



# MERLIN R. LEBANTE



## CONTACT



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09265986557/ 09073292181



### Email

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### Address

Brgy. Kambonggan  
Baybay City, Leyte, 6521



## EDUCATION



**2018-2019**

**Master of Management- Major  
in Agribusiness Mgmt. -18units**  
Visayas State University



**2012 - 2015**

**Bachelor of Science in  
Agribusiness**  
Visayas State University



**2010**

**Vocational Course -  
Bartending NCII**  
Acedilla Technological  
Institute



**2006-2009**

**Secondary Education**  
Makinhas National High  
School



**2000-2005**

**Primary Education**  
Kambonggan Elementary  
School



## PROFILE INFO

Admin Clerk and designated as Deputy and Records Controller (dDRC) with more than 6 years' experience in a Regional Research and Development Center delivering technical tasks for the projects. Delivers quality output, always perseveres to achieve the best possible results; quick to learn, easily adapts to work environment, with good interpersonal and organizational skills and have a high sense of responsibility.



## WORK EXPERIENCE



**Clerk/dDRC**

**2021-2023**

**VSU- Regional Climate Change  
Research and Development Center**

Working as Clerk for 2 years  
Designated as Deputy Documents and Records  
Controller (dDRC).



**SRA**

**2017-2020**

**VSU- Regional Climate Change  
Research and Development Center**

Working as SRA for 3 years  
Serve as Clerk



**Encoder**

**2016**

**VSU- Regional Climate Change  
Research and Development Center**

Working as encoder for 1 month  
Serve as Clerk



**Marketing Assistant**

**2016**

**Riders Adventures LTD.com**

Working as Marketing Assistant for 8 months



## MY SKILLS & EXPERTISE

Advanced skills in  
Microsoft Office Suite



Editing & Lay-outing  
(Canva, publisher)



Organizational Skills



Photography



Google Workspace



## MY QUALIFICATION

**Career Service Level 1  
Eligibility (Sub Professional)**  
August 2022



## MY REFERENCE

**Dr. Dennis P. Peque**  
Director, RCCRDC  
0927-706-2843

**Dr. Guiraldo C. Fernandez Jr.**  
VSU Board of Regents-Secretary  
0922-400-9161