



Marife Cantiga Gucela

Home address: Guadalupe, Baybay City, Leyte

E-mail Address: mape.mafe@gmail.com

Mobile no. +639752340734

Personal Background

Date of Birth	: January 03, 1985
Age	: 38
Place of Birth	: Baybay, Leyte
Religion	: Roman Catholic
Height	: 152 cm
Status	: Single
Citizenship	: Filipino
Languages	: Filipino, English and Cantonese
Sex	: Female
Weight	: 57 kgs

Work Experience

Supply and Property Office (SPO), Visayas State University

Visca, Baybay City, Leyte

February 2021 to Present

Clerk

Duties and Responsibilities

- *Post and update Property Acknowledgment Receipt (PAR) / Inventory Custodian Slip (ICS) & cancelled unserviceable equipment in the individual folder*
- *Files copies of Property Acknowledgment Receipt (PAR) / Inventory Custodian Slip (ICS) to individual folders issued to staff/end-user*
- *Prepares/updates individual folders of VSU staff/end-user*
- *Prepares appointment/contract and payroll of all SPO Job Order workers*
- *Prepares Invoice Receipt for Property (IRP) or Certificate of Transfer of items and equipment for issuance*
- *Prepare and update individual folder of end-user as requirement for resignation and retirement clearance*
- *In-charge in checking/counter-signing of Faculty and Staff clearance*
- *Conduct Physical Inventory of all property and equipment of VSU*
- *Does other duties assigned by the immediate supervisor*

Hong kong

August 2018 to March 2019

Overseas Filipino Worker (OFW)

Registrar's Office, Visayas State University

Visca, Baybay City, Leyte

February 2015 to December 2017

Course In-Charge

Duties and Responsibilities

- *Prepared & printed TORs, certificates, grades, etc.*
- *Updated students' records*
- *Answered students' queries*
- *Evaluated students' grades*
- *Performed other tasks/duties assigned from time to time by the registrar*

Dept. of Biological Sciences, Visayas State University

Visca, Baybay City, Leyte

January 2010 to January 2015

Clerk (Job Order)

Duties and Responsibilities

- *Prepares and types payroll, voucher, liquidation report, travel documents, renewal of appointments, purchase request, PMS-OPES, etc.*
- *Prepares and types annual report, faculty development plan and Annual Procurement Plan*
- *Prepares and types semestral faculty projected workload, actual workload and individual faculty workload*
- *Coordinate office and administrative activities particularly storing, retrieving, and integrating information for dissemination to staff and faculty*
- *Scanned documents, performed word processing and other computer work*
- *Prepare, reproduce and collate lecture handouts, lab. Exercises, worksheets & questioners*
- *Records and reminds department head re meetings and seminars*
- *Assist the Department Head in facilitating schedule of staff and faculty meetings.*
- *Receive and relays telephone calls of faculty and staff.*

Metro Gaisano

Vicsal Dev. Corp.

Colon St. Cebu, Ctiy

May to October 2008

CASHIER

Duties and Responsibilities

- *Register the sale of the merchandise.*
- *Receive money and make change pertaining to costumer service*
- *Responsible for accounting of the amount due for purchase*

VSU Infirmary

Visca, Baybay City, Leyte

April to May 2007

Record Section In-charge

Duties and Responsibilities

- *Keep the health records of students, faculty and Staff of VSU and outsider patients*
 - *Cleaning of assigned area*

Workshops and Seminars

- | | |
|--|--------------------|
| ▪ <i>Awareness/Re-awareness</i> | August 30-31, 2022 |
| ▪ <i>Hands-Only Cardiopulmonary Resuscitation</i> | July 21-22, 2022 |
| ▪ <i>Awareness/Re-awareness Webinar</i> | September 13, 2021 |
| ▪ <i>Defensive driving</i> | October 26, 2016 |
| ▪ <i>Briefing of Staff Involved in the Conduct of Teaching Evaluation of Academic Staff</i> | Jan. 14, 2013 |

- | | |
|---|----------------------|
| ▪ <i>Seminar on Personality Development
For frontliners</i> | Sept. 20, 2012 |
| ▪ <i>Workshop for the crafting of Table of
Major Final Outputs and success
Indicators for the strategic performance
Management System for Administration</i> | Sept, 6, 2012 |
| ▪ <i>Workshop for the crafting of Table of
Major Final Outputs and success
Indicators for the strategic performance
Management System for Instruction</i> | Sept, 4, 2012 |
| ▪ <i>Personality Development for Administration</i> | Sept. 20, 2011 |
| ▪ <i>Orientation for Frontliners</i> | July 7, 2011 |
| ▪ <i>Preparation of Performance Targets and
Accomplishments</i> | June 26, 2011 |
| ▪ <i>Seminar-Workshop on E-Procurement</i> | July 29, 2010 |
| ▪ <i>Total Quality Management
CCE VSU
Visca, Baybay, Leyte</i> | March 11 – 15 , 2010 |
| ▪ <i>Cashiers Training
Super Metro Mandaue
Mandaue Cebu, City</i> | May 11 – 15 , 2008 |

Certificate (s) Received

National Certificate II on Domestic Work, TESDA

Cert. No. 18072202029747

Issued on: June 13, 2018

Valid until: June 12, 2023

EUCATIONAL BACKGROUND

College	- Bachelor of Science in Agriculture Major in Horticulture Specialization: Propagation Visayas State University (VSU) S.Y. 2002 – 2007
Secondary	- Baybay National High School Baybay, Leyte S.Y. 1998 – 2002
Elementary	- Guadalupe Elementary School Guadalupe, Baybay, Leyte S.Y. 1994 – 1998

Skills and Interest

- Knowledgeable in computer such as Microsoft Excel, Microsoft Word, and Microsoft PowerPoint
- Knows how to drive motorcycle

Other Skills:

- Singing, dancing, cooking

References

Dr. Paciencia P. Milan

Former VSU President and University Professor

Visayas State University

Visca, Baybay City, Leyte

Cell # +63948-4992730

Dr. Beatriz S. Belonias

VP for Instruction

Visayas State University

Visca, Baybay City, Leyte

Alicia M. Flores

Head, Supply and Property Management Office

Visayas State University

Visca, Baybay City, Leyte