



JONALYN A. BULAWAN

PROFESSIONAL SUMMARY

Reliable and hardworking Administrative Support staff with hands-on experience in providing clerical and office assistance. Skilled in managing day-to-day administrative tasks, including filing, encoding, document preparation, handling confidential information, and managing communications. Recognized for being organized, detail-oriented, and capable of following instructions with minimal supervision. Dedicated to maintaining smooth office operations and contributing to overall team efficiency.

CONTACT



09518232574



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Patag, Baybay
City, Leyte

LANGUAGE

Tagalog, Bisaya, English

SKILLS

Proficient in Microsoft Office Applications (Word, Excel, Power point)
Bookbinding
Experienced Department clerk and dDRC
College Graduate
Willing to work individually or as a part of a team

REFERENCES

Charlindo S. Torrion
Department of Meteorology
Visayas State University
Contact Number: 09190068626

Nilo L. Leorna, Director
Renewable Energy Research Center,
Visayas State University
Contact Number: 09996915424

Eldon P. De Padua, Former Director
Renewable Energy Research Center,
Visayas State University
Contact Number: 09159675079

WORK EXPERIENCES

DEPARTMENT OF METEOROLOGY

Deputy Documents and Records Controller/DDRC
January 2025–Present

Document Management:

- Issuing, maintaining, retrieving and controlling documents.
- Assigning document numbers and coding controls in coordination with the DRC.
- Coordinating with relevant personnel on any changes.
- Implementing control of documents and records.

Coordination

- Ensure good coordination between dDRC, university DRC and the AdDRC
- in all document and records control matters.

RENEWABLE ENERGY RESEARCH CENTER

Deputy Documents and Records Controller/DDRC
July 2023– December 2025

DEPARTMENT OF PURE AND APPLIED CHEMISTRY

Deputy Documents and Records Controller/DDRC
February 2023– June 2023

EDUCATION

TERTIARY

Bachelor of Science in Agribusiness
Visayas State University
Visca, Baybay City, Leyte
SY: 2019–2020

SECONDARY

Baybay National High School
30 de Diciembre St., Baybay City, Leyte
SY: 2002–2003

PRIMARY

Kilim Elementary School
Brgy. Kilim Baybay City, Leyte
SY: 1998–1999