

# Lovely V. Paderes

## Administrative Officer IV

Brgy. Santa Fe, Matalom, Leyte, Philippines  
09632656220  
lovely.paderes@vsu.edu.ph



### WORK EXPERIENCE

**July 2020 – September 2020**

**ENUMERATOR** for Philippine Statistics Authority assigned at Agbanga, Matalom, Leyte

**Tasks:** Helped gather inventory of the total population of my assigned area

**October 05, 2020 – August 11, 2023**

**GRADUATE TEACHING ASSISTANT** at Visayas State University, Visca, Baybay City, Leyte

**Tasks:** Taught laboratory classes about Agronomy, Act as substitute teacher for class missed by my professors and assists on the preparing of docs for institutional accreditation.

**August 16, 2023 – Present**

**Clerk/AdDRC** at the Department of Agronomy at Visayas State University, Visca, Baybay City, Leyte

**Tasks:** Perform the functions of the Document and Records Controller (DRC) within the unit she is assigned by: a) issuing, maintaining, retrieving and controlling of documents; b) assigning of document numbers and other coding controls for document in coordination with the DRC; c) coordinate with and inform relevant personnel on any changes; and d) ensuring the implementation of the control of records.

### EDUCATION

**June 2003 – March 2010**

**ELEMENTARY GRADUATE**  
Santa Fe-Itum, Elementary School, Matalom, Leyte

**June 2014 – March 2014**

**HIGHSCHOOL GRADUATE**  
Bato School of Fisheries, Bato, Leyte

**June 2014 – June 2018**

**COLLEGE GRADUATE**  
Visayas State University, Visca, Baybay City, Leyte

### LANGUAGES

- Bisaya
- English
- Waray-waray
- Tagalog

### SKILLS

- Computer literate
- Can work under pressure.

### REFERENCE

**DIONESIO M. BAÑOC**  
Visayas State University  
Professor III  
Phone : 09069797249  
E-mail : dionesio.bañoc@vsu.edu.ph

### HOBBIES

- Reading
- Watching movies
- Play with my pet cat and dogs