



# JANSEL JOI C. VILLAS

*BStat, MPA*

Experienced administrative professional with a strong background in records management, IT support, and process optimization. Passionate about streamlining workflows, improving efficiency, and delivering high-quality service in academic and administrative settings.



0920-668-0311



janseljoi.villas@vsu.edu.ph



VSU Campus, Pangasugan,  
Baybay City, Leyte, 6521

## CHARACTER

- \* Judicious / Detail-Oriented
- \* Adaptable
- \* Nimble / Proactive
- \* Systematic / Organized
- \* Electronically Proficient
- \* Liaison / Collaborative

## ELIGIBILITY

**CSC Professional Eligibility**

APRIL 2014

Tacloban City, Leyte

## MEMBERSHIP

**POAP Member**

2022-PRESENT

Personnel Officers Association of the  
Philippines

## TRAINING

**Data Visualization, Storytelling,  
and Infographics In-Depth  
Training Workshop – STRATONE**

JULY 2024

**Regional Seminar-Workshop on  
Records Counter Disaster  
Preparedness and Business  
Continuity – NAP**

AUG 2023

**Attaining Work-Life Balance and  
Productivity – POAP**

AUG 2022

## EDUCATION

**Master of Public Administration**

2019 – 2021

**Bachelor of Science in Statistics**

2010 – 2014

## WORK EXPERIENCE

**Administrative Aide VI –  
OVP for Planning & Development**

MAR 2025 – PRESENT

**Administrative Aide IV –  
University Learning Commons**

MAR 2023 – MAR 2025

**Administrative Aide III –  
OVP Planning & Resource GAS**

SEP 2018 – MAR 2023

**Administrative Aide III –  
Department of Statistics**

SEP 2016 – AUG 2018

**Census Data Processor –  
Philippine Statistics Authority**

AUG 2014 – AUG 2016