



## **Marlon Vistal Dampios**

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### **PROFESSIONAL SUMMARY**

Dedicated and focused office clerk, cwt's team coordinator and rotc training staff who excel at prioritizing, completing tasks. Specialize in administrative support and military field. Committed to delivering high quality results with little supervision. energetic, organized, professional and can work beyond office hours.

### **ACADEMIC BACKGROUND**

UNDERGRADUATE: VISAYAS STATE UNIVERSITY  
BACHELOR OF SCIENCE IN AGRIBUSINESS (4<sup>TH</sup> YEAR)

SECONDARY: CARIDAD NATIONAL HIGH SCHOOL

ELEMENTARY: CARIDAD ELEMENTARY SCHOOL

### **CIVIL SERVICE ELIGIBILITY**

CSE-PR-2508-0804 ( CAREER SERVICE SUBPROFESSIONAL )  
06 September 2025

### **AREAS OF EXPERTISE**

- |                     |                           |
|---------------------|---------------------------|
| . Self-directed     | . Professional and Mature |
| . Time management   | . Strong problem solver   |
| . Computer literate | . Resourceful             |

### **WORK EXPERIENCE**

**Office Clerk / dDRC**

**VSU- Visayas State University former Leyte State University – Baybay city, Philippines**

- . Lone Clerk/Messenger/dDRC personnel of the NSTP Office
- . Attend training and seminar related to his work.
- . Managed the receptionist area, including greeting visitors and responding to telephone and in-person request for information.
- . Drafted communication letter.
- . Performs another task assigned by the NSTP Director.



### **ROTC/CWTS Training Staff**

#### **VSU- Visayas State University former Leyte State University – Baybay city,Philippines**

- . Establish and enforce rules and regulation for behavior
- . Assist the NSTP Director and CWTS Coordinator in the planning and implementation of the CWTS.
- . Conduct consultation meeting with the students belonging to the team assigned every Saturday morning
- . Check and record the students submitted assignment/output and or examination

### **Weighing – Production**

#### **PSPI – Pulp Specialty Philippines Inc. – Albuera Leyte,Philippines**

- . Received and Screen a high volume of abaca fiber.
- . Managed the day-to-day transaction of the suppliers
- . Collected, data analyzed trends and created reports as requested.

## **----- EDUCATION -----**

#### **Visyas State University former Leyte State University**

- Bachelor Of Science in Agri-Business ( 4<sup>th</sup> Year )
- NC III Certification Holder: Harnessing Student's Capacities in Agricultural Crop Production
- Graduate of Basic and Advance ROTC Course
- Graduate of MS 3 (RSCT)

## **----- AWARDS AND RECOGNATION -----**

- |                               |                 |
|-------------------------------|-----------------|
| - NC III SCRAPPER AWARD       | - JUNE 5,2017   |
| - LEADERSHIP AWARD            | - MARCH 9,2007  |
| - DUTY AWARD                  | - MARCH 12,2005 |
| - CERTIFICATE OF APPRECIATION | - APRIL 22,2017 |
| - CERTIFICATE OF RECOGNATION  | - MARCH 12,2016 |
| - CERTIFICATE OF APPRECIATION | - MARCH 5,2016  |
| - CERTIFICATE OF RECOGNATION  | - MARCH 21,2015 |
| - CERTIFICATE OF RECOGNATION  | - MARCH 23,2013 |
| - CERTIFICATE OF MERIT        | - MARCH 9,2013  |
| - CERTIFICATE OF MERIT        | - MARCH 10,2012 |
| - CERTIFICATE OF MERIT        | - MARCH 5,2011  |
| - CERTIFICATE OF MERIT        | - MARCH 7,2009  |
| - CERTIFICATE OF MERIT        | - MARCH 1,2008  |

## **----- TRAINING AND SEMINAR ATTENDED -----**

- 19<sup>th</sup> NATIONAL CONGRESS OF NSTP EDUCATORS AND IMPLEMENTERS  
( JULY 2-4, 2025 ) AT CEBU CITY.



- **NSTP SYLLABUS WORKSHOP**  
( JULY 22, 2025) AT VSU SMART ROOM.
- **PUBLIC FINANCIAL MANAGEMENT WORKSHOP**  
( SEPTEMBER 18-20, 2025)AT VSU RDE HALL.
- **ISO 9001:2015 AWARENESS AND RE-AWARENESS WEBINAR**  
( AUGUST 29, 2023)VIA ZOOM.
- **DISASTER RISK REDUCTION TRAINING FOR NGCP PARTNER COMMUNITIES**  
( JUNE 20-22,2019) AT COLLEGE OF ENGINEERING ACTIVITY HALL
- **SEMINAR –WORKSHOP ON COMMUNITY ENTRY AND NEEDS ASSESSMENT**  
(JANUARY 12,2019) AT VSU MAIN
- **NC III CERTIFICATION:HARNESSING STUDENTS' CAPACITIES IN AGRICULTURAL PRODUCTION**  
(MAY 29 TO JUNE 7,2017) AT ATI TRAINING CENTER
- **SEMINAR ON DEFENSIVE DRIVING**  
(OCTOBER 26,2016)AT CONVENTION CENTER
- **EMERGENCY RESPONSE SKILLS TRAINING**  
(MARCH 14-18,2016)AT VSU GARDEN BEACH RESORT
- **PROFESSIONAL DEVELOPMENT IN MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT**  
(MARCH 16-18,2015) AT VSU PAVILION CONFERENCE ROOM
- **2<sup>ND</sup> QUARTER 2012 NATIONWIDE SIMULTANEOUS EARTHQUAKE & FIREDRILL**  
(JUNE 30,2019) AT VSU MAIN
- **TRAINING OF TRAINORS ON COMMUNITY NEEDS ASSESSMENT FOR CWTS COORDINATORS AND STUDENT FACILITATORS**  
(SEPTEMBER 13,2014) AT THE ADE BUILDING