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VSU Lower Campus, Visca,
Baybay City, Leyte

Education

Masters in Management –Candidate

Visayas State University

2015 – 2019

Bachelor of Science in Statistics

Visayas State University

2002 – 2006

Expertise

Computer Literate

Statistical Analysis

Desktop Publishing

Document and Records Controlling

Eligibility

CSC Professional Eligibility

MICHELLE A. BORLEO



Work Experience

2021

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Present

Administrative Aide VI

Visayas State University

- Prepare administrative documents (Annual Reports, Memorandums for the College, Recommendations from the College Personnel Committee, etc.);
- Prepares payroll, SAI, PJR, vouchers, appointment, travel, trip tickets and other requests;
- Facilitates college-wide activities; and
- Records/Files documents, communications, and other papers in accordance with the acceptable filing procedures

2016

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2021

Administrative Aide IV

Visayas State University

- Prepare administrative documents (Annual Reports, Memorandums for the College, Recommendations from the College Personnel Committee, etc.);
- Prepares payroll, SAI, PJR, vouchers, appointment, travel, trip tickets and other requests;
- Facilitates college-wide activities; and
- Records/Files documents, communications, and other papers in accordance with the acceptable filing procedures

2013

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2016

Administrative Aide III

Visayas State University

- Prepare administrative documents (Annual Reports, Memorandums for the College, Recommendations from the College Personnel Committee, etc.);
- Prepares payroll, SAI, PJR, vouchers, appointment, travel, trip tickets and other requests;
- Facilitates college-wide activities; and
- Records/Files documents, communications, and other papers in accordance with the acceptable filing procedures

2017

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2019

Science Research Specialist

Affiliated Renewable Energy Center-VSU

- Prepare socio-economic impact survey report on selected Renewable Energy System installations in the provinces of Biliran, Leyte and Southern Leyte;
- Prepare monitoring, evaluation and survey forms and coordinate with LGUs for monitoring of existing Renewable Energy Systems (RES) in the three provinces;
- Assist in the implementation of Household Electrification Project (HEP) for 2012 and 2013 in the three provinces;
- Assist in the collection of data for the socio-economic impact survey on Renewable Energy System installations in the three provinces;
- Assist in the preparation of evaluation and accomplishment reports of the socio-economics division of the project;
- Assist in the preparation and production of newsletter and journal on RES.



Awards

Loyalty Award

for 10 Years of continuous and dedicated service to the Visayas State University



References

Asso. Prof. Epifania G. Loreto

Head, Department of Civil Engineering
Visayas State University
Visca, Baybay City Leyte

DR. ROBERTO C. GUARTE

Former Dean, College of Engineering
and Technology
Visayas State University
Visca, Baybay City Leyte

DR. JACQUELINE M. GUARTE

Former Professor, Department of
Statistics
Visayas State University
Visca, Baybay, Leyte

I hereby certify that all information presented above are true and correct to the best of my knowledge.

MICHELLE A. BORLEO

13 February 2024



Work Experience

2009

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2011

Project Support Staff IV

CHED-ZRC Visayas III-VSU

- Takes charge of the database management information system of the center;
- Assists and coordinates with the HEI's in data gathering, analysis and packaging of semi technical reports of the center;
- Assists in the packaging of training modules and newsletters for the center's sponsored research capability enhancement training;
- Assists in facilitating administrative and financial transactions and submission of related reports in coordination with accounting office staff.



Learning & Development

HRIS Software Onboarding

Visayas State University
Visca, Baybay City, Leyte
06 December 2023

Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University

Visayas State University
Visca, Baybay City, Leyte
29 November 2023

Personality Development and Developing Customer Satisfaction

Personnel Officers Association of the Philippines, Inc.
A&A Plaza Hotel, Puerto Princesa City, Palawan
13-16 June 2023

Training-Workshop on Root-Cause Analysis

Visayas State University
Visca, Baybay City, Leyte
17 November 2022

ISO 9001:2015 Awareness and Re-Awareness Seminar

Visayas State University
Visca, Baybay City, Leyte
30 August 2022

Internal Quality Audit Course based 19011:2018 Auditing Guidelines

AGF Consulting Group
Virtual
17-19 August 2022