

JONEL HONRADA ABABAT

- August 3, 1994
- Single
- Brgy. Marcos, Baybay City, Leyte, Philippines 6521
- 09612253529
- Jonel.ababat@vsu.edu.ph



EDUCATION

High School : Bunga National Highschool
Bunga, Baybay City, Leyte
2008 - 2012

Elementary : San Agustin Elementary School
San Agustin, Baybay City, Leyte
2002 - 2008

WORK EXPERIENCES

MESSENGER /UTILITY

Alternate Deputy Document and Records Controller (AdDRC)

VSU Ecological Farm and Resource Management Institute

Visca, Baybay City, Leyte

February 2017 to present

- Maintained the cleanliness of the unit and the unit grounds
- Assists in the Processing and follow up office documents
- Monitor and upkeep office supplies, materials and equipment
- As alternate dDRC, Assists the dDRC in filling ang record keeping
- Performed other tasks that were assigned by the project staff.

TRAINING, SEMINAR AND WORKSHOPS ATTENDED

| | | |
|-------------|---|-------------------|
| Participant | Reclaiming Personal Effectiveness | May 28-30, 2024 |
| Participant | Financial Forum Transaction | March 20, 2024 |
| Participant | Orientation of Guidelines and Procedures on Process/Services of the offices under Administrative Service Office (ASO) | February 23, 2024 |
| Participant | Cultural Mapping of VSU's Heritage Properties | March 14-15, 2024 |
| Participant | Landscape Training | June 15, 2023 |

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|-------------|--|-------------------|
| Participant | 5S Training for Utility and Messenger Personnel | November 25, 2023 |
| Participant | Persistence of Human Pathogens on Leafy Vegetables | October 12, 2024 |
| Participant | Hands-Only Cardiopulmonary Resuscitation | July 21-22, 2022 |
| Participant | ISO 9001:2015 Awareness/Re- awareness Webinar | November 27, 2022 |

SKILLS AND ABILITIES

- Computer Literate and other Applications:
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Power Point
 - Internet browsing
- Responsible, initiative, highly motivated and willing to learn
- Can handle multi-task of duties and responsibilities.
- Fast learner and willing to undergo training and seminars.
- Can work efficiently and effectively with less supervision.
- Can work well under pressure.

REFERENCES

VANESSA MAY B. MILAN

Administrative aide IV

Eco- FARMI

Contact No. 09465270292

Email Address : Vanessa.milan@vsu.edu.ph

JEROME O. ARRIBADO

Director, Eco-FARMI

Contact No.: 09306768674

Email Address: jerome.arribado@vsu.edu.ph

ROMEL B. ARMECIN

Former Director, Eco-FARMI

Contact no.: 09190973688

Email Address: rbarmecin@vsu.edu.ph

I certify, to the best of my knowledge as to the purpose of this document, that the information above-stated are true and correct.