

JANET ODICTA PASA

Brgy. Higulo-an Baybay City, Leyte
09091647974 / janet.pasa@vsu.edu.ph



OBJECTIVE

Work in a workplace with a healthy environment that fosters professional growth and leadership excellence, share my God-given talents and skills and serve the university with my best.

SUMMARY OF QUALIFICATIONS

- responsible, industrious, and very willing to be trained
- willing to render overtime
- organized, self-motivated, and highly trustworthy
- good entrepreneurial and interpersonal skills
- god-fearing
- computer literate

PERSONAL INFORMATION

- **Home Address:** Brgy. Higulo-an, Baybay City, Leyte
- **Contact Number:** 09091647974
- **E-mail Address:** janet.pasa@vsu.edu.ph
- **Gender:** female
- **Civil Status:** married
- **Height:** 148 centimeter
- **Weight:** 52 kilograms
- **Date of Birth:** January 8, 1992
- **Birthplace:** Brgy. Higulo-an, Baybay City, Leyte
- **Nationality:** Filipino
- **Language:** Visayan, Filipino, English
- **Religion:** Roman Catholic
- **Talents:** Drawing, Painting, Dancing, Singing
- **Interests:** Business, administrative works, editing, cooking, gardening and sewing
- **Dream:** To become permanent employee and be successful.

SEMINARS & TRAININGS ATTENDED

- Philippine Stock Exchange (PSE) seminar
- Bangko Sentral ng Pilipinas, Orientation
- Personality Development and Business Ethics Seminar, College of Management and Economics- Visayas State University, Sept. 14, 2013
- Leveling Off Session on Gender and Development on New Guidelines and Review of GHD Plan and Budget for 2015 of Baybay City held in Kuting Reef, Macrohon, Southern, Leyte.
- Self-awareness Seminar held in Brgy. Bubon Baybay City, Leyte
- Website Content Workshop, Visayas State University
- Risk Assessment & Documentation Training Workshop, Visayas State University
- Training on the developed RSP, PDS and Plantilla Management System, Visayas State University
- Seminar Workshop on Records Matrix and NAP Form-1 Completion, Visayas State University
- Cyber Security Training, Visayas State University
- Orientation Workshop among JO clerks and Lab Technicians

- Webinar on Document Tracking System
- ISO 9001:2015 Awareness/Re-awareness Webinar
- Webinar on Organizing your VSU email for stress free productivity
- Webinar on Gender, Climate and Disaster Resilience: Challenges of Equity and Sustainability
- Extension Then and Now: Focus on the New Extensionist
- Training on Record Keeping
- Re-Orientation of Employees' Duties and Responsibilities and Good Customer Service
- Dealing with Plastic Waste Management for Better Circular Economy
- Webinar on the RA 11313 – Safe Space Act in Observance of the 18-Day Campaign to end Violence against Women
- Virtual Awareness Seminar on RA No. 11032 “Ease of Doing Business and Efficient Government Service Delivery Act of 2018”
- Webinar on Typhoon Awareness and Calamity Readiness
- Conference on Gender and Disaster Risk Governance
- Webinar on the Guideline in Gender-Based Sexual Harassment in Higher Education Institutions
- Training on Frontline and Excellent Customer Service
- GPPB Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016 for VSU
- Climate Change Expenditure (CCET) Training
- Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University
- Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services ASO (ASO)
- Training on Attaining Work-Life Balance and Productivity
- Workshop on Basic Records and Archives Management (BRAM)

WORK EXPERIENCE

- Government Internship Program (GIP) of DOLE assigned in the City Agricultural Office in Baybay City, Leyte ,(June 2014 – December 2014)
- Conduct Baseline Interview of Philippine Coconut Authority (PCA) (May 2015-June 2015)
- Prince Hypermart , Baybay Branch – Cashier (March 15, 2018-April 15, 2018)
- Dept. of Agricultural Education and Extension, VSU – Clerk/admin. aide (April 16, 2018 – March 20, 2022)
- PhilRootcrops, VSU – Administrative Aide III (March 21, 2022 – Present)

ELIGIBILITY

- CAREER SERVICE EXAMINATION (PROFESSIONAL)
Leyte National High School, Tacloban City
May 3, 2015
- CLERICAL EXAMINATION PASSER
Visayas State University
April 2018

EDUCATIONAL ATTAINMENT

- **Bachelor of Science in Agribusiness**
Visayas State University
Academic Year 2009-2014
- **High School**
Baybay National High School
Academic Year 2005-2009
- **Graduated Valedictorian, Grade School**
Higulo-an Elementary School
Academic Year 2002-2005

CHARACTER REFERENCES

- **Prof. Marlon M. Tambis**
Assistant Director, Philrootcrops
Visayas State University
Visca, Baybay City, Leyte
09397203797
- **Dr. Milagros C. Bales**
Former Head, Department of Agricultural Education and Extension
Former Director, Quality Assurance Center
Visayas State University
Visca, Baybay City, Leyte
09424814524
- **Dr. Henry Y. Goltiano**
Associate Prof. V and
Former Head, Department of Agricultural Education and Extension
Visayas State University
Visca, Baybay City, Leyte
09473967554

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


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