

CURRICULUM VITAE

MYRA RUIZ MILLEZA

Administrative Aide (Clerk)

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PERSONAL DATA:

Date of Birth	:	August 29, 1976
Age	:	49
Sex	:	Female
Height	:	5'2''
Weight	:	61 kgs.
Civil Status	:	Married
Religion	:	Christian
Citizenship	:	Filipino
Father	:	Maximo C. Ruiz
Mother	:	Marianita G. Ruiz
Language Spoken	:	Filipino, English, Cebuano

EDUCATIONAL ATTAINMENT:

College:
Computer Secretarial Course
Franciscan College Immaculate Course,
Baybay City, Leyte
Graduated, March 1995

High School:
Arellano University
Taft Ave. Pasay City, Metro Manila
Graduated, March 1992

Elementary:
Padre Burgos Elementary School
Pasay City, Metro Manila
March 1988

WORK EXPERIENCES:

- **Administrative Aide I (Clerk)**
Procurement Office
Visayas State University
July 2020 - Present

- **BAC Assistant**
Bids and Awards Committee
Visayas State University
September 2019 - July, 2020
- **Administrative Aide I (Clerk)**
College Arts & Sciences
Visayas State University
June 2017 – December 2018
- **Laboratory Aide**
Department of Pure & Applied Chemistry
Visayas State University
June 2015 – May 2017

I hereby certify that all information presented above is true and correct to the best of my knowledge.



MYRA R. MILLEZA
October 14, 2025