

CAREN GUCELA- ALIANZA

Mobile No. +639091289507

E-mail Address: caren.alianza@vsu.edu.ph

**PERSONAL INFORMATION**

Home Address: Brgy. Guadalupe, Baybay City, Leyte

Date of birth : September 20, 1988

Nationality : Filipino

Religion : Roman Catholic

Civil Status : Married

EDUCATIONAL BACKGROUND**College**

Bachelor of Arts in Office Administration

Franciscan College of the Immaculate Conception (FCIC)

Baybay City, Leyte (2013 – 2014)

Associate in Office Administration

Franciscan College of the Immaculate Conception (FCIC)

Baybay City, Leyte (2008 – 2011)

Vocational

Industrial Sewing Machine Operation

ISMO Training Center

Mustang, Pusok, Lapu-Lapu City, Cebu

Oct. 10, 2011 to Nov. 2011

High School

Baybay National High School

Baybay, Leyte (2001 – 2005)

Elementary

Guadalupe Elementary School

Guadalupe, Baybay, Leyte (1995 – 2001)

WORK EXPERIENCE

Position Title: Clerk/dDRC

Company Name: VSU, Advanced Research and Innovation Center

Address: Pangasugan, Visca, Baybay City, Leyte

Duration: June 3, 2024 - Present

Position Title: Full-time Project Staff

Company Name: VSU, Department of Biotechnology

Address: Pangasugan, Visca, Baybay City, Leyte

Duration: February 1, 2020 - May 31, 2024

Position Title: Admin Aide I/Clerk
Company Name: VSU, Dept. of Pure and Applied Chemistry
Address: Pangasugan, Visca, Baybay City, Leyte
Duration: February 2012- January 31, 2020
Position Title: Administrative Staff (Auditor)
Company Name: ADE-DA-DI-DI
Address: A. Bonifacio St. Baybay City, Leyte
Duration: January 2011 – February 15, 2012

Position Title: Clerk (On Job Training)
Company Name: City Social Welfare & Development Office
Address: Baybay City, Leyte
Duration: October 2009 – March 2010

Position Title: Data Encoder & Assistant Photocopier
Company Name: Jay Ramos Computer Center
Address: Baybay Leyte
Duration: November 2006-June 2007

SEMINAR

Orientation on Financial Management Transactions in VSU (Mar. 13, 2025)
Orientation on Document and Records Control (Feb. 21, 2025)
ISO 9001:2015 Awareness & Re-Awareness Seminar (Sept. 9, 2024)
Seminar Workshop on Basic Records and Archives Management (BRAM) (Jul 30, 2024)
From Policy to Practice: EODB, DPA of 2012 and PIA Reorientation for VSU Personnel (Jul 29, 2024)
Root Cause Analysis Training Workshop (Nov. 13, 2024)
Sparkling Spaces: Mastering the Art of Housekeeping (May 22, 2024)
Shaping Culture: Embracing Values for Productive Workplace Performance (May 15, 2024)
Orientation and Training on the Electronic Submission, Monitoring and Evaluation System (ESMES)
(April 22, 2024)
Orientation of Guidelines & Procedures on Process/Services of the Offices under Administrative Services
Office (Feb. 23, 2024)
HRIS Software Onboarding (Dec. 6, 2023)
Orientation on Career Horizons in Agribiotech:Pathways and Fellowship Event (Nov. 23, 2023)
Unlocking Excellence: The 5S Revolution for Clerks and Heads at VSU (Nov. 29, 2023)
ISO, 9001:2015 Awareness & Re-Awareness Seminar (Aug. 29, 2023)
Webinar on Speak English with Confidence (Aug. 27, 2023)
Re Orientation on Documentary Requirements for Financial & Administrative Transactions (Dec. 5, 2022)
ISO,9001:2015 Awareness & Re-Awareness Seminar (Aug. 30, 2022)
Data Privacy Act Seminar (April 7, 2022)
ISO 9001:2015 Awareness & Re-Awareness Seminar (Sept. 13, 2021)
Orientation workshop among JO Clerks and Laboratory Technicians (Jan. 15, 2019)
ISO,9001:2015 Awareness & Re-Awareness Seminar (Nov. 27, 2020)
Webinar on Document Tracking System (Nov. 13, 2020)
Procurement Planning Workshop (Sept. 13, 2016)
Orientation Workshop Among Frontliners on Good Customer (Sept. 10, 2014)
Training in Industrial Sewing machine Operation (Oct. 10, 2011)
Participated in two-days Semi-Guided Retreat (Feb 25, 2011)

OTHER SKILLS

Troubleshoot Internal and External minor problems of Desktop Computer
Knowledgeable in computer such as Microsoft Word, Microsoft Excel, Microsoft PowerPoint & Movie Maker
Know how to drive motorcycle and four wheels (with drivers license)

TRAINING

Training for Industrial Sewing Machine Operation (Oct. 10, 2011 to Nov. 2011)

CHARACTER REFERENCES

DR. MA. THERESA P. LORETO

Director, Advanced Research and Innovation Center
VSU, Visca, Baybay City, Leyte

DR. JAMES A. PATINDOL

Former Director, Advanced Research and Innovation Center
VSU, Visca, Baybay City, Leyte

DR. EDGARDO E. TULIN

Project Leader, DA Biotech Scholarship Program
University Professor
VSU, Visca, Baybay City, Leyte

MR. ROMEO P. ALIANZA

LTO-Baybay District Office Chief
Baybay City, Leyte
(+639777-914-4349)