



**SHEILLO G. CATORCE**

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09187373949/09606454781

**ACADEMIC BACKGROUND**

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**Graduate Studies**

Master of Public Administration (2024-Present)

The College of Maasin, Maasin City,  
Southern Leyte

**Certification of Professional Education**

Saint Michael College of Hindang, Leyte,  
Incorporated  
October 2018

**Tertiary**

Bachelor of Science in Business  
Administration major in Human Resource  
& Development Management  
Franciscan College of Immaculate  
Conception Inc.  
Baybay City, Leyte  
Year Graduated: March 2017

**Secondary**

Baybay National High School  
Baybay City, Leyte  
Year Graduated: March 2007

**Elementary**

Igang Elementary School  
Igang, Baybay City, Leyte  
Year Graduated: March 2003

**ELIGIBILITY**

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Licensed Professional Teacher  
October 2022

# WORK EXPERIENCE

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**Administrative Aide**

Job Order Status  
Department of Business and Management  
Visayas State University  
Visca, Baybay City, Leyte  
June 2017 to Present

**Production Staff**

Jacinthe Manufacturing Corp.  
Las Piñas City  
April-May 2017

**Sales Associate**

Allison Marketing  
Baybay City, Leyte  
Aug.2010- May 2012

**Sales Associate**

Julie’s Bakeshop  
Baybay City, Leyte  
January-October 2009

# SEMINARS & WORKSHOPS ATTENDED

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**ISO 9001:2015 AWARENESS AND RE-AWARENESS SEMINAR**

Office of the Director for Quality Assurance  
Office of the Director for Quality Assurance  
Visayas State University  
Visca, Baybay City, Leyte  
September 5, 2025

**ORIENTATION ON THE ROLES AND RESPONSIBILITIES OF DOCUMENT AND RECORDS CONTROLLERS AND RE-CASCADING OF DOCUMENT AND RECORDS CONTROL PROCESSES AND GUIDELINES**

Office of the Director for Quality Assurance  
Visayas State University  
Visca, Baybay City, Leyte  
September 4, 2025

**FOSTERING PSYCHOLOGICAL SAFETY IN THE WORKPLACE**

Student Affairs Services/USHER  
Visayas State University  
Visca, Baybay City, Leyte  
April 30, 2025

**ISO 9001:2015 AWARENESS AND RE-AWARENESS SEMINAR**

Office of the Director for Quality Assurance  
Visayas State University  
Visca, Baybay City, Leyte  
September 9, 2024

**L&D Activity on the Orientation on Financial Management Transactions in VSU**

Office of the Vice President for Administrative & Finance (OVPAF)  
Visayas State University  
Visca, Baybay City, Leyte  
March 25,2024

**ISO 9001:2015 AWARENESS AND RE-AWARENESS SEMINAR**

Office of the Director for Quality Assurance

Visayas State University

Visca, Baybay City, Leyte

August 29,2023

**SSS SECURITY SYSTEMS COVERAGE AND INFORMATION CENTER**

Social Security System (Ormoc Branch)

RDE Hall, Visayas State University

Visca, Baybay City, Leyte

June 19,2023

**BOOKKEEPING WITH QUICKBOOKS ONLINE**

Virtual Assistant Training Programs (VATP)

April 10-14,2023

**CONVERSATIONS ON CREATING GENDER-EQUAL AND SOCIALLY INCLUSIVE UNIVERSITY**

Gender and Resource Center

Visayas State University

Visca, Baybay City, Leyte

March 8, 22023

**ISO RE-AWARENESS SEMINAR**

Office of the Director for Quality Assurance

Visayas State University

Visca, Baybay City, Leyte

February 15,2023

**TRAINING-WORKSHOP ON ROOT CAUSE ANALYSIS**

Office of the Director for Quality Assurance

Visayas State University

Visca, Baybay City, Leyte

November 16, 2022

**CHALLENGES AND OPPORTUNITIES IN TRANSITIONING TO A RESILIENT AND SUSTAINABLE FUTURE(VIRTUAL)**

Visayas Socio-Economic Research and Data-analytics center (ViSERDAC)

Visayas State University

Visca, Baybay City, Leyte

November 4, 2022

**ORIENTATION/RE-ORIENTATION OF DUTIES AND RESPONSIBILITIES OF DDRCS & ADDRCS, AND CASCADING OF DOCUMENTS AND RECORDS CONTROL PROCEDURE MANUALS AND GUIDELINES**

Office of the Director for Quality Assurance

Visayas State University

Visca, Baybay City, Leyte

September 7, 2022

**MICROFINANCE RESILIENCY: THE ERA OF PANDEMIC AND DIGITAL TRANSFORMATION (WEBINAR)**

Polytechnic University of the Philippines  
July 23, 2022

**TYPHOON AWARENESS & CALAMITY READINESS**

College of Engineering and Technology (CET)  
Visayas State University  
Visca, Baybay City, Leyte  
June 29, 2022

**VIRTUAL DATA PRIVACY ACT OF 2012 AWARENESS SEMINAR**

Office of the Director for Human Resource Management  
Visayas State University  
Visca, Baybay City, Leyte  
April 7, 2022

**WASTE MANAGEMENT AND CIRCULAR ECONOMY**

College of Management and Economics (CME)  
Visayas State University  
Visca, Baybay City, Leyte  
April 1, 2022

**AGRIBUSINESS ENTERPRISE DEVELOPMENT PROJECT SEMINAR**

College of Management and Economics (CME)  
Visayas State University  
Visca, Baybay City, Leyte  
March 4, 2022

**CME TALK SHOW: SUSTAINABLE AGRIBUSINESS: PRINCIPLES TO PRACTICE**

College of Management and Economics (CME)  
Visayas State University  
Visca, Baybay City, Leyte  
March 4, 2022

**EXERCISING DEMOCRACY: FORGING LOCAL AND NATIONAL LEADERS**

College of Management and Economics (CME)  
Visayas State University  
Visca, Baybay City, Leyte  
March 4, 2022

**RE-ORIENTATION OF EMPLOYEES DUTIES AND RESPONSIBILITIES AND GOOD CUSTOMER SERVICE**

Office of the Director for Human Resource Management  
Visayas State University  
Visca, Baybay City, Leyte  
September 2021

**ECONOMIC FINANCIAL LITERACY WEEK(EFL) 2020 REGIONAL FORUM  
(WEBINAR)**

National Economic and Development Authority (NEDA) RO8  
December 3, 2020

**STOCK MARKET 101: A GUIDE TO FIRST TIME INVESTORS IN THE PHILIPPINE STOCK  
MARKET**

Department Of Business and Management  
Visayas State University  
Visca, Baybay City, Leyte  
November 8, 2019

**CUMULUS WORKSHOP WITH DEPARTMENT CLERKS AND FOCAL PERSONS**

DCST Room 202  
Visayas State University  
Visca, Baybay City, Leyte  
July 16, 2019

**YOUTH ENTREPRENEURSHIP: ENTREPRENEURIAL MIND SETTING AND BUSINESS  
PLANNING**

DEPT.OF TRADE AND INDUSTRY  
Visayas State University  
Visca, Baybay City, Leyte  
April 28,2018

**WORKSHOP IN PREPARATION FOR LEVEL 1 AACCUP ACCREDITATION**

Quality Assurance Center  
Visayas State University  
Visca, Baybay City, Leyte  
September 10,2017

**ORIENTATION ON BASIC CUSTOMER SERVICE AND WORK VALUES**

OFFICE OF THE DIRECTOR FOR ADMINISTRATION AND HUMAN RESOURCE DEVELOPMENT  
Center of Continuing Education  
Visayas State University  
Visca, Baybay City, Leyte  
September 09,2017

# INVOLVEMENTS

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**APPOINTMENT as Document and Records Controllers**  
**Department of Business and Management**  
Visayas State University  
Visca, Baybay City, Leyte  
2021-Present

**APPOINTMENT AS TEACHING PERFORMANCE EVALUATION BY STUDENTS (TPES) FACILITATOR**  
First Semester SY: 2018-2019 - First Semester SY: 2019-2020  
**ISO DEPUTY DOCUMENTS AND RECORDS CONTROLLER**  
2021-Present

# CURRENT ADDRESS

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Permanent & Resident Address:  
IGANG, BAYBAY CITY, LEYTE

# PERSONAL

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Date of birth:	November 3, 2990
Place of birth:	Baybay, Leyte
Civil Status	Single
Height:	4" 10"
Weight:	43 kgs.
Skills:	Computer skills - <i>Proficient with MS Word, Excel and PowerPoint</i> Effective Communication skills - <i>English, Filipino, Bisaya</i>

## REFERENCES

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**MARK C. RATILLA, PhD**

Dean

Faculty of Management and Economics

Visayas State University

Visca, Baybay City, Leyte

565 0600 loc.1108

**DORYN JAN L. AVILA, MBA**

Head

Dept. of Business and Management

Visayas State University

Visca, Baybay City, Leyte

565 0600 loc.1018

**JULIE BEE M. AGUINALDO,MM**

ASST. PROFESSOR I

Dept. of Business and Management

Visayas State University

Visca, Baybay City, Leyte

565 0600 loc.1018