

# VANESSA W. NAZAL

Office of the Director for Instruction and Evaluation  
Visayas State University  
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## PERSONAL INFORMATION

Permanent Address : Sitio Pandan, Brgy. Bitanhuan Baybay City, Leyte  
Birthdate : February 15, 1989  
Birth Place : Baybay City, Leyte  
Height : 5'3"  
Weight : 60 kg.  
Sex : Female  
Civil Status : Married  
Religion : Roman Catholic  
Nationality : Filipino

## EDUCATIONAL BACKGROUND

		Year [From] - [To]
<b>Elementary</b>		
School	: Bitanhuan Elementary School	1995-2001
Address	: Brgy. Bitanhuan, Baybay City, Leyte	
<b>Secondary</b>		
School	: Bitanhuan National High School	2001-2005
Address	: Brgy. Bitanhuan, Baybay City, Leyte	
<b>College</b>		
Course	: Associate in Computer Technology	2005-2007
School	: Franciscan College of The Immaculate Concepcion	
Address	: Baybay City, Leyte, Philippines	

## WORK EXPERIENCE

Data Encoder	ACCUDATA INC Baybay City Leyte August 02, 2007
Data encoder/Clerk	Office of the Vice President for Academic Affairs (OVPA), Visayas State University, Baybay City, Leyte April 01, 2011 to September 21, 2020

Data encoder/Clerk

Office of the Director for Instruction and Evaluation (ODIE),  
Visayas State University, Baybay City, Leyte  
September 22, 2020 Present

<b>TRAININGS / SEMINARS ATTENDED</b>		
<b>TITLE OF SEMINAR/CONFERENCE WORKSHOP/SHORT COURSES</b>	<b>INCLUSIVE DATES OF ATTENDANCE</b>	<b>SPONSORED BY</b>
Briefing of Staff Involved in the Conduct Teaching Evaluation of Academic Staff	Jan. 14, 2013	Office of the Vice President for Instruction (OVPI)
Records Management Training	June 6, 2017	Office of the Director for Resource Development(ODAHRD)
Orientation on Preparation of Documents For the internal Audit	June 26, 2017	Quality Assurance Center (QAC)
Orientation on Basic Customer Service & Work Values	Sept. 5, 2017	Office of the Director for Resource Development(ODAHRD)
Orientation Workshop Among JO Clerks & Work Values Laboratory Technicians	Jan. 15, 2019	Office of the Director for Resource Development(ODAHRD)
Webinar presentation "Document Tracking System"	Nov. 15, 2020	Office of the Vice President for Administration & Finance(OVPAF)
ISO 9001:2015 Awareness/Re- awareness Webinar	Nov. 27, 2020	Office of the Director for Quality Assurance (ODQA)
Pandemic: The Role of SUCs and HEIsRebuilding the Economy from the Covid-19	March 5, 2021	College of Management and Economics (CME)
TURNITIN Instructor's Workflow Training	May 31, 2021	Office of the Director for Instruction and Evaluation
ISO 9001:2015 Awareness/Re- awareness Webinar	September 13, 2021	Office of the Director for Quality Assurance (ODQA)
Re-Orientation of Employee's Duties and Responsibilities and Good Customer Service	September 23, 2021	Office of the Director for Human Resource Management
SEAMO Innovative Teaching Festival	October 2021	SEAMEO Thailand
Women's Reproductive Health: Breast Cancer and Gynecological Cancers	October 07, 2021	Office of the Chief of University Services for Health, Emergency, and Rescue
Trends in Soft Matter Research & its Applications	February 04, 202	Department of Physics

Mandatory Orientation & Re-orientation of Academic Advisers, Department Enrollment Focal Persons and College Hotline Agents	February 03, 2022	Office of the Director for Instruction and Evaluation
VSU Faculty Onboarding	February 08, 2022	Office of the Director for Instruction and Evaluation
VSUEE Webinar Workshop	February 10, 2022	Office of the Director for Instruction and Evaluation
VSU Graduate School Onboarding for Faculty and Students	February 24, 2022	Office of Graduate School
Women Inspiring Women	March 07, 2022	Gender Resource Center
Hands-Only Cardiopulmonary Resuscitation	July 21-22, 2022	Office of the Chief of University Services for Health, Emergency, and Rescue
ISO 9001:2015 Awareness/Re-awareness Webinar	August 30 -31, 2022	Office of the Director for Quality Assurance (ODQA)
Orientation/Re-orientation of Duties & Responsibilities of dDRCs and AdDRCs	September 07, 2022	Office of the Director for Quality Assurance (ODQA)
Mandatory Orientation & Re-orientation of Academic Advisers, Department Enrollment Focal Persons and College Hotline Agents	August 25, 2022	Office of the Director for Instruction and Evaluation
VSU Newly-Hired Faculty Onboarding & Training Workshop on VSU E-Learning Environment	September 8-9, 2022	Office of the Director for Instruction and Evaluation
Mandatory Orientation & Re-orientation of Academic Advisers, Department Enrollment Focal Persons	February 10, 2023	Office of the Director for Instruction and Evaluation
VSU Faculty Onboarding	February 17, 2023	Office of the Director for Instruction and Evaluation
Table of Specifications and Test Item Analysis	April 04, 2023	Office of the Director for Instruction and Evaluation
TURNITIN Feedback Studio Instructor's Workflow Training	April 17, 2023	Office of the Director for Instruction and Evaluation
Mental Health Wellness Seminar	April 25, 2023	Office of the Director for Human Resource Management

### **SPECIAL SKILLS / INTERESTS**

- Active listening skills
- Customer service skills
- Dedicated to work
- Flexible, approachable and can work under pressure
- Highly trainable

- Can easily adjust and follow instructions
- Knowledgeable in computer such as: MS Word, Excel, PowerPoint

## **CHARACTER REFERENCES**

### **DR. BEATRIZ S. BELONIAS**

Vice President for Academic Affairs  
Visayas State University  
Baybay City, Leyte 6521  
Philippines

### **DR. MA. RACHEL KIM L. AURE**

Director, Instruction and Evaluation  
Visayas State University  
Baybay City, Leyte 6521  
Philippines

### **NANCY D. ABUNDA**

Head, Instructional Materials Development  
Visayas State University  
Baybay City, Leyte 6521  
Philippines

### **CONNEL D. ANTIPASO**

Education Program Specialist  
Visayas State University  
Baybay City, Leyte 6521  
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