

RAIZEL MEANO PIAMONTE

OBJECTIVES:

To be a part of VSU and efficiently perform its mission and vision to acquire knowledge, build-up character and help guests/clients.

Work Experience

Aug. 2021 - Present

**VSU Supply and
Property Office (SPO) -
Office Clerk**

- receiving and releasing of all documents
- in-charge of returned and replacement items to suppliers and end-users
- provides administrative support to ensure continuity of office operations; processing of cash advance, travels,/liquidation/vouchers
- prepare minutes of meeting, notice of meeting and attendance sheet
- check all equipment and items pulled-out from the warehouse
- copies, sorts, indexes, files documents / communications and other related office activities
- act as the Alternate Deputy Document Record Controller for SPO (AddRC)

Dec. 2017 - July 2021

**VSU Hostel - Front Desk
Officer / Clerk**

- register guests and assign rooms
- prepares contracts, PPMP, PR, payroll and replenishment
- prepares monthly and financial reports
- purchases supplies needed



Contact



+65-945-733-3320



**Brgy. Pangasugan,
Baybay City, Leyte**



raizel.piamonte@vsu.edu.ph

Eligibility

**Career Service Sub-Professional
Examination Passer**

Rating: 81.39

VSU Clerical Examination Passer

Seminars and Workshops

- Feb. 23, 2024** **Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)**
Visayas State University
Visca Baybay City, Leyte
- Dec. 6, 2023** **HRIS Software Onboarding**
Visayas State University
Visca Baybay City, Leyte
- Nov. 29, 2023** **The 5S Resolution for Clerks and Heads**
Visayas State University
Visca Baybay City, Leyte
- Aug. 22-24, 2023** **Basic Course Training for the Republic Act No. 9184 And its 2016 revised implementing and Regulations**
PhilRootcrops Training Hall
Visayas State University
Visca Baybay City, Leyte
- Aug. 29, 2023** **ISO 9001:2015 Awareness/ Re-awareness Webinar**
Visayas State University
Visca Baybay City, Leyte
- Feb. 22, 2023** **Final Instructions for the ISO Re-Certification Audit**
Visayas State University
Visca, Baybay City, Leyte
- Aug. 31, 2022** **ISO 9001:2015 Awareness/Re-awareness**
Visayas State University
Visca Baybay City, Leyte



Education

2009-2013

2005-2007

Bachelor of Science in Hotel, Restaurant and Tourism Management (BSHRTM)
Visayas State University
Visca, Baybay City, Leyte
(Graduate)

2000-2005

Plaridel National High School
Brgy. Plaridel, Baybay City, Leyte

2000-2005

Visca Foundation
Elementary School
Visca, Baybay City, Leyte

Skills

- Time-management skills
- Basic computer literacy skills
- Verbal and written communication skills
- Strategic planning and scheduling skills
- Organizational skills
- Event management

Seminars and Workshops

- Jul. 21-22, 2022** **Hands-only Cardiopulmonary Resuscitation**
Visayas State University
Visca Baybay City, Leyte
- Sept. 13, 2021** **ISO 9001:2015 Awareness/Re-awareness Webinar**
Visayas State University
Visca Baybay City, Leyte
- Nov. 29, 2023** **The 5S Resolution for Clerks and Heads**
Visayas State University
Visca Baybay City, Leyte
- Mar. 26, 2021** **Reinforcing Competencies Of Eastern Visayas Tourism Players Front Office Operations Under the New Normal**
Department of Tourism
VSU Hostel
Visayas State University
Visca Baybay City, Leyte
- Mar. 26, 2021** **Document Tracking System System Human Resource Information System**
Visayas State University
Visca Baybay City, Leyte
- Nov. 13, 2020** **Document Tracking System System Human Resource Information System**
Visayas State University
Visca Baybay City, Leyte



Personal Information

Age: **36 years old**
Date of Birth: **March 5, 1988**
Place of Birth: **Naval, Biliran**
Nationality: **Filipino**
Civil Status: **Married**
Religion: **Roman Catholic**
Address: **Brgy. Pangasugan, Baybay City, Leyte**
Height: **5" 4'**
Weight: **79 kgs.**

References

ALICIA M. FLORES
Head, Budget Office
Visayas State University
Visca, Baybay City, Leyte

ELWIN JAY V. YU, MD, MPH
Chief, Hospital I
VSU-Hospital
Visca, Baybay City, Leyte

DR. NANCY V, DUMAGUING
Former Head Manager
VSU-HOSTEL
Visca, Baybay City, Leyte