

DALISAY FORNES ANDRES
Records Management and Archives
Visayas State University
Visca, Baybay City, Leyte
Email Address: dalisay.andres@vsu.edu.ph



PERSONAL DATA

A. PERSONAL BACKGROUND

Age : 56 years old
Sex : Female
Civil Status : Married (with 1 daughter)
Date of Birth : October 24, 1968
Nationality : Filipino
Height : 5'3"
Weight : 55.5 kilos
Religion : Roman Catholic
Father's Name : Ananias B. Fornes (*deceased*)
Mother's Name : Epifania V. Fornes
Languages/Dialects
Can speak or write : English, Tagalog, Cebuano

Present Address : **A. Bonifacio St.**
Baybay, Leyte
Philippines 6521
Cell #0999-172-5694

Husband:
NELSON J. ANDRES

B. EDUCATIONAL BACKGROUND

ELEMENTARY – Franciscan College of the Immaculate Conception (FCIC)
Baybay, Leyte
1976-1981

SECONDARY - Franciscan College of the Immaculate Conception (FCIC)
Baybay, Leyte
1981-1985

COLLEGE - Bachelor of Science in Commerce – Major in Accounting
Franciscan College of the Immaculate Conception (FCIC)
Baybay, Leyte
1985-1989

- Bachelor of Science in Business Administration
Franciscan College of the Immaculate Conception (FCIC)
Baybay, Leyte
1999-2001, 15 units

MASTERAL - Masters in Public Administration
College of Maasin
2019-2022, Graduated

C. ELIGIBILITY

	<u>Rating</u>	<u>Remark</u>	<u>Place of Exam.</u>	<u>Date of Exam.</u>
CSC – Professional	80.00	Passed	Tacloban City	3/3/2024
CSC - Sub-Professional	81.69	Passed	Cebu City	6/29/1997
Stenographer Exam.	88.71	Passed	Palo, Leyte	10/28/2000

D. MEMBERSHIP

VSU Personnel Association (VSUPA)	January 1990 - present
Administrative Personnel Assoc.(AdPA)	May 1994 – present
VSU Credit Development Cooperative (VSU-CDC)	February 1996 - present

E. WORKING EXPERIENCES

October 1989 – December 1989	-	Accounting Clerk (<i>Emergency</i>) Accounting Division Visayas State College of Agriculture Baybay, Leyte
January 1990 – December 1991	-	Clerk I (<i>Contractual</i>) Department of Plant Breeding and Agricultural Botany (DPBAB) Visayas State College of Agriculture Baybay, Leyte
January 1992 - May 16, 2004	-	Clerk I (<i>Casual</i>) Department of Genetic Resources and Plant Breeding (DGRPB) Leyte State University Visca, Baybay, Leyte
May 17, 2004 – July 31, 2008	-	Administrative Aide III (<i>Permanent</i>) Department of Economics Visayas State University Visca, Baybay City, Leyte
August 1, 2008 – March 24, 2010	-	Administrative Aide IV (<i>Permanent</i>) Department of Economics Visayas State University Visca, Baybay City, Leyte
March 25, 2010 – Present	-	Administrative Aide VI (<i>Permanent</i>) Department of Economics Visayas State University Visca, Baybay City, Leyte
August 1, 2017 - May 15, 2024	-	Administrative Assistant II (<i>Permanent</i>) Office of the Vice-President for Planning, Resource Generation and Auxiliary Services Visayas State University Visca, Baybay City, Leyte

May 16, 2024 - March 24, 2025	-	Administrative Assistant III (<i>Permanent</i>) Office of the Vice-President for Planning and Development Visayas State University Visca, Baybay City, Leyte
March 25, 2025 - Present	-	Administrative Officer I (<i>Permanent</i>) Records Management and Archives Visayas State University Visca, Baybay City, Leyte

F. TRAININGS/SEMINARS ATTENDED:

Participant	-	<i>Systems Analysis and Designs</i> The Electronic Data Processing Center (EDPC) ViSCA, Baybay, Leyte May 13-25, 1991
Participant	-	<i>Workshop on QUATTRO</i> Microcomputer Hardware & Information Processing Systems (MICROCHIPS) Corpin Bldg., P. del Rosario St. Cebu City June 2-14, 1991
Participant	-	<i>Consultation Dialogue on the Provisions of the Updated Auditing and Accounting Manual</i> PRCRTC Training Hall ViSCA, Baybay, Leyte November 5, 1992
Participant	-	<i>Seminar on the Proper Preparation of the Vouchers, Payrolls and their Supporting Documents</i> Agricultural Training Institute (ATI) ViSCA, Baybay, Leyte December 2, 1992
Participant	-	<i>Appointment Preparation and CSC Updates</i> DAEAM Building ViSCA, Baybay, Leyte February 4, 1994
Participant	-	<i>Strengthening the Capability of ViSCA's Clerical Staff</i> ViSCA Social Hall ViSCA, Baybay, Leyte June 17, 18, 25, 1994
Participant	-	<i>ViSCA Credit Cooperative Pre-Membership Seminar</i> VLHS Communication Arts Building ViSCA, Baybay, Leyte September 7, 1996
Participant	-	<i>Values Orientation Workshop (VOW)</i> FARMI Training Hall ViSCA, Baybay, Leyte August 17-19, 1998

- Participant - ***Computer Training Program on Microsoft Excel '97***
College Instrumentation Unit
DAEAM, ViSCA, Baybay, Leyte
November 4-6, 1998
- Participant - ***Computer Training Program on Microsoft Word '97***
ViSCA-CHED Computer Center
DAEAM, ViSCA, Baybay, Leyte
June 7-9, 1999
- Participant - ***Training on the Development of Audiovisual Aids for Classroom Use***
MMDC, Leyte State University
ViSCA, Baybay, Leyte
August 16, 2002
- Participant - ***Career and Personality Development for Clerks & Other Administrative Staff***
CCE, Leyte State University
Visca, Baybay, Leyte
May 21-22, 2003
- Participant - ***Networking Productivity Tools Utilization***
RDE AV Room, Leyte State University
Visca, Baybay, Leyte
June 10-11, 2003
- Participant - ***Orientation & Briefing on Faculty Workload Computation & Teacher's Evaluation***
Internet Café, Leyte State University
Visca, Baybay, Leyte
June 20, 2005
- Participant - ***Orientation-Seminar on Reproductive Health, Adolescent Reproductive Health and Gender***
RHUB Center, Leyte State University
Visca, Baybay, Leyte
April 4, 2006
- Participant - ***Training on Office Productivity Tools***
Department of Computer Science & Technology
Leyte State University
ViSCA, Baybay, Leyte
May 7-11, 2007
- Participant - ***Training on Mental Health Education Program***
Center for Continuing Education
Visayas State University
Visca, Baybay, Leyte
October 24-25, 2007
- Participant - ***Seminar on Customer Service and Implementation of the Citizens' Charter***
Center for Continuing Education
Visayas State University
Visca, Baybay, Leyte
September 22, 2009

- Participant - ***Training on Total Quality Management among Administrative Personnel***
Convention Center
Visayas State University
Visca, Baybay, Leyte
November 13-14, 2009
- Participant - ***Training on RA 9184 and its Revised IRR (Modules I, II and V)***
Center for Continuing Education
Visayas State University
Visca, Baybay, Leyte
July 29, 2010
- Participant - ***Seminar on “Managing Perspectives for Success”***
Convention Center
Visayas State University
Visca, Baybay, Leyte
March 4, 2011
- Participant - ***Reorientation Seminar of Frontliners***
Convention Center
Visayas State University
Visca, Baybay City, Leyte
July 7, 2011
- Participant - ***Entrepreneurship Forum***
Visayas State University
Visca, Baybay City, Leyte
March 9, 2012
- Participant - ***Personality Development Seminar for Frontliners***
VSU, Visca, Baybay City, Leyte
September 20, 2012
- Participant - ***Value Added Tax Seminar (4:00pm-6:30pm)***
VSU Beach Garden Resort
Visca, Baybay City, Leyte
September 20, 2012
- Participant - ***Briefing of Staff Involved in the Conduct of Evaluation of Academic Staff by the Students***
VSU, Visca, Baybay City, Leyte
January 14, 2013
- Participant - ***Seminar on Intellectual Rights (IPR)***
VSU Convention Center
Visca, Baybay City, Leyte
March 6, 2013
- Participant - ***Energy Efficiency and Conservation Seminar***
Convention Center
VSU, Baybay City, Leyte
March 13, 2013
- Participant - ***Value Added Tax Seminar (Updated)***
College of Forestry, VSU
Visca, Baybay City, Leyte
March 21, 2014

Participant -	<p><i>Promoting Public Awareness on Economic Issues through Social Actions</i> Department of Economics VSU, Visca, Baybay City, Leyte November 26, 2014</p>
Facilitator -	<p><i>Advance Data Management: Getting Started with Custom Tables in SPSS for Window</i> Department of Economics VSU, Visca, Baybay City, Leyte February 11, 2015</p>
Participant -	<p><i>Planning Workshop: On the Preparation & Processing of Documents Relative to Procurement</i> OVPAF, VSU, Visca, Baybay City, Leyte May 27, 2015</p>
Participant -	<p><i>Developing an IPM System: Process and Tools and Pesticides – Tools or Toxins?</i> RDE Hall, VSU, Visca, Baybay City, Leyte February 23, 2016</p>
Participant -	<p><i>Financial Literacy and Innovation Seminar</i> Center for Continuing Education VSU, Visca, Baybay City, Leyte March 3, 2016</p>
Participant -	<p><i>Climate Change Challenge to Industrial Development in the Philippines Seminar</i> Center for Continuing Education VSU, Visca, Baybay City, Leyte March 4, 2016</p>
Participant -	<p><i>Seminar on the Sacrament of Confirmation</i> Formation Center Baybay City, Leyte February 13, 2016</p>
Participant -	<p><i>Gender Sensitivity Training and Anti-Sexual Harassment Orientation for CME Faculty and Staff</i> ISRD, Visayas State University Visca, Baybay City, Leyte April 27, 2016</p>
Participant -	<p><i>Training Workshop on Transforming Thesis Output into Publishable Article</i> Department of Economics, Visayas State University Visca, Baybay City, Leyte June 21-24, 2016</p>
Participant -	<p><i>Procurement Act Orientation</i> CCE Building, Visayas State University Visca, Baybay City, Leyte September 9, 2016</p>
Participant -	<p><i>Procurement Planning Workshop</i> CCE Building, Visayas State University Visca, Baybay City, Leyte September 13, 2016</p>

- Participant - ***HIV in the Workplace Seminar***
CCE Building, Visayas State University
Visca, Baybay City, Leyte
December 9, 2016
- Participant - ***Department of Economics Strategic Planning and Workshop***
CCE Building, Visayas State University
Visca, Baybay City, Leyte
February 27-28, 2017
- Participant - ***Entrepreneurship and Export Competitiveness Seminar***
CCE Building, Visayas State University
Visca, Baybay City, Leyte
March 17, 2017
- Participant - ***16th Young Economists' Convention***
De la Salle University
Manila
July 14-15, 2017
- Participant - ***Orientation on Basic Customer Service and Work Values***
Visayas State University
Visca, Baybay City, Leyte
September 5, 2017
- Participant - ***Lecture – Seminar on Project Feasibility Study***
Visayas State University
Visca, Baybay City, Leyte
November 16, 2017
- Participant - ***Outcome-Based Education (OBE) Workshop on Syllabus Preparation***
Visayas State University
Visca, Baybay City, Leyte
January 10, 2018
- Participant - ***Data Science Jobs in the Industry: What to Look For***
Visayas State University
Visca, Baybay City, Leyte
January 26, 2018
- Participant - ***Ambisyon Natin 2040***
Visayas State University
Visca, Baybay City, Leyte
March 1, 2018
- Participant - ***Implementing Gender-Responsive Research and Extension Programs***
Visayas State University
Visca, Baybay City, Leyte
March 14, 2018
- Participant - ***Workshop on Review and Revision of Existing VSU Organizational Structure***
Visayas State University
Visca, Baybay City, Leyte
July 30, 2018

Participant -	<i>Performance Targeting Workshop</i> Visayas State University Visca, Baybay City, Leyte July 31, 2018
Participant -	<i>Target Setting Workshop</i> Convention Center Visca, Baybay City, Leyte August 20-21, 2018
Participant -	<i>Seminar-Workshop on Open Data Kit (ODK)</i> Department of Statistics, 3/F of Old Library Building Visca, Baybay City, Leyte March 7, 2019
Participant -	<i>Seminar-Workshop on Implementation Ready Project Proposal Preparation</i> Office of the Vice-President for Administration & Finance Visca, Baybay City, Leyte March 15, 2019
Participant -	<i>Developing Effective Work Teams</i> Fersal Hotel, Puerto Princesa City Palawan May 7-10, 2019
Participant -	<i>In-House Training on Republic Act 9184 and the 2016 Revised Implementing Rules and Regulations</i> Visca, Baybay City, Leyte June 10-12, 2019
Participant -	<i>Philippine Government Electronic Procurement System (PhilGEPS) Training for Buyers</i> Mineski Infinity, Cagayan de Oro City July 17-18, 2019
Participant -	<i>Introduction to Cybersecurity</i> Department of Information & Communication Technology Valenzuela City, Metro Manila September 2-3, 2019
Participant -	<i>Bread and Pastry Production NC II</i> Technical Education and Skills Development Authority (TESDA) Palermo Hotel Institute of Tourism and Hospitality, Inc. Baybay City, Leyte July 24 – August 16, 2019
Participant -	<i>Cyber Security Training</i> Convention Center Visca, Baybay City, Leyte December 18-19, 2019
Participant -	<i>Webinar Series on Government Procurement Under the New Normal via Zoom</i> Visayas State University Visca, Baybay City, Leyte July 24, 2020

- Participant - ***Workshop on Listing and Categorization of Items for the PPMP***
Visayas State University
Visca, Baybay City, Leyte
August 20, 2020
- Participant - ***Training on Identification of Proper and Complete Items Technical Specifications and Parameters and Orientation of the Purchase Request (PR) Module of the Supply Properties Procurement Management Information System (SPPMIS)***
Visayas State University
Visca, Baybay City, Leyte
August 28, 2020
- Participant - ***Workshop on the Assessment of Accomplishment and Target Setting of the Strategic Plan***
Visayas State University
Visca, Baybay City, Leyte
September 30, 2020
- Participant - ***Operational Planning Workshop and Reframing of the Strategic Plan***
Visayas State University
Visca, Baybay City, Leyte
October 5-7, 2020
- Participant - ***Webinar on “Understanding Sustainable Procurement in Conformance with ISO 20400:2017” Via Zoom***
Visayas State University
Visca, Baybay City, Leyte
October 30, 2020
- Participant - ***Webinar on Information Security and Document Control in Conformance with ISO 27001:2013” Via Zoom***
Visayas State University
Visca, Baybay City, Leyte
November 6, 2020
- Participant - ***Data-Driven Governance Training (via Zoom)***
Visayas State University
Visca, Baybay City, Leyte
November 9-13, 2020
- Participant - ***Webinar Presentation on “Document Tracking System”***
Visayas State University
Visca, Baybay City, Leyte
November 13, 2020
- Participant - ***Webinar on “ISO 55001:2014 Asset Management Foundation”***
Visayas State University
Visca, Baybay City, Leyte
November 27, 2020
- Participant - ***“ISO 9001:2015 Awareness/Reawareness Webinar”***
QAC, Visayas State University
Visca, Baybay City, Leyte
November 27, 2020

Participant -	<i>Webinar on “Sustainable Procurement based on ISO 20400:2017”</i> Visayas State University Visca, Baybay City, Leyte December 4, 2020
Participant -	<i>Virtual Client Connection: A PS-DBM Online Learning Engagement</i> Department of Budget and Management Procurement Service December 9, 2020
Participant -	<i>Webinar on “How to Conduct Internal Quality Audit”</i> Visayas State University Visca, Baybay City, Leyte December 11, 2020
Participant -	<i>Webinar on “How to Develop Internal Audit Trails”</i> Visayas State University Visca, Baybay City, Leyte December 18, 2020
Participant -	<i>Webinar on “How to be an Internal Quality Auditor”</i> Visayas State University Visca, Baybay City, Leyte January 8, 2021
Participant -	<i>Webinar on “How to Handle a Difficult Audit”</i> Visayas State University Visca, Baybay City, Leyte January 16, 2021
Participant -	<i>FY 2021 Procurement Forum Plenary Session and Breakout Session on Early Procurement Activities and the 2022 National Elections (via Zoom)</i> Visayas State University Visca, Baybay City, Leyte January 20, 2021
Participant -	<i>Webinar on “Control your Records before They Control You: The Basics of Records Management and Records Control”</i> Visayas State University Visca, Baybay City, Leyte January 27, 2021
Participant -	<i>Webinar on “Sexual Orientation & Gender Identity: Understanding the Coping Mechanisms of the Filipino Youth”</i> Visayas State University Visca, Baybay City, Leyte February 17, 2021
Participant -	<i>Webinar on “How to Speak on a Digital Stage and Capture the Limelight”</i> Visayas State University Visca, Baybay City, Leyte February 23, 2021 <i>via Zoom</i>
Participant -	<i>Gender, Climate, and Disaster Resilience: Challenges of Equity and Sustainability (via Zoom)</i> Visayas State University Visca, Baybay City, Leyte

Participant -	<p>March 1, 2021</p> <p><i>Rebuilding the Economy from the COVID – 19 Pandemic: The Role of SUCs and HEIs (via Zoom)</i></p> <p>Visayas State University Visca, Baybay City, Leyte</p> <p>March 5, 2021</p>
Participant -	<p><i>Webinar on “How to Conduct Documents and Records Audit”</i></p> <p>Visayas State University Visca, Baybay City, Leyte</p> <p>March 19, 2021</p>
Participant -	<p><i>Webinar on Internal Quality Audit Best Practice “Do’s and Don’ts in IQA”</i></p> <p>Visayas State University Visca, Baybay City, Leyte</p> <p>March 19, 2021</p>
Participant -	<p><i>Webinar on How to Conduct a Process Audit</i></p> <p>Visayas State University Visca, Baybay City, Leyte</p> <p>April 16, 2021 (9:00-10:00 AM)</p>
Participant -	<p><i>Webinar on Best Practices in Writing and Publishing Your Research Paper</i></p> <p>Visayas State University Visca, Baybay City, Leyte</p> <p>April 16, 2021 (2:00 – 5:00 PM)</p>
Participant -	<p><i>Webinar on ISO DOCUMENT CONTROL – Explained</i></p> <p>Visayas State University Visca, Baybay City, Leyte</p> <p>April 30, 2021 (9:00 – 10:00 AM)</p>
Facilitator -	<p><i>Webinar on Research Forum: Discover the World of Public Administration</i></p> <p>Visayas State University Visca, Baybay City, Leyte</p> <p>May 8, 2021 (8:00AM – 12:00NN)</p>
Participant -	<p><i>Virtual Training on RA 9184 and its Revised Implementing Rules and Regulations</i></p> <p>Visayas State University Visca, Baybay City, Leyte</p> <p>May 17-21, 2021</p>
Participant -	<p><i>Webinar on Correcting Corrective Actions</i></p> <p>Visayas State University Visca, Baybay City, Leyte</p> <p>May 28, 2021 (9:00AM– 10:00AM)</p>
Participant -	<p><i>Re-Orientation of Employees’ Duties and Responsibilities and Good Customer Services</i></p> <p>Office of the Director for Human Resource Management Visca, Baybay City, Leyte</p> <p>September 23, 2021 (8:30AM – 12:00NN)</p>

Participant -	<i>Webinar on Women's Reproductive Health: Breast Cancer and Gynecological Cancers</i> Office of the Chief University Services for Health, Emergency and Rescue Visca, Baybay City, Leyte October 7, 2021 (2:00PM– 5:00PM)
Participant -	<i>Webinar on Women Inspiring Women</i> VSU Gender Resource Center Visca, Baybay City, Leyte March 7, 2022
Participant -	<i>A Webinar on Menopause and other Common Gynecologic Problems</i> VSU Gender Resource Center Visca, Baybay City, Leyte March 31, 2022
Participant -	<i>Virtual Data Privacy Act of 2012 Awareness Seminar</i> Visayas State University Visca, Baybay City, Leyte April 7, 2022
Participant -	<i>Webinar on “My Changing Body”</i> USHER, VSU Visca, Baybay City, Leyte May 2, 2022
Participant -	<i>Philippine Government Electronic Procurement System (PhilGEPS) Online Training for Buyers</i> Visca, Baybay City, Leyte May 30-31, 2022
Participant -	<i>Disaster Risk Reduction Management (DRRM) Training for LGU – Baybay City, Leyte</i> Visca, Baybay City, Leyte June 4, 2022
Participant -	<i>Application of Virtual Reality to Agriculture, Land Use and Transportation</i> International Affairs Office, VSU June 22, 2022
Participant -	<i>Typhoon Awareness and Calamity Readiness</i> Department of Meteorology VSU, Visca, Baybay City, Leyte June 29, 2022
Participant -	<i>33rd Sustainable Share Growth Seminar “The Philippine Construction Industry and Directly Unproductive Extra Costs: A Regional Perspective”</i> Visca, Baybay City, Leyte July 18, 2022
Participant -	<i>In-House Training on Public Financial Management</i> CCE Building, Visca, Baybay City, Leyte August 3-5, 2022

Participant -	<p><i>Online Training entitled “Technology Forum on Disaster Risk Reduction and Management” during the 2022 Eastern Visayas Regional Science and Technology Week</i> Visca, Baybay City, Leyte August 25, 2022</p>
Participant -	<p><i>Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedures Manuals and Guidelines</i> CCE, Visca, Baybay City, Leyte September 7, 2022</p>
Participant -	<p><i>Training on “Attaining Work-Life Balance and Productivity”</i> POAP, Great Eastern Hotel, Manila November 9-11, 2022</p>
Participant -	<p><i>Training-Workshop on Root Cause Analysis</i> Visca, Baybay City, Leyte November 17, 2022</p>
Participant -	<p><i>Facilitator during the Training Workshop on “Risk Assessment”</i> Macrohon, Southern Leyte November 24-25, 2022</p>
Participant -	<p><i>Layo na, pero layo pa: Conversations on Creating a Gender-Equal and Socially-Inclusive University</i> Visca, Baybay City, Leyte March 8, 2023</p>
Participant -	<p><i>Philippine Procurement Systems & Updates and Property Appraisal & Disposal in Government</i> Rizal Technological University, Boni Avenue, Mandaluyong City June 28-30, 2023</p>
Participant -	<p><i>Gender Sensitivity Orientation for VSU Faculty and Staff</i> Visayas State University, Via Zoom July 11, 2023</p>
Participant -	<p><i>GPPB Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016 for Visayas State University</i> Visayas State University August 22-24, 2023</p>
Participant -	<p><i>ISO 9001:2015 Awareness & Re-awareness Webinar</i> Office of the Director for Quality Assurance Visayas State University August 29, 2023</p>
Participant -	<p><i>“Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University:</i> Visayas State University November 29, 2023</p>
Participant -	<p><i>HRIS Software Onboarding</i> Visayas State University December 6, 2023</p>

Participant -	<i>Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)</i> Visayas State University February 23, 2024
Participant -	<i>Shaping Culture: Embracing Values for Productive Workplace Performance</i> Visayas State University May 15, 2024
Facilitator -	<i>Strategic Foresight-Scenario Building Training Workshop (Week 1)</i> Visayas State University July 15-19, 2024
Facilitator -	<i>Strategic Foresight-Scenario Building Training Workshop (Week 2)</i> Visayas State University July 22-26, 2024
Participant -	<i>Training on Conflict and Stress Management</i> Tagaytay City September, 10-13, 2024
Participant -	<i>Public Financial Management Workshop</i> Visayas State University September 18-20, 2024
Facilitator -	<i>2023 & 2024 Income-Generating Project Review</i> OVPPRGAS, Visayas State University November 7-8, 2024
Participant -	<i>Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016</i> VSU Convention Center November 26-28, 2024
Participant -	<i>SALN Compliance: Ensuring Transparency and Accountability at VSU</i> Webinar Via Zoom January 28, 2025
Participant -	<i>Orientation on Financial Management Transactions in VSU</i> RDE Hall, Visca, Baybay City, Leyte March 13, 2025
Participant -	<i>Orientation and Re-Orientation of Guidelines and Procedures on Processes/ Services of the Offices Under Administrative Services (AS)</i> RDE Hall, Visca, Baybay City, Leyte April 18, 2025
Participant -	<i>Seminar-Workshop on “Records Counter Disaster Preparedness and Business Continuity (RCDPBC)</i> Bayview Park Hotel, Manila August 12-14, 2025
Participant -	<i>Orientation on the Basics of Government Procurement with the New Government Procurement Act Updates</i> RDE Hall, Visca, Baybay City, Leyte August 18-19, 2025

- Participant - ***Orientation on the Roles and Responsibilities of Document and Records Controllers and Re-Cascading of Document and Records Control Processes and Guidelines***
Via Zoom
September 4, 2025
- Participant - ***ISO 9001:2015 Awareness and Re-Awareness Webinar***
Via Zoom
September 5, 2025

G. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC/NON-GOVERNMENT/ PEOPLE/VOLUNTARY ORGANIZATIONS

- Served as Volunteer in packing/repacking and distribution of relief goods for Haiyan/ Yolanda Victims and helped identify places and people in needs at the different barangays affected by the super typhoon.
Baybay City, Leyte
January 2, 2015
- Assists the students, parents, and Godparents during the Confirmation Rites
Immaculate Conception Parish
Baybay City, Leyte
February 27, 2016
- Served as Catechist
Pedro de Veyra – Zone 14, Baybay City, Leyte
May 7, 2016
- Involved in Children's Feeding Program
Pedro de Veyra – Zone 14, Baybay City, Leyte
May 8, 2016
- Served as Catechist
Pedro de Veyra – Zone 14, Baybay City, Leyte
May 21, 2016
- Involved in Children's Feeding Program
Pedro de Veyra – Zone 14, Baybay City, Leyte
May 22, 2016
- Attendance to 2nd Regional Catholic Charismatic Conference
IEC Convention Center Cebu
23 Minore Park, John Paul II Avenue, Cebu City
November 5-6, 2016

H. AWARDS & RECOGNITION

Loyalty Award for 15 Years of Continuous and Dedicated Service to VSU
January 1, 1992 to December 31, 2007
Given: September 30, 2010

Certificate of Recognition for being a Jubilarian
Franciscan College of the Immaculate Conception
Baybay City, Leyte
Given: December 29, 2010

Loyalty Award for 20 Years of Continuous and Dedicated Service to VSU

January 1, 1992 to December 31, 2011

Given: September 28, 2012

Best Administrative Support Staff

Visayas State University

Visca, Baybay City, Leyte

Given: August 10, 2016

Loyalty Award for 30 Years of Continuous and Dedicated Service to VSU

January 1, 1992 to January 1, 2022

Given: September 27, 2022

I. REFERENCES

Dr. Moises Neil V. Serino
Vice-President for Administration and Finance
Visayas State University
Visca, Baybay City, Leyte

Dr. Glenn G. Pajares
Vice-President for Planning and Development
Visayas State University
Visca, Baybay City, Leyte

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