

CURRICULUM VITAE



PERSONAL BACKGROUND

Born: September 06, 1998

Age: 26

Marital Status: Single

Present address: CM. Recto St. Poblacion Zone 16, Baybay City, Leyte Philippines

Mobile Number: 09687564904

Email Address: *devonebaradillo@gmail.com*

EDUCATION

School: Visayas State University (Main campus)

Degree: Bachelor of Science in Development Communication Major in Development Journalism

Year attended: 2015-2019

WORK EXPERIENCES

Company name: ACIAR FLR Project

Company address: CFES, Visayas State University, VISCA Baybay City, Leyte Philippines

Date employed: April 05, 2022- December 31, 2023

Position: Science Research Aide (SRA)

Job Description and Accomplishments

- Assisted in data collection of field trials and conducted focus group discussions to people's organizations
- Assisted interviews for Project Tarsier in socioeconomic survey
- Provided direct assistance in big event preparations of Project Tarsier on layout/design of programs, tarpaulins, and production of reading materials
- Layouting and produced extension materials like manuals and leaflets of ACIAR FLR project
- Organized in making essential preparations of ACIAR FLR Workshops about organizational strengthening and leadership workshop to People's Organizations in Cebu, Leyte, and Biliran
- Organized the preparations of workshops in Cebu about Project Management, Project Proposals, and Project Feasibility to people's organizations in Tabogon Cebu
- Organized and facilitated the preparations of the Local Partner's Community Feed backing workshop to partner government agencies and People's Organization from Leyte, Biliran, Cebu, and Iloilo
- Produced manuals and extension materials for the agri-aqua fair in connection to the Baybay City fiesta celebration
- Attended the Community Organizing Workshop
- Attended the educational cross visits of reforestation site in Cebu and Leyte
- Assisted in making plans for the developments of POs in their livelihoods
- Organized the necessary preparations of the Project Sustainability plan workshop held in Iloilo which was attended by LGU representative from Sara and relevant ACIAR Study leaders and Project staffs
- Organized the preparations of the end of project review held at Sabin Resort Hotel (*Travel itineraries of guests, Vehicle assignments, and Materials like tarpaulins, Programs, and manuals*)
- Collected and summarized the reports of community organizers of ACIAR FLR from Cebu, Iloilo, and Biliran
- Made a project video about success stories of NAGMATA PO

Company name: Project Tarsier

Company address: CFES, Visayas State University, VISCA Baybay City, Leyte Philippines

Date employed: January 01, 2024- present

Position: Administrative Assistant II for Health, Safety, Security, and Environment and Ethics and Compliance

Job Description and Accomplishments

- Oversaw the compliance of Project Tarsier in meeting the standard Health, Safety, Security and Environment among project staff
- Conducted and facilitated trainings on Basic First Aid and Life support training to project staff and partner people's organization
- Conducted and facilitated Defensive driving course to project staff to ensure they are refreshed with road regulations as mandated by the project HSSE protocol
- Reporting ethics and compliance breaches to the Project manager
- Led and coordinated the annual physical medical examinations of Project Tarsier staff to ensure they are physically fit to be deployed for work

WORKSHOPS ATTENDED

- Organization Strengthening and Leadership Training/Workshop (November 25 and December 16, 2022, January 25, 2023)
- Local Partner's Feed backing Workshop (April 11-12, 2023)
- Project Management, Proposal, feasibility, and Bookkeeping Training and Workshop (May 11-12, 2023)
- Project Sustainability workshop (May 25, 2023)
- Community Organizing Workshop (February 15-17, 2023)
- HSSE Training and workshop (February 22, 2023)
- ACIAR FLR End of Project Review (September 20-22, 2023)
- Educational cross visit in Cebu (June 22-23, 2022)
- Project Tarsier Carbon 101 workshop (July, 23-26, 2024)
- Defensive driving course (October 29-31, 2024)
- Standard First Aid and Basic Life support Training (November 5-8, 2024)

GOVERNMENT EXAMINATIONS PASSED

- Civil Service Professional Exam 2023, Civil Service Commission

SKILLS

- Microsoft Literate
- Layout and Manual production
- Field interviews in local dialect (Cebuano and Tagalog)
- Report making
- Can drive a motorbike and with drivers license

ORGANIZATIONS AFFILIATED

- Reserve Military, rank of Corporal, Philippine Army Reserve Command
- Member of the VSU ROTCU Alumni Association

HOBBIES

- Reading
- Cardio and Fitness
- Writing
- Hiking

CHARACTER REFERENCE

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| <ul style="list-style-type: none">• Dr Anatolio N Polinar<ul style="list-style-type: none">- Professor DFS, Department Head VSU- email: anatolio.polinar@vsu.edu.ph | <ul style="list-style-type: none">• Roger Tripoli<ul style="list-style-type: none">- Research Field Coordinator, Project TARSIER- tripoli.roger@gmail.com |
| <ul style="list-style-type: none">• Dr Henry Goltiano<ul style="list-style-type: none">- Retired Professor, DAEEX- henrygoltiano@vsu.edu.ph | <ul style="list-style-type: none">• Dr Dennis Peque<ul style="list-style-type: none">- Professor DFS, Director RCDC VSU- email: dppeque@vsu.edu.ph |