

# GIEBERT LUNGAY MONTAJES

Zone 1, Alajas St., Corazon Village, Brgy. Caridad, Baybay City, 6521 Leyte  
09557188778 / 09073378702  
giebert011@gmail.com



## OBJECTIVE

In light of my personal determination to seek challenges of greater responsibilities, it is my pleasure to land a permanent position that befits my potential at the Visayas State University.

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## AFFILIATIONS

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### Records and Archives Clerk

July 2023 – Present

Visayas State University-Main Campus

VISCA, Baybay City, 6521 Leyte

- Update 201 files, organize, and classify appointments, contracts, PDS, PDF, NOSA and other documents of academic staff to its respective folders
- Receive, sort, and encode mail received from different offices, affix requirement stamps and arrange it alphabetically for recording/reference purposes
- Prepare monthly report of FOI Inventory submission and stamps accountability including replenishment vouchers of stamps and purchases of stamps for monthly consumption
- Assist in the conduct of records inventory and appraisal of records and the actual disposal of valueless record

### Organic Internal Inspector

July 2017 – June 2023

Wilmar Edible Oils Philippines, Inc.

Bo. San Luis, Gingoog City, Misamis Oriental

- Conduct standard-based organic seminars
- Conduct farm visits to establish commitment with farmers for organic field inspection and storage inspection for traders
- Process farmer's profile and internal inspection checklist and reports
- Assist external inspector during the audit period and follow up corrective actions after

### School Clerk

July 2015 – July 2017

Plaridel Central School

Brgy. Plaridel, Baybay City, 6521 Leyte

- Encode and print various school documents (e.g. Form 107, Certificate of Enrollment, etc.)

### Human Resource Staff

Human Resource and Management Office

April 2015 – July 2017

Local Government Unit – Baybay City

R. Magsaysay Ave., Baybay City, 6521 Leyte

- Monitor the Daily Time Record (DTR) of specific Job Order workers and compute their salary for the payroll submission period
- Assist the HR Officer in receiving clients with official business at the office

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## AFFILIATIONS

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### **Special Program for Employment of Students** (Summer Job)

Coastal Resources and Fishery Management

April – May 2013

Sangguniang Panlungsod Office

April – May 2011, 2012

➤ Clerical work, document filer

➤ Conduct coastal cleanup and tree planting activities

Department of Labor and Employment

Local Government Unit – Baybay City

R. Magsaysay Ave., Baybay City, 6521 Leyte

➤ Janitorial services

### **On the Job Trainee**

November 2014 – January 2015

Orient Foods Industries Corporation

Sibulan, Dumaguete City, Negros Oriental

### **Board Member**

College of Management and Economics

June 2014 – March 2015

Visayas State University

VISCA, Baybay City, 6521 Leyte

### **Secretary**

Society of Agribusiness Student (BSAB)

June 2013 – March 2014

Visayas State University

VISCA, Baybay City, 6521 Leyte

### **Councilor**

Sangguniang Kabataan

December 2010 – 2013

City Government of Baybay, District V

Brgy. Plaridel, Baybay City, 6521 Leyte

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## SEMINARS

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### **HRIS Software Onboarding** (8 hrs.)

December 6, 2023

Visayas State University

VISCA, Baybay City, Leyte

### **“Unlocking Excellence. The 5S Revolution at Visayas State University”** (8 hrs.)

November 29, 2023

Visayas State University

VISCA, Baybay City, Leyte

### **ISO 9001.2015 Awareness & Re-awareness Webinar** (8 hrs.)

August 29, 2023

Visayas State University

VISCA, Baybay City, Leyte

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## SEMINARS

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### **Japanese Agricultural Standard (JAS) System, Certification Procedure for Operator, and Organic Knowledge Test (8 hrs.)**

March 28, 2023

Wilmar Organic Edible Oils Philippines, Inc.  
Bo. San Luis, Gingoog City, Misamis Oriental

### **Internal Control System (ICS) Installation (40 hrs.)**

January 19-23, 2014

Orient Food Industries Corporation  
Department of Science and Technology  
DOST Office, Daro, Dumaguete City

### **Personality Development and Business Ethics (8 hrs.)**

September 14, 2013

Visayas State University  
VSU Convention Center, VISCA, Baybay City, Leyte

### **Comprehensive Agrarian Reform Program Seminar (8 hrs.)**

December 13, 2011

Visayas State University  
VSU Convention Center, VISCA, Baybay City, Leyte

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## CERTIFICATE

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### **Licensure Examination for Agriculturists (LEA)**

Passer (76.50%), Professional Regulation Commission (PRC)

Venue: Liceo del Verbo Divino, Avenida Veteranos, Downtown, Tacloban City, Leyte 6500

Date: November 22-24, 2022

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## EDUCATIONAL BACKGROUND

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SY June 2011 – April 2015

**Graduate, Bachelor of Science in Agribusiness**

**Visayas State University**

VISCA, Baybay City, 6521 Leyte

SY June 2007 – March 2011

**Plaridel National High School**

Brgy. Plaridel, Baybay City, Leyte

SY June 2001 – March 2006

**Plaridel Central School**

Brgy. Plaridel, Baybay City, Leyte

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## REFERENCES

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**Mr. Marianito E. Gorgonio**

Human Resource and Management Officer  
Local Government Unit of Baybay City  
2/F Baybay City Hall, Diversion Road,  
Brgy. Gaas, Baybay City, 6521 Leyte  
0977 802 9133

**Mr. Alfon M. Aisa**

Human Resource/Administrative Assistant  
Wilmar Edible Oils Philippines, Inc.  
Bo. San Luis, Gingoog City, Misamis Oriental  
0917 624 1050

**Ms. Loregin S. Pugosa**

Instructor  
Visayas State University  
VISCA, Baybay City, 6521 Leyte  
0920 253 0288

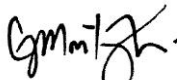
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## PERSONAL INFORMATION

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Name : Giebert Lungay Montajes  
Age : 30  
Birthdate : December 11, 1993  
Gender : Male  
Height : 1.65 mtrs.  
Weight : 65 kg.  
Civil Status : Married  
Nationality : Filipino  
Religion : Seventh Day Adventist

I certify that the statements made in this resume are true and correct.



**GIEBERT LUNGAY MONTAJES**

Applicant