



JESIBEL L. MUERTIGUE

30 De Diciembre St. Baybay City, Leyte

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Objective

To be able to serve and to gain knowledge that allows me to grow professionally.

I. Personal Information

Age : 27
Date of Birth : October 3, 1992
Place of Birth : Maggap, Baybay City, Leyte
Height : 4' 11"
Weight : 40 kg.
Father's Name : Pablo N. Lufrangco
Mother's Name : Elena G. Lufrangco

II. Educational Attainment

Bachelor of Science in Nursing SY: 2009-2010
University of Cebu Lapu-Lapu and Mandaue
A.C Cortes Avenue Looc, Mandaue City

Secondary Education

Babag National High School SY: 2005-2009
Babag II Lapu-lapu City, Cebu

Elementary Education

Pajo Elementary School SY: 1999-2005
Pajo Lapu-lapu City, Cebu

III. Characteristics and Skills

- Knowledge in Computer and Social Networking
- Singing
- Accomodating
- Friendly and Honest
- Hardworking

IV. Work Experience

Office Clerk at College of Forestry and Environmental Science, Visayas State University, Visca, Baybay City, Leyte (February 13, 2018 – present)

Cashier at VICSAL Group of Company, Fresh & Easy, Marigondon Lapu-lapu City, Cebu (November 15, 2015 – May 15, 2016

Cashier at Gaisano Grand Mall Cordova, Cordova Cebu City (September 10, 2014 - March 10, 2-15)

V. Attended Seminars

Hepatitis B Awareness Seminar (2010 at AVR Building in University of Cebu Lapulapu and Mandaue)

Bomb Threat Awareness and Proper Response Seminar on April 10, 2019 at VSU, CCE Building

ISO 9001:2005 Awareness Seminar on July 15, 2019 at VSU, Quality Assurance Center

ISO 9001:2005 Awareness Seminar on August 8, 2019 at VSU, CCE 1st Floor

Launching and Cascading of ISO Quality Documents on August 15, 2019 at VSU Convention Center

Echo-Seminar ISO Awareness on October 02, 2019 at VSU RDE Hall

RSP and Plantilla Management and PDS Training on November 26, 2019 at VSU, CCE 1st Floor

HRMIS Cyber Security Training on December 18-19, 2019 at VSU, Convention Center

Seminar Workshop on Records Matrix and NAP Form on December 13, 2019 at VSU, CCE 1st Floor

Workshop on PR & PPMP on March 10, 2020 at VSU, CCE 1st Floor

VI. Eligibility

Visayas State University Clerical Examination Passer

CSE-PPT Subprofessional Passer

VII. Character Reference

DR. DENNIS P. PEQUE

Dean, College of Forestry and Environmental Science

Visayas State University

Visca, Baybay City, Leyte

I hereby certify that the said above information is true and correct.


JESIBEL LUFRANGCO MUERTIGUE