



# MARCHO PEREZ BANDALAN

## OBJECTIVE

To land in a Government Management position that will effectively utilize my knowledge and improve my skills that will also help me acquire expertise, make use of God-given talent and be committed to perform excellence in every tasks, duties, and responsibilities. Thus, desire a position with a career growth potential.

## CONTACT DETAILS

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Home address: Brgy. San Isidro, Baybay City, Leyte

## WORK EXPERIENCES

### **November 2023-Present**

Records and Archives Office

Visayas State University

- Administrative Aide VI

### **June 2006-October 2023**

Construction Materials Warehouse

Visayas State University

- Stock Clerk

### **March 2004-June 2006**

Property Office

Visayas State University

- Administrative Aide I

# **PROFESSIONAL EXPERIENCE**

## **RECORDS AND ARCHIVES OFFICE**

- Files approved leave applications of academic and administrative staff in their designated folders;
- In-charge in the reproduction/printing of IPCRs to be endorsed to the PMT committee for meritorious purposes;
- Assists in the annual records inventory and appraisal of the office and evaluates the Records Inventory and Appraisal (NAP form No.1) submitted by different by different offices/departments based on RDS/GRDS;
- IN-CHARGE IN THE COLLECTION OF DOCUMENTS AND RECORDS THAT CONTAINS HISTORICAL INFORMATION/EVENTS OF VSU FOR ARCHIVAL PURPOSES;

## **CONSTRUCTION MATERIALS WAREHOUSE AND PROPERTY OFFICE**

- Serves and attends to clients requests and inquiries
- Awards Abstract of Quotation for Construction Materials and Office Supplies
- Manages and supervises the over-all operation of SPPMO warehouse for Construction Materials
- Cleans the storage area
- Receives, checks, record and arrange systematically supplies and materials in the warehouse
- Maintains/updates/monitors stocks through the stock cards
- Serves,issues and records approved RIS and withdrawal slip
- Assists in the direct delivery of supplies, construction materials and heavy equipments

## **TRAININGS**

### **REGIONAL SEMINAR-WORKSHOP ON BASIC RECORDS AND ARCHIVES MANAGEMENT**

- February 20-22, 2024
- National Archives of the Philippines

### **UNLOCKING EXCELLENCE:THE 5S REVOLUTION FOR CLERKS AND HEADS AT VISAYAS STATE UNIVERSITY**

- november 29, 2023
- visayas state university

### **ISO 9001:2015 AWARENESS AND RE-AWARENESS WEBINAR**

- August 29, 2024
- Visayas State University

### **TOWARDS EFFECTIVE MANAGERIAL COMPETENCIES**

- August 22-25,2023
- Personnel Officers Association of the Philippines, Inc

## **PROPERTY AND SUPPLY MANAGEMENT SYSTEM**

- JULY 17-20, 2018
- COMMISSION ON AUDIT

## **FULL-LENGTH TRAINING ON RA 9184 AND THE 2016 REVISED IMPLEMENTING RULES AND REGULATIONS (IRR)**

- SEPTEMBER 6-8-2017
- GOVERNMENT PROCUREMENT AND POLICY BOARD, DEPARTMENT OF BUDGET AND MANAGEMENT, RO VIII AND REGION EIGHT ASSOCIATION OF LOCAL BUDGET OFFICERS, INC