



## **JOCELYN T. CO**

**ADMINISTRATIVE AIDE VI**

### **Address**

**Mgt. House No.2 Visca, Baybay City, Leyte**

### **Email**

**jocelyn.co@vsu.edu.ph**

### **Phone**

**Globe – 09151815224**

### **Date of Birth**

**January 17, 1968**

### **Marital Status**

**Married**

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## **CAREER OVERVIEW**

I manage clerical duties like receiving and releasing of documents, sorting, drafts communication, consolidate CSI reports and facilitate encoding online for submission to Department of Budget and Management.

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## **EDUCATION**

### **College**

**Bachelor of Science in Commerce major in Computer Science - 1988**

### **High School**

**Plaridel National High School**

**Plaridel, Baybay City, Leyte – 1984**

### **Elementary**

**Plaridel Elementary School**

**Plaridel Baybay City, Leyte - 1980**

## **SKILLS**

- **Basic computer literacy skills**
- **Time Management skills**
- **Positive and can work independently**
- **Verbal and written communications skills**

## **EXPERIENCE**

### **Office Clerk**

**Finance Management Office – Visayas State University – 1988 to present**

- **Receiving and releasing of documents at the same time Deputy Document and Records Controller (dDRC) of the office**
- **Sorting and distribute correspondence as soon as possible**
- **Collates, reproduce, binds budgetary reports/requirements for Congress, Senate, DBM and PASUC**
- **Drafts communication, preparing documents for reimbursements, transmittal letters, consolidate reports from CSIs and facilitate encoding for online submission to DBM**

## **REFERENCE**

**Ms. Louella C. Ampac**  
**Finance Management Director-VSU**

**Ms. Maria Roberta S. Miraflor**  
**Head, Records Office-VSU**

**Ms. Josefina S. Larosa**  
**Admin. Officer II – VSU (OP)**