

Hi! I'm



GRACE L. MOLLENO

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0970 516 4351

SKILLS

- ✧ Writing Skills (Research, Business Plan, Investment Plan, Market Study)
- ✧ Teaching Skills
- ✧ Public Speaking
- ✧ Basic Bookkeeping
- ✧ General Business Management
- ✧ Organizational Capacity Building Using Organizational Capacity Assessment (OCA) Tool
- ✧ Good in Filipino, English, and Cebuano; with basic knowledge of the Waray dialect
- ✧ Communication and Organizational Skills
- ✧ Critical Thinking and Active Listening
- ✧ Patience and Motivational Skills
- ✧ Creative Thinking
- ✧ Interpersonal and Leadership Skills
- ✧ Time Management Skills
- ✧ Capacity for Teamwork
- ✧ Driving Skills (Restriction 1)
- ✧ Tech Savy
- ✧ Computer skills:
 - Microsoft Office: PPT, Word, Excel, Publisher
 - OpenOffice
 - SPSS
 - Lindo
 - Excel QM
 - Photoshop
 - Canva
 - Prezi
 - R Studio
 - Express Accounts Accounting Software

CURRICULUM VITAE

Objectives



To demonstrate my passion, experience, and skills in teaching, training, consultation services, and organization within the industry, academe, research, and extension; and faithfully carry out given tasks effectively, efficiently, and beyond expectations with good leadership.

Personal Details



Age: 34
Status: Married
Address: Sitio Gasa, Brgy. Palhi, Baybay City, Leyte 6521
Date of Birth: October 13, 1990
Place of Birth: Biñan, Laguna

Educational Background



MASTER'S DEGREE

August 2023 **Visayas State University**
Baybay City, Leyte
Master of Management Major in Business Management
✧ **Publication: OPTIMIZING PROFIT FROM COCONUT SAP-BASED PRODUCTS AT DIFFERENT INVESTMENT LEVELS**
(Science and Humanities Journal)
✧ CHED Scholar

BACHELOR'S DEGREE

June 2019 **Visayas State University**
Baybay City, Leyte
Bachelor of Science in Agribusiness
✧ Magna Cum Laude; GPA 1.40
✧ **Special Problem: ASSESSING ORGANIZATIONAL PERFORMANCE OF COMMUNITY-BASED ORGANIZATIONS: AN ORGANIZATIONAL CAPACITY ASSESSMENT APPROACH**
✧ Tulong Dunong Scholar

March 2012 **Trimex Institute of Science and Technology**
 Biñan City, Laguna
 Hotel and Restaurant Services
 Barangay Scholar
 58 Units

June 2008 **Malayan Colleges Laguna**
 Cabuyao City, Laguna
 Hotel and Restaurant Management
 Valedictory Scholar/ J.P. Rizal Scholar
 38 Units

SECONDARY EDUCATION

March 2008 **Science and Technology High School**
 Santa Rosa City, Laguna
 Valedictorian, Best in Math

March 2004 **Regina Coeli School, Inc.**
 Santa Rosa City, Laguna
 5th Honor, Best in Math

Work Experiences



TEACHING EXPERIENCE

Jan. 2025 — May 2025 College Instructor (Term 2 S.Y. 2024-2025)
 (Principles of Accounting 1, Intro to Enterprise and
 Entrepreneurship, Business Planning and
 Implementation 2, Management Science)
 Department of Business Management
 College of Management and Economics
 Visayas State University, Baybay City, Leyte

Aug. 2024 — Dec. 2024 College Instructor (Term 1 S.Y. 2024-2025)
 (Principles of Accounting 1, Principles of Accounting 2,
 Entrepreneurship, International Marketing)
 Department of Business Management
 College of Management and Economics
 Visayas State University, Baybay City, Leyte

Aug. 2021 — Jan. 2022 College Instructor (Term 1 S.Y. 2021-2022)
 (Entrepreneurship and Human Resources)
 Department of Business Management
 College of Management and Economics

AGRICULTURAL EXTENSION AND CONSULTANCY

Jul. 2025 – Present	<p>Business Development Consultant KEA Management Consultancy Services Pangasugan, Baybay City, Leyte <i>Ongoing.</i></p> <ul style="list-style-type: none">• Manual of Operations• Value Chain Management Sustainability Plans for Salt (Guimaras State University)• Market Study on Vegetables in Region 8
Aug. 2024—Jun. 2025	<p>Business Development Consultant KEA Management Consultancy Services Pangasugan, Baybay City, Leyte</p> <ul style="list-style-type: none">• Coconut Stakeholders Profiling—Smallholder Farmer RAPID Growth Project in Leyte• Manual of Operations—Fabrication laboratory of Philippine Science High School Shared Service Facility (SSF) of DTI (Eastern Visayas Campus)• Manual of Operations—Charcoal Briquetting Shared Service Facility of Eastern Visayas State University Burauen Campus
Apr. 2024—Jun. 2024	<p>Business Development Consultant Profiling of Coconut MSMEs, farmers, and People's Organizations under the RAPID Growth Project in Southern Leyte KEA Management Consultancy Services Baybay City, Leyte</p>
Jan. 2024—Apr. 2024	<p>Business Development Consultant KEA Management Consultancy Services Under the Department of Agriculture Department of Trade and Industry</p> <p>Contributor of the following:</p> <ul style="list-style-type: none">✧ Manual of Operations: Shrimp and Other Marine-Based Processing Shared Service Facility of Villahermosa Oriental Farmers and Fisherfolks Association (VOFFA)

- ✧ Market Trends and Prospects of the Eastern Visayas Jackfruit Industry Roadmap (2023-2028)

Nov. 2023—Dec. 2023

Business Development Consultant
Profiling of Cacao MSMEs, farmers, and People's Organizations under the RAPID Growth Project in Leyte
KEA Management Consultancy Services
Baybay City, Leyte

Jan. 2023—Oct. 2023

Business Investment Consultant
KEA Management Consultancy Services
Pangasugan, Baybay City, Leyte

Wrote the following approved and funded Investment Plans under KAMMPIL AgriCoop, Jaro, Leyte:

- ✧ Business Plan for Virgin Coconut Oil Production of Tag-oyango Multipurpose Cooperative
- ✧ Business Plan for the Eighty (80) Blue Crab Traps Project
- ✧ Business Plan for Rhode Island Red Chicken Farm Project of AMMMA Katipunan, Inc.
- ✧ Community Nursery Farm Business Plan of AMMMA Katipunan, Inc.
- ✧ Bagoong at Patis Balayan Business Plan of ANAK Balayan, Inc.
- ✧ Dried Fish Production of Island of Samar and Leyte Agriculture Cooperative (ISLACO)
- ✧ A Business Plan on Banana Flour Processing of Barangay Calube Farmers Multipurpose Cooperative (BACFA MPC)
- ✧ A Pilot Business: Community Organically Grown Rice and Food Center of DICADI Agriculture Cooperative
- ✧ Palay Trading and Marketing Enterprise linked with the National Food Authority (NFA) of PATANOM Iloilo Farmer, Inc.
- ✧ Business Plan for Cassava Flour Processing of KAMADA ARC Cooperative
- ✧ Business Investment on Palay Trading and Rice Processing Project of MAALSADA Farmer Irrigators Agriculture Cooperative (MAALSADA FISCO)

Nov. 2022—Dec. 2022	Business Development Consultant Profiling of MSMEs, farmers, and People's Organizations under the RAPID Growth Project in Region VIII (Southern Leyte, Leyte, Northern Samar) KEA Management Consultancy Services Pangasugan, Baybay City, Leyte
Jan. 2022—Oct. 2022	Business Development Consultant KEA Management Consultancy Services Pangasugan, Baybay City, Leyte Wrote the following approved and funded Investment Plans under the RAPID Growth Project: <ul style="list-style-type: none"> ✧ Cacao Farm Recovery Project of Ilag Integrated Farmers Association ✧ Cacao Farm Recovery Plan of KARF Irrigators' Association, Inc. ✧ Cacao Expansion Project of Cacao Farmers Association of Matag-ob (CAFAM) ✧ Zewil Primo Business Plan ✧ Cacao Farm Recovery Project of Tautag Anthurium and Vegetables Growers Association (TAVEGA)

INDUSTRY EXPERIENCE

2024 — Present	Sales Manager/ Administrative Officer and Corporator at Five Shepherds Corporation, Baybay City, Leyte
2018 — 2024	Owner/ Manager of Five Shepherds' Planting Materials and Agri-products
Jul. 2019—Aug. 2021	Negosyo Center Business Counsellor at NC-VSU Department of Trade and Industry

RELATED PROJECTS

May to June 2025	Contractor of Materials in Training on Consolidated Production and Marketing Activity for Cacao Farmer Organizations
May 2025	Contractor of Vegetable Production in Eastern Visayas State University Burauen Campus

March 2025	Fabrication of Two-door Oven Dehydrator to Kalipunan ng mga Maliliit na Magniniyog ng Pilipinas, Palo, Leyte
December 2024	Contractor of Coconut Nursery Management & Integrated and Diversified Organic Farming Techniques Training
November 2024	Contractor of 4061 bags of Agricultural Salt Fertilizer to South Cotabato & Sarangani
October 2024	Contractor of Sloping Agricultural Land Technology (SALT) Training
August 2024	Contractor of Cacao Rehabilitation Tools for the Good Agricultural Practices Trainings for Cacao Farmer Organizations
July 2024	Contractor of Materials for the RAPID Growth Project Tech Transfer on Standard and Compliant Copra Technology to Coconut DIP Stakeholders
July 2024	Contractor of Materials for the Value-Added Training on Fossilized Cacao Leaves
July 2024	Contractor of Materials for the Good Agricultural Trainings for Cacao Farmer Organization
June 2024	Contractor of Charcoal Briquette Production Equipment for the Activity "Procurement of Equipment for the Charcoal Briquetting Shared Service Facility (SSF) Project of the Province of Leyte"

OTHER EXPERIENCES

2012 — 2013	Cashier at Super 8 Grocery Warehouse, Balibago, Santa Rosa, Laguna
2011 — 2012	Production Operator at Laguna Autoparts Manufacturing Corporation, Santa Rosa, Laguna
2010 — 2011	Receptionist at Mariposa Budget Hotel, Santa Rosa, Laguna
2007 — 2008	Cashier at Mc Donald's Waltermart, Balibago, Santa Rosa, Laguna
2006 — 2007	Tutor of Elementary Students in Golden City, Santa Rosa, Laguna

Affiliations



- 2017 —Present ✧ Member of Kabalikat Civicom
- 2015 —2019 ✧ Member of the Society of Agribusiness Students at Visayas State University
- 2007 —2008 ✧ Actress in the Theatre Arts Club of Santa Rosa Science & Technology High School

Training and Seminars



TRAINING AND SEMINARS CONDUCTED/ FACILITATED

- 2024 **Southern Leyte SSF Conference**
Department of Trade and Industry – Southern Leyte
Blue Deep Resort, Padre Burgos, So. Leyte
Facilitator (8 hours)
- 2021 **Simplified Bookkeeping for Non-accountants and eBIR Forms Webinar**
Technology Business Incubator (TBI)
Visayas State University, Baybay City, Leyte
Resource Person (8 hours)
- 2021 **Scaling Up Competitiveness Through Effective Use of IP System**
Department of Business Management
College of Management and Economics
Visayas State University, Baybay City, Leyte
Facilitator (8 hours)
- 2021 **Enhancing Business Skills through BEST Game and Simplified Business Planning Seminar and Workshop**
BPLO, CSWDO, LGU-Baybay
Negosyo Center Baybay
Department of Trade and Industry
Resource Person (8 hours)
- 2021 **Business Expenses Savings Training (BEST) Game and Simplified Business Registration Forum**
Negosyo Center Matalom,
Department of Trade and Industry
Resource Person (8 hours)
- 2021 **Entrepreneurial Minsetting and Negosyo Center Services**
CAFGU Active Auxillary (CAA) Enhancement Training
Villa Solidaridad, Baybay City, Leyte

Resource Person (8 hours)

2021 **Product Pricing and Costing with Current Good Manufacturing Practices**

Negosyo Center Hilongos
Department of Trade and Industry
Resource Person (8 hours)

2021 **Simplified Bookkeeping for Non-accountants and eBIR forms Seminar**

Negosyo Center-VSU, Baybay
Department of Trade and Industry
Facilitator (8 hours)

2020 **Product Pricing and Costing**

Negosyo Center Hindang
Department of Trade and Industry
(8 hours)

TRAINING AND SEMINARS ATTENDED

2025 **Assessment in Learning: Training-Workshop on Standardizing Standardizing Test Questions**

Visayas State University Faculty Advancement Network AI
Visayas State University
Visca, Baybay City, Leyte

2024 **Structural Equation Modeling (SEM) Using R**

Department of Statistics
Visayas State University
Visca, Baybay City, Leyte

2024 **Business Data Visualization Using R Shiny**

Department of Statistics
Visayas State University
Visca, Baybay City, Leyte

2024 **ISO 9001:2015 AWARENESS & RE-AWARENESS SEMINAR**

Visayas State University
Visca, Baybay City, Leyte

2024 **Teaching and Learning with Modern ICTs**

University of the Philippines Open University
Massive Open Distance eLearning
(4 weeks)

2024	Virtual Assistant Training Clair Voyance (2 weeks)
2023	Principles of Graphic Design University of the Philippines Open University Massive Open Distance eLearning (16 hours)
2021	Negosyo Ko, IPO-Protect Ko Intellectual Property Office of the Philippines Department of Trade and Industry (8 hours)
2020	Enterprise Development Training on Livestock Production Seminar Negosyo Center Baybay Department of Trade and Industry (8 hours)
2019	Small Business Counselors Course 101: Diagnosing an Enterprise University of the Philippines - Institute for Small-Scale Industries (ISSI) Department of Trade and Industry Hotel Alejandro, Tacloban City, Leyte (40 hours)
2019	Rapid Growth Orientation, Green and Gender Responsive Value Chain Analysis (GGRVCA), and Social Media Workshop Department of Trade and Industry Palo, Leyte (24 hours)
2019	Capacity Development on Business Expense Savings Training (BEST) Game for Leyte Negosyo Center Business Counselors Department of Trade and Industry Tacloban City, Leyte (16 hours)
2019	Success Story Writing Skills and Digital Literacy Training Department of Trade and Industry Hotel Alejandro, Tacloban City, Leyte (24 hours)

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| 2018 | Breaking the Limits: Be an Effective Speaker
Department of Business Management
Visayas State University, Baybay City, Leyte
(8 hours) |
| 2018 | Educational tour in Negosyo Center Cebu, Cebu Federation of Dairy Cooperatives, Liwayway Marketing Corporation, Obra Cebuana Furniture Designs, Inc., Profoods International Corporation, Susing's Guitar Factory
Cebu City
(48 hours) |
| 2018 | Youth Entrepreneurship: Entrepreneurial Mindsetting and Business Planning
Negosyo Center Baybay, Department of Trade and Industry
Visayas State University, Baybay City, Leyte
(8 hours) |
| 2018 | Strategic Marketing for Inclusive and Sustainable Agribusiness
Department of Business Management, Visayas State University,
Baybay City, Leyte
(8 hours) |

Certificates/ Awards/ Licenses



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| 2019 | Magna Cum Laude
Visayas State University, Baybay City, Leyte |
| 2019 | Honor Graduate Eligibility
Civil Service Commission- RO VIII |
| 2019 | Best Enterprise Assessment Report
University of the Philippines - Institute for Small-Scale Industries (ISSI) |
| 2024 | Scholarship Award
Clair Voyance |
| 2024 | Driver's License
H12-15-002745 |
| 2024 | Passed Performance Evaluation
Quality, Timeliness of Delivery and After Sales Service Criteria
DTI Leyte Provincial Office |

Character References



Elvira E. Ongy, MM

Associate Professor V

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Alyanna Alcober

Value Chain Facilitator

RAPID Growth Project
Department of Trade and Industry
DTI Leyte Provincial Office
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Angelita L. Paradero, PhD

Former Department Head

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Bryan R. Gapasin

Instructor III

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I hereby, certify that the above information is true and correct to the best of my knowledge.



Grace L. Molleno
Applicant