



Marife Cantiga Gucela

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Personal Background

Date of Birth	: January 03, 1985
Age	: 39
Place of Birth	: Baybay, Leyte
Religion	: Roman Catholic
Height	: 152 cm
Status	: Single
Citizenship	: Filipino
Languages	: Filipino, English and Cantonese
Sex	: Female
Weight	: 58.3 kgs

Work Experience

Supply and Property Office (SPO), Visayas State University

Visca, Baybay City, Leyte

February 2021 to Present

Clerk

Duties and Responsibilities

- *Post and update Property Acknowledgment Receipt (PAR) / Inventory Custodian Slip (ICS) & cancelled unserviceable equipment in the individual folder*
- *Files copies of Property Acknowledgment Receipt (PAR) / Inventory Custodian Slip (ICS) to individual folders issued to staff/end-user*
- *Prepares/updates individual folders of VSU staff/end-user*
- *Prepares appointment/contract and payroll of all SPO Job Order workers*
- *Prepares Invoice Receipt for Property (IRP) or Certificate of Transfer of items and equipment for issuance*
- *Prepare and update individual folder of end-user as requirement for resignation and retirement clearance*
- *In-charge in checking/counter-signing of Faculty and Staff clearance*
- *Conduct Physical Inventory of all property and equipment of VSU*
- *Does other duties assigned by the immediate supervisor*

Hong kong

August 2018 to March 2019

Domestic Helper

Duties and Responsibilities

- *Preparing/cooking meals for a child*
- *Cleaning/keeping the house neat & organized*
- *Vacuuming/mopping/sweeping the floor*
- *Washing dishes*
- *Laundry*

- *Gardening*
- *Car washing*
- *Grocery shopping*

Registrar's Office, Visayas State University

Visca, Baybay City, Leyte

February 2015 to December 2017

School Evaluator

Duties and Responsibilities

- *Prepared & printed TORs, certificates, grades, etc.*
- *Updated students' records*
- *Answered students' queries*
- *Evaluated students' grades*
- *Performed other tasks/duties assigned from time to time by the registrar*

Dept. of Biological Sciences, Visayas State University

Visca, Baybay City, Leyte

January 2010 to January 2015

Clerk (Job Order)

Duties and Responsibilities

- *Prepares and types payroll, voucher, liquidation report, travel documents, renewal of appointments, purchase request, PMS-OPES, etc.*
- *Prepares and types annual report, faculty development plan and Annual Procurement Plan*
- *Prepares and types semestral faculty projected workload, actual workload and individual faculty workload*
- *Coordinate office and administrative activities particularly storing, retrieving, and integrating information for dissemination to staff and faculty*
- *Scanned documents, performed word processing and other computer work*
- *Prepare, reproduce and collate lecture handouts, lab. Exercises, worksheets & questioners*
- *Records and reminds department head re meetings and seminars*
- *Assist the Department Head in facilitating schedule of staff and faculty meetings.*
- *Receive and relays telephone calls of faculty and staff.*

Metro Gaisano

Vicsal Dev. Corp.

Colon St. Cebu, Ctiy

May to October 2008

CASHIER

Duties and Responsibilities

- *Register the sale of the merchandise.*
- *Receive money and make change pertaining to costumer service*
- *Responsible for accounting of the amount due for purchase*

VSU Infirmary

Visca, Baybay City, Leyte

April to May 2007

Record Section In-charge

Duties and Responsibilities

- *Keep the health records of students, faculty and Staff of VSU and outsider patients*
 - *Cleaning of assigned area*

Workshops and Seminars

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| ▪ <i>HRIS Software Onboarding</i> | December 6, 2023 |
| ▪ <i>Unlocking Excellence:The 5S Revolution for Clerks and Heads</i> | November 29, 2023 |
| ▪ <i>ISO 9001:2015 Awareness/Re-awareness</i> | August 29, 2023 |
| ▪ <i>GPPB basic Course Training on RA 9184 and its Revised Implementing Rules and Regulations Act of 2016 for Visayas State University</i> | August 22-24, 2023 |
| ▪ <i>Awareness/Re-awareness</i> | August 30-31, 2022 |
| ▪ <i>Hands-Only Cardiopulmonary Resuscitation</i> | July 21-22, 2022 |

- ***Awareness/Re-awareness Webinar***

September 13, 2021
- ***Defensive driving***

October 26, 2016
- ***Briefing of Staff Involved in the Conduct of Teaching Evaluation of Academic Staff***

Jan. 14, 2013
- ***Seminar on Personality Development For frontliners***

Sept. 20, 2012
- ***Workshop for the crafting of Table of Major Final Outputs and success Indicators for the strategic performance Management System for Administration***

Sept, 6, 2012
- ***Workshop for the crafting of Table of Major Final Outputs and success Indicators for the strategic performance Management System for Instruction***

Sept, 4, 2012
- ***Personality Development for Administration***

Sept. 20, 2011
- ***Orientation for Frontliners***

July 7, 2011
- ***Preparation of Performance Targets and Accomplishments***

June 26, 2011
- ***Seminar-Workshop on E-Procurement***

July 29, 2010
- ***Total Quality Management
CCE VSU
Visca, Baybay, Leyte***

March 11 – 15 , 2010
- ***Cashiers Training
Super Metro Mandaue
Mandaue Cebu, City***

May 11 – 15 , 2008

Certificate (s) Received

National Certificate II on Domestic Work, TESDA

Cert. No. 18072202029747

Issued on: June 13, 2018

Valid until: June 12, 2023

EUCATIONAL BACKGROUND

College	- Bachelor of Science in Agriculture Major in Horticulture Specialization: Propagation Visayas State University (VSU) S.Y. 2002 – 2007
Secondary	- Baybay National High School Baybay, Leyte S.Y. 1998 – 2002
Elementary	- Guadalupe Elementary School Guadalupe, Baybay, Leyte S.Y. 1994 – 1998

Skills and Interest

- Knowledgeable in computer such as Microsoft Excel, Microsoft Word, and Microsoft PowerPoint
- Knows how to drive motorcycle

Other Skills:

- Singing, dancing, cooking

References

Dr. Paciencia P. Milan

Former VSU President and University Professor

Visayas State University

Visca, Baybay City, Leyte

Cell # +63948-4992730

Dr. Beatriz S. Belonias

VP for Instruction

Visayas State University

Visca, Baybay City, Leyte

Alicia M. Flores

Head, Budget Office

Visayas State University

Visca, Baybay City, Leyte