

VENUS G. CAPANGPANGAN- AUTIDA



**J. A. Santos St.
Baybay City, Leyte
6521 Philippines**

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EDUCATIONAL BACKGROUND

Collegiate

Bachelor of Science in Agriculture major in Agricultural Economics. April 2004, Leyte State University – College Honors (1999-2000); University Honors (2000-2001)

Secondary

Visca Laboratory High School. March 1999, Visca, Baybay, Leyte – Consistent Scholar (1995-1999)

Elementary

Baybay North Central School. March 1995, Baybay, Leyte. –With Honors

WORK EXPERIENCE

RESEARCH ASSISTANT (SEPTEMBER 2004-OCTOBER 2004)

**DA- EASTERN VISAYAS INTEGRATED AGRICULTURAL RESEARCH CENTER (EVIARC)
BABATNGON, LEYTE**

Title of the Study: “Socio-Economic Status of the Livestock Industry in Region 8”.
Conducts survey and analyses of data on the social and economic status of the livestock industry in Leyte and Samar (Region 8).

CREDIT ANALYST (JANUARY 2006)

**ACCUDATA INC.
Tacloban City, Leyte**

Analyzes financial and credit status and gives data to American clients.

FIELD AGENT/COMMUNITY ORGANIZER (MAY 2007- MAY 2009)
Metro Ormoc Community Cooperative (OCCCI)
Baybay City, Leyte

Responsible for gathering, organizing, giving lectures and giving saving and credit services to women –clients capable in engaging livelihood activities as members of the cooperative. Develop specifications and measures quality members-lenders for loan quality assurance. Conducts investigation for good member-borrower. Supervises money disbursement and collection of payments from members in the group.

LOAN PROCESSOR/ACCOUNTING CLERK (MAY 2009- SEPTEMBER 2009)
Metro Ormoc Community Cooperative (OCCCI)
Baybay City, Leyte

Responsible for processing, encoding and releasing of loans to member-clients. This also includes transacting bank records, job costing, and cash deposits in the operation.

MARKETING SPECIALIST/MEMBERSHIP DEVELOPMENT SPECIALIST/SUPPLY OFFICER/PROPERTY CUSTODIAN (SEPTEMBER 2009- OCTOBER 2015)
Metro Ormoc Community Multi-Purpose Cooperative (OCCCI)
Baybay City, Leyte

Responsible in designing, creation, membership recruitment and delivering marketing programs to support expansion and growth of the company services and products. Creating sales presentations and providing reports according to the information gathered such as new products, market trends and competition. Familiarizing with a wide range of field's practices, concepts, and procedures.

Secures the availability of office supplies and equipment and maintains inventory of supplies and equipment in the office. Releases and records the issuance of supplies, materials and equipment to employees. Maintains stocks of printed materials and replenishes stocks when necessary. Orders supplies and equipment needed by the office, keeping purchases within the specified budget. Meets with merchants and sales representative to review products and make decision on purchasing. Prepares purchase requests and checks merchants' invoices to ensure correctness of items, quantities being delivered.

**ADMINISTRATIVE ASSISTANT III/SENIOR BOOKKEEPER
(OCTOBER 2015-JULY 25, 2016)
Department of Education- Baybay City Division Office
Baybay City, Leyte**

Maintains and safeguards the books, records and supporting schedules of the Division Office by keeping track of accounts and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making financial and budgeting decisions.

**REGISTRAR I/RECORDS OFFICER-Designate
(JULY 26, 2016- present)
Department of Education- Baybay City Senior High School
Baybay City, Leyte**

Receives, updates and maintains the records, reports and documents of the school, its staff and learners; Manages and updates the Learners Information System (LIS); Ensures the efficiency and effectivity processes during registration and enrollment of the school; Facilitates the process of keeping, recording and releasing of records of the school, staff and learners' to the necessary institution.

TRAININGS/SEMINARS ATTENDED

1. Seminar-Workshop on Basic Records and Archives Management. Milka Hotel, Brgy. Abucay, Terminal, Tacloban City. November 14-16, 2019.
2. 2nd DEPED-NEU Island Congress. Cebu City. August 28-30, 2019
3. 12th NATIONAL CONGRESS OF DEPED-NEU. Baguio Teachers' Camp, Baguio City. December 10-12, 2018.
4. 1st DEPED-NEU Island Congress. Cebu City. September 6-8, 2018.
5. Laws and Regulations on Government Expenditures. August 28-31, 2019. COA Training Hall, Palo, Leyte.
6. 11th NATIONAL CONGRESS OF DEPED-NEU. Baguio Teachers' Camp, Baguio City. December 5-7, 2017.
7. Orientation Workshop of School Heads, Disbursing Officer and Property Custodian on Financial Management. Sabin and Hotel Resort, Ormoc City, Leyte. November 20-22, 2017.
8. Gender Sensitivity, Mainstreaming and Analysis Training. Baybayon ni Agalon, Albuera, Leyte. November 16-18, 2017.
9. Orientation on Violence Against Women and Children. Milka Hotel, Abucay, Tacloban City, Leyte. November 14-16, 2017.
10. 1st REGIONAL CONGRESS OF DEPED-NEU. RELC-NEAP VIII Building, Candahug, Palo, Leyte. November 9-10, 2017.
11. Orientation on Division Technical Assistance. Baybay City Division Office. February 9, 2016.

HONORS / AWARDS

University Honor, 2000-2001

College Honor, 1999-2000

With Honors, 1996-1999

With Honors, 1990-1995

VOLUNTEER ACTIVITIES

NAMFREL and PPCRV volunteer during the 1998, 2001, and 2004, 2010,2016 National and Local Elections

PERSONAL INTERESTS: Music, Books, Sports and Nature

OTHER QUALIFICATIONS: Agriculturists Board Exam Passer
July 7-9, 2004

SKILLS

1. Computer Literate (MS Word, Excel, PowerPoint)
2. Good at public relations.
3. Can communicate both in written and oral.
4. Good in data analysis and community organizing.

REFERENCE PERSONS

ROGER O. LINGATONG
Principal IV
Baybay City Senior High School
Baybay City, Leyte

RUTHLYN B. POSAS, CPA
City Division Accountant
Baybay City Division Office
Baybay City, Leyte

JOEL G. HINAY
Branch Manager
Metro Ormoc Community Multi-Purpose Cooperative (OCCCI)
Hilongos Branch