

GIEBERT LUNGAY MONTAJES

Zone 1, Alajas St., Corazon Village, Brgy. Caridad, Baybay City, 6521 Leyte
09557188778 / 09073378702
giebert011@gmail.com



OBJECTIVE

In light of my personal determination to seek challenges of greater responsibilities, it is my pleasure to land a permanent position that befits my potential at the Visayas State University.

AFFILIATIONS

Records and Archives Clerk

July 2023 – Present

Visayas State University-Main Campus

VISCA, Baybay City, 6521 Leyte

- Update 201 files, organize, and classify appointments, contracts, PDS, PDF, NOSA and other documents of academic staff to its respective folders
- Receive, sort, and encode mail received from different offices, affix requirement stamps and arrange it alphabetically for recording/reference purposes
- Prepare monthly report of FOI Inventory submission and stamps accountability including replenishment vouchers of stamps and purchases of stamps for monthly consumption
- Assist in the conduct of records inventory and appraisal of records and the actual disposal of valueless record

Organic Internal Inspector

July 2017 – June 2023

Wilmar Edible Oils Philippines, Inc.

Bo. San Luis, Gingoog City, Misamis Oriental

- Conduct standard-based organic seminars
- Conduct farm visits to establish commitment with farmers for organic field inspection and storage inspection for traders
- Process farmer's profile and internal inspection checklist and reports
- Assist external inspector during the audit period and follow up corrective actions after

School Clerk

July 2015 – July 2017

Plaridel Central School

Brgy. Plaridel, Baybay City, 6521 Leyte

- Encode and print various school documents (e.g. Form 107, Certificate of Enrollment, etc.)

Human Resource Staff

Human Resource and Management Office

April 2015 – July 2017

Local Government Unit – Baybay City

R. Magsaysay Ave., Baybay City, 6521 Leyte

- Monitor the Daily Time Record (DTR) of specific Job Order workers and compute their salary for the payroll submission period
- Assist the HR Officer in receiving clients with official business at the office

AFFILIATIONS

Special Program for Employment of Students (Summer Job)

Coastal Resources and Fishery Management
April – May 2013
Sangguniang Panlungsod Office
April – May 2011, 2012

Department of Labor and Employment
Local Government Unit – Baybay City
R. Magsaysay Ave., Baybay City, 6521 Leyte

- Clerical work, document filer
- Conduct coastal cleanup and tree planting activities

➤ Janitorial services

On the Job Trainee

November 2014 – January 2015

Orient Foods Industries Corporation
Sibulan, Dumaguete City, Negros Oriental

Board Member

College of Management and Economics
June 2014 – March 2015

Visayas State University
VISCA, Baybay City, 6521 Leyte

Secretary

Society of Agribusiness Student (BSAB)
June 2013 – March 2014

Visayas State University
VISCA, Baybay City, 6521 Leyte

Councilor

Sangguniang Kabataan
December 2010 – 2013

City Government of Baybay, District V
Brgy. Plaridel, Baybay City, 6521 Leyte

SEMINARS

HRIS Software Onboarding (8 hrs.)

December 6, 2023
Visayas State University
VISCA, Baybay City, Leyte

“Unlocking Excellence. The 5S Revolution at Visayas State University” (8 hrs.)

November 29, 2023
Visayas State University
VISCA, Baybay City, Leyte

ISO 9001.2015 Awareness & Re-awarness Webinar (8 hrs.)

August 29, 2023
Visayas State University
VISCA, Baybay City, Leyte

Japanese Agricultural Standard (JAS) System, Certification Procedure for Operator, and Organic Knowledge Test (8 hrs.)

March 28, 2023

Wilmar Organic Edible Oils Philippines, Inc.
Bo. San Luis, Gingoog City, Misamis Oriental

Internal Control System (ICS) Installation (40 hrs.)

January 19-23, 2014

Orient Food Industries Corporation
Department of Science and Technology
DOST Office, Daro, Dumaguete City

Personality Development and Business Ethics (8 hrs.)

September 14, 2013

Visayas State University
VSU Convention Center, VISCA, Baybay City, Leyte

Comprehensive Agrarian Reform Program Seminar (8 hrs.)

December 13, 2011

Visayas State University
VSU Convention Center, VISCA, Baybay City, Leyte

CERTIFICATE

Licensure Examination for Agriculturists (LEA)

Passer (76.50%), Professional Regulation Commission (PRC)

Venue: Liceo del Verbo Divino, Avenida Veteranos, Downtown, Tacloban City, Leyte 6500

Date: November 22-24, 2022

EDUCATIONAL BACKGROUND

SY June 2011 – April 2015

Graduate, Bachelor of Science in Agribusiness

Visayas State University

VISCA, Baybay City, 6521 Leyte

SY June 2007 – March 2011

Plaridel National High School

Brgy. Plaridel, Baybay City, Leyte

SY June 2001 – March 2006

Plaridel Central School

Brgy. Plaridel, Baybay City, Leyte

REFERENCES

Mr. Marianito E. Gorgonio

Human Resource and Management Officer
Local Government Unit of Baybay City
2/F Baybay City Hall, Diversion Road,
Brgy. Gaas, Baybay City, 6521 Leyte
0977 802 9133

Mr. Alfon M. Aisa

Human Resource/Administrative Assistant
Wilmar Edible Oils Philippines, Inc.
Bo. San Luis, Gingoog City, Misamis Oriental
0917 624 1050

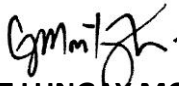
Ms. Loregin S. Pugosa

Instructor
Visayas State University
VISCA, Baybay City, 6521 Leyte
0920 253 0288

PERSONAL INFORMATION

Name : Giebert Lungay Montajes
Age : 29
Birthdate : December 11, 1993
Gender : Male
Height : 5'4"
Weight : 70 kg.
Civil Status : Married
Nationality : Filipino
Religion : Seventh Day Adventist

I certify that the statements made in this resume are true and correct.



GIEBERT LUNGAY MONTAJES

Applicant