

CURRICULUM VITAE

PEARL PABROQUEZ-VISTAL

Administrative Officer I
Records Management and Archives
Visayas State University
Visca, Baybay City, Leyte

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(+63) 9274458938



Skills/Expertise

Organizational Skills, Attention to Details, Problem Solving and Analytical Skills
Microsoft Office (MSWord, Excel, PowerPoint, Publisher, Photoshop)
Business Entrepreneur

Educational Background

February 2023 **Supplementary Units in Education**

Secondary Education major in Science
Franciscan College of Immaculate Conception
Baybay City, Leyte

June 2020 **M.S. in ANIMAL SCIENCE**

Visayas State University, Visca, Baybay, Leyte

Major: Animal Science

Minor: Agricultural Extension

*Thesis Title: Growth Response and Intestinal Microbial Contents of Broilers
Given Varying Levels of Wood Vinegar via Drinking Water*

April 2005 **B.S. in ANIMAL SCIENCE**

Leyte State University (now Visayas State University), Baybay, Leyte

March 2000 **ViSCA Laboratory High School (VLHS)**

Visca, Baybay, Leyte

March 2006 **Gabas Elementary School**

Gabas, Baybay, Leyte

Personal Information

Citizenship: Filipino
Gender : Female
Marital Status: Married
Age : 42

Awards Received

Loyalty Award

Ten (10) years in Service

Awarded by Visayas State University

MODEL JOB ORDER AWARD during the 89th VSU Anniversary Celebration, award given for the exemplary performance of service, given on August 13, 2013 at VSU Gymnasium

ELIGIBILITY

Professional Career Service Eligibility

Leyte National High School, Tacloban City

October 16, 2011

License Agriculturist

Philippine Regulation Commission

Agriculturist Licensure Examination

December 7, 2017

License Professional Teacher (LPT)

Philippine Regulation Commission

March 2023

PUBLICATION

Vistal, P. , Macasait, Jr., Espina, D. Growth Response of Broilers Given Varying Levels of Bamboo-derived Wood Vinegar via Drinking Water. Journal of Agricultural Research, Development, Extension and Technology, 3(1), 1-9(2021)

EMPLOYMENT HISTORY

ADMINISTRATIVE OFFICER I

Visayas State University

Records Management and Archives

Visca, Baybay City, Leyte

- Provides proper records management relative to filing, safekeeping, preservation, storage and disposition of valueless records
- Responsible for the implementation of a sound records management program
- Responsible for the implementation of the university's archives management and collection practices and processes
- Assists in the safekeeping and maintenance of records



ADMINISTRATIVE AIDE VI (June 1, 2021 to October 15, 2024)

ADMINISTRATIVE AIDE IV (August 1, 2017 to May 30, 2021)

Visayas State University (VSU)

Department of Food Science and Technology

College of Agriculture as Food Science

Baybay City, Leyte

ADMINISTRATIVE AIDE III (November 9, 2025 to July 31, 2017)

Visayas State University (VSU)

Department of Forest Science

College of Forestry and Environmental Science

Baybay City, Leyte

- Serves as Deputy Document Records Controller in connection with the ISO related matters of the unit
- Prepares and submits Annual Reports, Accomplishment Reports for Research and Extension Projects
- Facilitates research and extension trainings
- Facilitates document and record preparation in relation to AACCCUP Evaluation, RQAT etc.
- Encodes exams, course outline, handouts, teaching guides and other materials for reproduction
- Supports the instruction, research and extension programs of the unit.
- Prepares and types CSR, Travel Requests
- Types and facilitates submission of semestral projected faculty workload, actual teaching load, individual faculty workload, mid-year & year-end reports.
- Does other tasks as assigned by the Dean, Department Head and Faculty.

BRANCH STORE MANAGER

Jm Poultry and Livestock Supply Cebu Inc.

Jm Compostela Branch

Distributor of UniFeeds

Poblacion. Compostela City Cebu

November 2006 – September 2008

- Held vast duties and great responsibilities like: Sales generation, Customer Service, Safety and Security, Visual Merchandising and Inventory Control.
- Maintained the overall quality and day to day operations of the establishments.

CASHIER

Super Value Inc.

Savemore Elizabeth Mall

Cebu City

April 2006 – September 2006

- Responsible in receiving and disbursing Cash.
- Dealt effectively with customers, exercising high standards of customer service, providing prompt and accurate information.
- Carried out duties and responsibilities with limited supervision and established work priorities on essentially policy/procedure-oriented operations.

PROPAGATOR- PLANT TISSUE CULTURE

Secura Plant Genetics Corporation

Tagpako, Gingoog City, Misamis Oriental

September 2005 – January 2006

- Propagator through tissue culture mainly banana varieties
- Prepared reports on volume of production, consumption of raw materials and quality control.
- Compiled and recorded production data
- Followed prescribed record keeping procedures computer terminal and writing instruments.