

RUELYN M. MELO**Address:** Sitio Sangi Brgy. Ipil Ormoc City**Mobile No.:** [09704567565](tel:09704567565)**Email Add:** ruelynmelo@gmail.com**Position Applied:** Administrative Officer V

PERSONAL INFORMATION

Age	28
Date of Birth	December 27, 1995
Gender	Female
Civil Status	Single
Height	5'3
Weight	63 kg
Nationality	Filipino
Religion	Roman Catholic
Permanent Address	Sitio Sangi Brgy. Ipil Ormoc City

EDUCATIONAL BACKGROUND

Collegiate	: 2012-2016 St. Peter's College of Ormoc Fr. Ismael Cata-ag St. Ormoc City Leyte Philippines, 6541 Course : Bachelor of Science in Business Administration Major in Financial Management
Secondary	: 2008-2012 Ipil National High School Brgy. Ipil Ormoc City Leyte, Philippines, 6541
Elementary	: 2002-2008 Ipil Central School Brgy. Ipil Ormoc City Leyte, Philippines, 6541

WORK EXPERIENCES

High School Registrar	: September 2022 up to Present Western Leyte College of Ormoc City, Inc.
Duties Includes:	Keeping and updating of the Permanent Records of Senior High School and Junior High School, complying the Form 137-E, preparing the reports to be submitted to DEPED Office, Attending Seminar and Orientation.
Registrar's Staff	: June 2019 up to August 2022 Western Leyte College of Ormoc City, Inc.
Duties Includes:	Keeping and updating of the Permanent Records of College, Senior High School and Junior High School, complying the Form 137-E, preparing the reports to be submitted to CHED & DEPED Office, Attending Seminar and Orientation.
Registrar's Staff	: April 2018- May 2019 St. Peter's College of Ormoc
Duties Includes:	Keeping and updating of the Permanent Records of Senior High School Students, complying the Form 137-E, preparing the reports to be submitted to CHED & DepEd Office, Attending Seminar and Orientation, Preparing the Billing Statement of Senior High School Unit to be submitted to the PEAC.

President's Secretary : February 2017 –May 2018
St. Peter's College of Ormoc

Duties Includes: Making Communication letters, updating and monitoring the schedule of the President, receiving letters Addressed to the President, making the office organized and clean, and do what the president asked me to do.

Senior High School Secretary : April 2016 – January 2017
St. Peter's College of Ormoc

Duties Includes: Making Communication letters, updating and monitoring the schedule of the Principal, receiving of letters addressed to the Principal, Printing of Test booklets, making of Teacher's Class Schedule organizing the SHS Office, and do what the principal ask me to do.

On-the-Job Training : Summer 2015
Chuliente Marketing Corporation
Rizal Street Ormoc City Leyte Philippines, 6541
Trucking Admin Assistant / HR Trainee

Duties Includes: Making of daily report for Trucking Services, attending of Job Interviews, Making summary of daily logs for all the Tractor/Drivers and Planters, answering Telephone calls and do what the Admin asked me to do.

Summer Job : Summer 2014
City Engineering Office Ormoc City
Brgy. Cogon Ormoc City Leyte, Philippines, 6541
Office Clerk

Duties Includes: Receiving of Engineering Request ask by other offices, processed the paper Works asked by my boss to do.

Summer Job : Summer 2013
Lucero Law Office
Brgy. Can-adieng Ormoc City
Office Clerk

Duties Includes: Receiving of communication letter addressed to Atty. Lucero, making report and segregation of Criminal Cases from Civil Cases, cleaning the Office and making it organized.

SEMINARS

- International Leadership Training in Digital Workplace – via ZOOM – Southeast Asian Institute of Educational Training, Inc. – October 2023
 - Student Leaders Training 2015 “Resilient Leadership amidst Challenges in Goal Attainment” at Sr. Editha Wydorski Hall, St. Peter's College of Ormoc November 20, 2015.
 - Seminar / Workshop “Building Long Term Effective Client Relationship” at St. Dominic Hall, Sts. Peter and Paul Parish, March 21, 2014.
 - Public Information Campaign on BSP Advocacy Programs at BSP Multi-Purpose Hall Banko Sentral ng Pilipinas Tacloban Branch, February 12, 2016,
 - Financial Education Expo at Sutuwaki Twin Terraces, Ormoc City, November 26, 2015.
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ORGANIZATIONS AND MEMBERSHIP

- **Parish Lector / Cantor** : 2012- Present
Immaculate Concepcion Parish, Ipil Ormoc City
Leyte, Philippines 6541
- **Youth for Christ** :Sector Head
2013- 2017
YFC Leyte, Ormoc Chapter
- **Benedictine Young Missionaries Club** :Vice-President
2014-2015
St. Peter's College of Ormoc,
Ormoc City Leyte Philippines 6541
- **JPMAP** : Member
2013-2015
St. Peter's College of Ormoc,
Ormoc City Leyte Philippines 6541
- **JFINEX** : Member
St. Peter's College of Ormoc,
Ormoc City Leyte Philippines 6541

SKILLS

Microsoft Office : MS Word; MS Excel; MS Publisher; MS PowerPoint; Written Communication, Customer Service, Planning and Scheduling, Internet Research; Telephone Reception;

OTHER SKILLS

TESDA BOOKKEEPING	December 2019 :With Honor
TESDA BREAD AND PASTRY	JUNE 2021 : NC II Holder

CHARACTER REFERENCE

DR. ULYSSES A. CAGASAN
Professor 5
Department of Agronomy
09452309477

CONCEPCION A. PAPONG
Faculty
College of Nursing
09359320276

FATIMA ROSE RIVERA-FUENTES
Faculty
9467110936


RUELYN M. MELO
Applicant