



JESIBEL LUFRANGCO MUERTIGUE

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ADMINISTRATIVE CLERK EXPERIENCE

Visayan State University, Viscan, Banban City, Leytey, Philippines 6521

Administrative Aide III (Casual), April 2021-Present

Effectively assist the Dean of the College of Forestry and Environmental Science with the office's clerical and logistical tasks such as organizing schedules, drafting communication letters, and utilizing the office's yearly budget in the enhancement of the Dean's Office, and served as dDRC in the CFES office as well.

Office Clerk (JO), February 2018-March 2021

Successfully supported the senior staff of the Department of Forest Science on responding to emails, answering phone calls from students, staff, and faculty, photocopying of examination papers, assisting on data filing, and printing of payrolls for the Job Order personnel.

EDUCATION

University of the Philippines Open University, Los Baños, Laguna, Philippines

Bachelor of Education Studies (Ladderized Program), 2020-Present

The curriculum is intended to sharpen and enhance critical thinking skills, communication and writing abilities, an awareness of human complexity, empathy, and good citizenship.

Relevant Courses:

- Ethics and Moral Reasoning
- Self and Society
- Communication Skills
- Professional English
- Analytics

University of Cebu Lapu-lapu and Manduae, AC Cortes Ave. Looc, Mandaue City, Philippines

Bachelor of Science in Nursing, SY: 2009-2010 and SY: 2016-2017

(undergrad)

Gained 103 units only.

ELIGIBILITY

Visayan State University Clerical Examination Passer, November 2017

This clerical test is used to assist employers in determining a potential employee's talents in areas important to clerical or administrative positions, such as typing accurateness, data capture, statistical reasoning, and critical thinking.

Civil Service Examination-Pen and Paper Test Subprofessional Passer, August 2019

The Civil Service Commission administers the CSC Exam to decide who is qualified to serve as a public servant, also the key to obtaining a regular post in a government office.

TRAININGS AND SEMINARS ATTENDED

These seminars are crucial in the VSU offices's daily operation:

- Workshop on PR & PPMP on March 10, 2020 at VSU, CCE 1st Floor
- Seminar Workshop on Records Matrix and NAP Form on December 13, 2019 at VSU, CCE 1st Floor
- HRMIS Cyber Security Training on December 18-19, 2019 at VSU, Convention Center
- RSP and Plantilla Management and PDS Training on November 26, 2019 at VSU, CCE 1st Floor
- ISO 9001:2005 Awareness Seminar on August 8, 2019 at VSU, CCE 1st Floor

I hereby certify that all the information written above is true and correct.


JESIBEL L. MUERTIGUE