

# CURRICULUM VITAE

## HAIDE B. CUEVAS

Administrative Aide III

Address: Purok Orchids, Brgy. Marcos  
Baybay City, 6521  
Mobile Phone No.: +639161576758  
E-mail: haide.cuevas@vsu.edu.ph



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### PERSONAL DATA:

Date of Birth : July 10, 1983  
Age : 41  
Sex : Female  
Height : 5'2 ½"  
Weight : 58 kgs.  
Civil Status : Married  
Religion : Roman Catholic  
Citizenship : Filipino  
Father : Carlos Soria Bagarinao  
Mother : Margarita Milloza Bagarinao  
Language Spoken : Filipino, English, Cebuano

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### EDUCATIONAL ATTAINMENT:

College:  
Bachelor in Animal Science  
Visayas State University,  
Baybay City, Leyte  
Graduated, October 2012

High School:  
Bunga National Highschool  
Bunga, Baybay City, Leyte  
Graduated, March 2000

Elementary:  
San Agustin Elementary School  
San Agustin, Baybay City, Leyte  
Graduated with Honors, March 1996

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### WORK EXPERIENCES:

- **Administrative Aide III (Clerk I)**  
Department of Civil Engineering  
Visayas State University  
January 16, 2023 - Present
- **Department Clerk**  
Department of Geodetic Engineering  
Visayas State University  
February 5, 2015 - January 15, 2023

- **Encoder for AACCU**  
Department of Economics  
Visayas State University  
August 2014 - October 2014

Department of Business and Management  
Visayas State University  
November 2014 - December 2014

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**ACHIEVEMENTS:**

- Civil Service Exam Passer (May 2022)
- VSU Clerical Passer (August 2014)

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**AFFILIATIONS/ INVOLVEMENTS:**

- Department Document Controller  
2019 – Present
- Solo Parent Association in Baybay  
President, North Cluster  
2023 - Present


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**SEMINARS/TRAINING-WORKSHOP ATTENDED:**

- Records Encounter Disaster Preparedness and Business Continuity (RCDPBC)  
National Archives of the Philippines  
Intramuros, Manila  
May 14-16, 2024
- Personality Development and Developing Customer Satisfaction  
Personnel Officers Association of the Philippines, Inc. (POAP)  
Puerto Princesa, Palawan  
June 13-16, 2023
- ISO 9001:2015 Awareness/Re-awareness  
Visayas State University  
Via Zoom  
August 29, 2023
- Mandatory Orientation and Re-Orientation of Academic Advisers, Department  
Enrollment Focal Persons, and College Hotline  
Visayas State University  
Via Zoom  
August 25, 2023
- Re-Orientation Seminar on the RSP, PDS and Edatsystem of the Management  
Information System (MIS)  
Visayas State University  
February 22, 2022
- ISO 9001:2015 Awareness/Re-awareness  
Visayas State University  
Via Zoom  
September 9, 2021

- Records Management Training  
Visayas State University  
Quality Assurance Center  
July 6-7, 2017
- Full Awareness Training Course ISO 9001:2015  
Visayas State University  
CCE Building  
January 26, 2017
- QGIS Training-Workshop  
Department of Geodetic Engineering  
College of Engineering and Technology -VSU  
June 6-8, 2016
- Training Workshop on Content Management System for the College of  
Engineering Website and Online Class Using Moodle  
Department of Computer Science and Technology  
College of Engineering and Technology - VSU  
May 3-5, 2016
- ISO 9001:2008 Orientation & Writeshop Among Clerks and Secretaries  
Visayas State University  
CCE Building, VSU  
September 21, 2015

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

  
**HAIDE B. CUEVAS**  
July 9, 2024