regional Congress of Human Resource Management Practitioners in East	08/24/22	08/26/22	32	Technical	Summit Hotel, Tacloban City
Orientation/Re-orientation of Durites and Tesponsibilities of dDRC and AdDRCs, and Cascading of Documents and Records Control Procedure	09/07/22		8	Technical	1st Floor CCE Bldg., BSU, Baybay City, Leyte
ISO 9001:2015 Awareness/Re-awareness Webinar	09/13/21		8	Technical	VSU, Visca, Baybay City, Leyte
2020 Regional Congress of HRMPs	02/26/20	02/27/20	16	Technical	Summit Hotel, Tacloban City
Seminar Workshop on Records Matrix and NAP Form-1 Completion	12/13/2019		8	Technical	CCE, VSU Campus
Meeting cum Writeshop Identifying/Preparing Evidence Requirements under PRIME-HRM”	12/5/2019	12/6/2019	16	Technical	Sabin Hotel, Ormoc City
2019 Public Sector HR Symposium’ Moving Together Toward Ambisyon Natin 2040”	7/24/2019	7/26/2019	24	Technical	PICC, Pasay City
Effective Facilitating Skills and Proactive Intervention Techniques in Responding Student-at-Risk Situations	11/26/2018	11/27/2018	16	Technical	RDE Hall, VSU, Visca, Baybay City, Leyte
2018 Eastern Visayas Human Resource Management Practitioners Excellence Summit	10/24/2018	10/25/2018	16	Technical	Summit Hotel, Tacloban City
Career Planning and Development	9/4/2018	9/7/2018	32	Technical	Bohol Plaza Resort, Dausi Panglao, Tagbilaran City, Bohol
Target Setting Workshop	8/20/2018	8/21/2018	16	Technical	Convention Center, VSU, Visca, Baybay City,
3-Day Consultative Workshop on the Proposed Revised Organizational Structure and Staffing Standards for SUCs (ROSSSS)	1/31/2018	2/2/2018	24	Technical	Rizal Technological University, Boni Avenue, Mandaluyong City
Orientation on the Omnibus Rules on Appointments and Other Human Resource Actions (ORA-ORHA)	11/20/2017	11/21/2017	16	Technical	Leyte Academic Center, Palo, Leyte
Leave Administration Course for Effectiveness	9/27/2017	9/28/2017	16	Technical	PhilRootcrops, VSU
GSIS Pre-Retirement Seminar	10/13/2017		4	Technical	Maasin City
1st Service Excellence Summit for Leaders	9/22/2019		8	Technical	Oriental Leyte, Baras, Palo, Leyte
Records Management Training	7/6/2017	6/7/2017	16	Technical	QAC, VSU
Re-Orientation on the 5S Internal Audit Requirements	6/22/2017		8	Technical	Visayas State University
Training Needs Analysis	5/22/2017	5/23/2017	16	Technical	Ravissant, Festive Delight Function Hall, Maharlika Highway, Tacloban
Estern Visayas Regional Congress of Human Resource Management	4/4/2017	4/5/2017	24	HRM	Civil Service Commission Region 8
ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	3/2/2017	3/3/2017	16	Technical	Visayas State University
Seminar Workshop on 5’S & Records Management	2/17/2017		8	Technical	Visayas State University
Strategic Planning Workshop	2/15/2017	2/17/2017	16	Technical	Visayas State University
Internal Quality Audit Training	1/23/2017	1/25/2017	24	Technical	Visayas State University

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Computer skills	Keeper of Service Award	Leyte State University Administrative Personnel Association
Cooking	Length of Service Award	
Swimming	Length of Service Award	

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	July 23, 2023