

VANESSA W. NAZAL

Instruction and Evaluation Office
Visayas State University
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PERSONAL INFORMATION

Permanent Address : Sitio Pandan, Brgy. Bitanhuan Baybay City, Leyte
Birthdate : February 15, 1989
Birth Place : Baybay City, Leyte
Height : 5'3"
Weight : 60 kg.
Sex : Female
Civil Status : Married
Religion : Roman Catholic
Nationality : Filipino

EDUCATIONAL BACKGROUND

Elementary		Year [From] - [To]
School	: Bitanhuan Elementary School	1995-2001
Address	: Brgy. Bitanhuan, Baybay City, Leyte	

Secondary		Year [From] - [To]
School	: Bitanhuan National High School	2001-2005
Address	: Brgy. Bitanhuan, Baybay City, Leyte	

College		Year [From] - [To]
Course	: Associate in Computer Technology	2005-2007
School	: Franciscan College of The Immaculate Concepcion	
Address	: Baybay City, Leyte, Philippines	

WORK EXPERIENCE

Data Encoder	ACCUDATA INC Baybay City Leyte August 02, 2007
Data encoder/Clerk	Office of the Vice President for Academic Affairs (OVPA), Visayas State University, Baybay City, Leyte April 01, 2011 to September 21, 2020

Clerk/TPES Controller

Office of the Director for Instruction and Evaluation (ODIE),
Visayas State University, Baybay City, Leyte
September 22, 2020 Present

TRAININGS / SEMINARS ATTENDED		
TITLE OF SEMINAR/CONFERENCE WORKSHOP/SHORT COURSES	INCLUSIVE DATES OF ATTENDANCE	SPONSORED BY
Faculty Onboarding 2nd Semester A.Y. 2023-2024	Jan. 15, 2024	Office of the Director for Instruction and Evaluation
HRIS Software Onboarding	Dec. 12, 2023	Human Resource Management Office
Unlocking Excellence: 5S Revolution for Clerks and Heads at the Visayas State University	Nov. 29, 2023	Human Resource Management Office
Microsoft Office 365 A3 End-User Training	Aug 18, 2023	Office of the Director for Instruction and Evaluation
Mental Health Wellness Seminar	Apr 25, 2023	Office of the Director for Human Resource Management
TURNITIN Feedback Studio Instructor's Workflow Training	Apr 17, 2023	Office of the Director for Instruction and Evaluation
Learn and Re-Learn: VSU Table of Specifications and Test Item Analysis	Apr 4-2023	Office of the Director for Instruction and Evaluation
VSU Faculty Onboarding	Feb 17, 2023	Office of the Director for Instruction and Evaluation
ISO 9001:2015 Awareness/Re-awareness Virtual Seminar	Feb. 15, 2023	Office of the Director for Quality Assurance (ODQA)
Mandatory Orientation & Re-orientation of Academic Advisers, Department Enrollment Focal Persons	Feb 10, 2023	Office of the Director for Instruction and Evaluation
Orientation/Re-orientation of Duties & Responsibilities of dDRCs and AdDRCs	Sept 7, 2022	Office of the Director for Quality Assurance (ODQA)
ISO 9001:2015 Awareness/Re-awareness Webinar	August 30 -31, 2022	Office of the Director for Quality Assurance (ODQA)
Hands-Only Cardiopulmonary Resuscitation	July 21-22, 2022	Office of the Chief of University Services for Health, Emergency, and Rescue
Women Inspiring Women	Mar 7, 2022	Gender Resource Center
Trends in Soft Matter Research and Its Application	Feb.04, 2022	Department of Physics
VSU Newly-Hired Faculty Onboarding & Training Workshop on VSU E-Learning Environment	September 8-9, 2022	Office of the Director for Instruction and Evaluation
Mandatory Orientation & Re-orientation of Academic Advisers, Department Enrollment Focal Persons and College Hotline Agents	Aug 25, 2022	Office of the Director for Instruction and Evaluation
VSU Graduate School Onboarding for Faculty and Students	Feb 24, 20-22	Office of Graduate School
VSUEE Webinar Workshop	Feb 10, 2022	Office of the Director for Instruction and Evaluation
VSU Faculty Onboarding	Feb 8, 2022	Office of the Director for Instruction and Evaluation
Mandatory Orientation & Re-orientation of Academic Advisers, Department Enrollment Focal Persons and College Hotline Agents	Feb 3, 2022	Office of the Director for Instruction and Evaluation

Trends in Soft Matter Research & its Applications	February 04, 2022	Department of Physics
Women's Reproductive Health: Breast Cancer and Gynecological Cancers	Oct 7, 2021	Office of the Chief of University Services for Health, Emergency, and Rescue
SEAMO Innovative Teaching Festival	Oct 5, 2021	SEAMEO Thailand
Re-Orientation of Employee's Duties and Responsibilities and Good Customer Service	Sept 23, 2021	Office of the Director for Human Resource Management
ISO 9001:2015 Awareness/Re-awareness Webinar	Sept 13, 2021	Office of the Director for Quality Assurance (ODQA)
TURNITIN Instructor's Workflow Training	May 31, 2021	Office of the Director for Instruction and Evaluation
Pandemic: The Role of SUCs and HEIs Rebuilding the Economy from the Covid-19	Mar 5, 2021	College of Management and Economics (CME)
ISO 9001:2015 Awareness/Re-awareness Webinar	Nov. 27, 2020	Office of the Director for Quality Assurance (ODQA)
Webinar presentation "Document Tracking System"	Nov. 15, 2020	Office of the Vice President for Administration & Finance(OVPAF)
Orientation Workshop Among JO Clerks & Work Values Laboratory Technicians	Jan. 15, 2019	Office of the Director for Resource Development (ODAHRD)
Orientation on Basic Customer Service & Work Values	Sept. 5, 2017	Office of the Director for Resource Development (ODAHRD)
Orientation on Preparation of Documents For the internal Audit	June 26, 2017	Quality Assurance Center (QAC)
Records Management Training	June 6, 2017	Office of the Director for Resource Development (ODAHRD)
Briefing of Staff Involved in the Conduct Teaching Evaluation of Academic Staff	Jan. 14, 2013	Office of the Vice President for Instruction (OVPI)

SPECIAL SKILLS / INTERESTS

- Active listening skills
- Customer service skills
- Dedicated to work
- Flexible, approachable and can work under pressure
- Highly trainable
- Can easily adjust and follow instructions
- Knowledgeable in computer such as: MS Word, Excel, PowerPoint
- Canva

CHARACTER REFERENCES

DR. BEATRIZ S. BELONIAS

Vice President for Academic Affairs
Visayas State University
Baybay City, Leyte 6521
Philippines

DR. MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation
Visayas State University
Baybay City, Leyte 6521
Philippines

DR. NANCY D. ABUNDA
Head, Instructional Materials Development
Visayas State University
Baybay City, Leyte 6521
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