

DOREEN BARTOLINI ALBA

Address: Brgy. Guadalupe, Baybay City, Leyte Philippines 6521
Email Add: doreen.alba@yahoo.com/doreen.alba@vsu.edu.ph
Contact No. 09283664408



EDUCATIONAL ATTAINMENT

COLLEGE

Visayas State University (Main Campus)
Bachelor of Science in Hotel, Restaurant, and Tourism Management (BSHRTM)
Visca, Baybay City, Leyte
October 2009

SECONDARY

Baybay National High School
Poblacion, Baybay City, Leyte
June 1998 – April 2002

ELEMENTARY

Guadalupe Elementary School
Brgy. Guadalupe, Baybay City, Leyte
June 1992 – March 1998

TRAININGS AND SEMINARS ATTENDED

ISO 9001:2015 Awareness/Re-awareness Webinar

Visayas State University
Visca, Baybay City, Leyte
August 30-31, 2022

Hands-Only Cardiopulmonary Resuscitation

Visayas State University – Gymnatorium (DOH)
Visca, Baybay City, Leyte
July 21-22, 2022

PhilGEPS Online Training for Buyers

(Online Training)
May 30-31, 2022

HIV/AIDS Peer Educators

Visayas State University – CCE Building
Visca, Baybay City, Leyte
January 19-21, 2022

ISO 9001:2015 Awareness/Re-awareness Webinar

Visayas State University
Visca, Baybay City, Leyte
September 19, 2021

Workshop on Listing and Categorization of Items in the PPMP

Visayas State University
Visca, Baybay City, Leyte
August 20, 2022

Forum: National Kalkali with the theme: “Vital Wisdoms: Learning with the Indigenous Peoples”

Maryhill School of Theology
Quezon City
October 28-29, 2019

Culture and the Arts (CAC) Strategic Planning Workshop

Visayas State University – VSU Seafront Suites
Visca, Baybay City, Leyte
October 24, 2019

Introduction to CyberSecurity

Department of Information and Communications Technology (DICT)
Valenzuela City
September 2-3, 2019

Seminar on the Revised Implementing Rule and Regulation (IRR) of RA 9184

GPPB-Accredited Speakers (CLSU)
Visayas State University – Main Campus
Visca, Baybay City, Leyte
March 20-22, 2019

Seminar Workshop on Procurement: Rationalizing the Process and Impact to SUC's

Philippine Association of State Universities and Colleges (PASUC)
Hotel Rembrandt
Quezon City
March 5-7, 2019

Property and Supply Management System

Commission on Audit – Region Office 8
Palo, Tacloban City
September 4-7, 2018

Target Setting Workshop

Visayas State University – Main Campus
Convention Center
August 20-21, 2018

Philippine Government Electronic Procurement System (PhilGEPS) Training for Buyers
e-Blackboards Learning and Solutions, Inc.
Mineski Portal, Cebu City
July 30-31, 2018

“PASUC @ 50: At the Forefront of the Global Dynamics of Public Higher Education – Festival 2017
Negros Oriental State University (NORSO)
Dumaguete City
November 29-December 1, 2019

“PASUC @ 50: At the Forefront of the Global Dynamics of Public Higher Education – Festival 2017
Visayas State University – Main Campus
Visca, Baybay City, Leyte
October 26-27, 2017

“Project Procurement Management Plan and Annual Procurement Plan-PPMP”
Wellcome Hotel
Lahug, Cebu City
November 14-17, 2017

9th PASUC Culture and the Arts Festival 2017
Theme: “PASUC @ 50: At the Forefront of the Global Dynamics of Public Higher Education”
Host: Negros Oriental State University (NORSU)
Dumaguete City
November 29 – December 1, 2017

9th PASUC VIII Culture and the Arts Festival Competition 2017
Theme: “PASUC @ 50: At the Forefront of the Global Dynamics of Public Higher Education”
Facilitator – Visayas State University
Visayas State University – Main Campus
Visca, Baybay City, Leyte
October 27, 2017

“Orientation on Policies of Probationary Status Among New Permanent Employees”
Visayas State University
Quality Assurance Center (QAC)
Visca, Baybay City, Leyte
September 25, 2017

“Induction/Orientation Program of Newly Hired Faculty and Staff into the VSU System”
2nd Floor CCE Building
Visayas State University
Visca, Baybay City, Leyte
September 4, 2017

“Philippine Government Procurement System (PhilGEPS) Training for Buyers”

Mineski Portal Internet Café

Banilad, Cebu City

May 25-26, 2017

“Full Length Training on Government Procurement Reform Act and its Revised IRR-RA 9184”

Ritz Tower de Leyte

Tacloban City, Leyte

May 3-5, 2017

“Procurement Planning-Workshop”

CCE Building

Visayas State University – Main Campus

Visca, Baybay City, Leyte

September 15, 2016

Planning-Workshop:

“On the Preparation & Processing of Documents Relative to Procurement”

OVPAF – Conference Room

Visayas State University (Main Campus)

May 27, 2015

AFFILIATIONS

BIDS AND AWARDS COMMITTEE

BAC – Secretariat (Member)

Visayas State University

Visca, Baybay City, Leyte

January 2023 - present

CULTURE AND ARTS COMPANY (CAC)

Property Custodian

Visayas State University

Visca, Baybay City, Leyte

January 2017 - present

WORK EXPERIENCE

ADMINISTRATIVE AIDE IV (PERMANENT)

SUPPLY AND PROPERTY MANAGEMENT OFFICE - SPMO

Visayas State University (Main Campus)

July 1, 2021 – present

ADMINISTRATIVE AIDE III (PERMANENT)

SUPPLY, PROCUREMENT MANAGEMENT OFFICE - SPPMO

Visayas State University (Main Campus)

August 1, 2020 – June 30, 2021

ADMINISTRATIVE AIDE III (PERMANENT)

PROCUREMENT AND SERVICES MGMT. OFFICE

Visayas State University (Main Campus)

January 1, 2017 – July 31, 2020

ADMINISTRATIVE AIDE III (JOB ORDER)

SUPPLY, PROCUREMENT MANAGEMENT OFFICE - SPPMO

Visayas State University (Main Campus)

January 2016 – December 2016

ADMINISTRATIVE AIDE III (JOB ORDER)

PROPERTY MANAGEMENT OFFICE

Visayas State University (Main Campus)

August 2013 – December 2015

CUSTOMER SERVICE ASSOCIATES (CSA)

Giordano Original(s) Pte. Ltd.

Changi Airport Terminal 2 (Departure Area – Duty Free)

Changi Airport Terminal 2, Singapore 819643

November 2011 – November 2012

HOUSE BAND (Blind Item Band) – Vocalist

Dominicus Cafe and Restobar

Baybay City, Leyte

December 2010 – September 2011

RESTAURANT SERVICE STAFF

FOOD AND BEVERAGE MANAGEMENT TRAINING (On-The-Job Training)

Seletar Country Club - 6 – months Training Period

101 Seletar Road, Singapore 798273

October 20, 2008 – April 20, 2009

SUMMARY OF QUALIFICATIONS

- Wide knowledge of ISO Accreditation.
- SPMO Deputy Document Records Controller (dDRC)
- Excellent in oral and written communications skills.

- Strong computer experience with a working knowledge of MS.Word, MS/Excel, MS/Powerpoint and Adobe Photoshop
- Strong ability to understand and carry out instructions very well.
- Profound ability to work closely and cooperatively with fellow employees and end users.
- Hardworking and determine all the time.
- Uncommon ability to maintain a professional manner under stress.
- Deep sense of cleanliness, neatness, honesty and reliability.

ELIGIBILITY

CIVIL SERVICE ELIGIBILITY – Sub-Professional (Rating: 80.32)

Tacloban City, Leyte Philippines
May 19, 2014

CIVIL SERVICE ELIGIBILITY – Professional (Rating: 80.04)

Ormoc City, Leyte Philippines
July 10, 2019

PERSONAL DATA

Age:	37 years old
Birthdate:	October 08, 1985
Religion:	Roman Catholic
Status:	Single
Height:	5'0
Weight:	57kgs.

REFERENCES

MS. ALICIA M. FLORES

Head, Supply and Property Management Office - SPMO
Visayas state University
Visca, Baybay City, Leyte
Tel. No. 563-7190

MS. LOURDES B. CANO

Former Director, Office of the Director for Administrative Services (ODAS)
Visayas state University
Visca, Baybay City, Leyte
09176341502

MS. IVY ANN F. MOJADO

Administrative Assistant II
Department of Public Works and Highways – 5th LED DPWH
Brgy. Hipusngo, Baybay City, Leyte
Contact No. 09176285108