

RAIZEL PIAMONTE



OBJECTIVES

To contribute to the success of the institution by aligning with its mission and vision, while acquiring knowledge and developing my skills and character.

CONTACT

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Baybay City, Leyte

EDUCATION

**MASTERS IN PUBLIC ADMINISTRATION
(ENROLLED)**
COLLEGE OF MAASIN
MAASIN, SOUTHERN LEYTE
EXPECTED IN JUNE 2026

**PROFESSIONAL EDUCATION
COURSE (18UNITS) , EDUCATION**
SAINT MICHAEL COLLEGE
HINDANG, LEYTE
MARCH 2018

**BACHELOR OF SCIENCE, HOTEL,
RESTAURANT AND TOURISM
MANAGEMENT**
VISAYAS STATE UNIVERSITY
VISCA BAYBAY, CITY
JANUARY 2013

PLARIDEL NATIONAL HIGH SCHOOL
BAYBAY CITY

**VISCA FOUNDATION ELEMENTARY
SCHOOL**
VISCA BAYBAY, CITY

WORK EXPERIENCE

AUGUST 2021-PRESENT

**VSU SUPPLY AND PROPERTY MANAGEMENT OFFICE
OFFICE CLERK**

- receiving and releasing of all documents
- in-charge of VSU-Fuel Station daily, monthly, inventory reports
- provides administrative support to ensure continuity of office operations; processing of cash advance, travels/liquidation/vouchers
- prepare notice and minutes of meetings, attendance sheets
- prepare Statement of Account, Requisition and Issue Slip, Voucher and other documents for billing of issued petroleum products
- prepares contract/appointment, evaluation for job order Worker
- prepares the RSMI report for VSU-Fuel Station to be submitted to the Accounting office
- provides clerical support of the office by copying, scanning, filing of documents
- act as the Alternate Deputy Document Record Controller for SPM (AdDRC)

DECEMBER 2017-JULY 2021

VSU HOSTEL -FRONT DESK OFFICER/CLERK

- register guests and assign rooms
- prepares contracts for Job Order Workers, PPMP, PR, payroll and vouchers for replenishment
- prepares billings
- prepares daily, monthly and financial reports

ELIGIBILITY

**Career Service Sub-Professional
Examination Passer**
Rating: 81.39

VSU Clerical Passer



PERSONAL INFORMATION

Age: **36 years old**
Date of Birth: **March 5, 1988**
Place of Birth: **Naval, Biliran**
Nationality: **Filipino**
Civil Status: **Married**
Height: **5"4'**
Weight: **79 kgs**

SKILLS

- Effective Time Management
- Office Administration Support
- Effective Organizational Skills
- Strategic Planning Skills
- Fundamental Computer Skills
- Verbal Communication

SEMINARS AND WORKSHOPS

NOVEMBER 26-28, 2024

Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016

Visayas State University
VSU Convention Center
Visca Baybay City, Leyte

JULY 30-31, 2024

Seminar Workshop on Basic Records and Archives Management (BRAM)

Visayas State University
VSU Convention Center
Visca Baybay City, Leyte

MAY 15, 2024

Shaping Culture: Embracing Values for Productive Workplace Performance

Visayas State University
CCE building
Visca Baybay City, Leyte

MARCH 26, 2024

Sparkling Spaces: Mastering the Art of Housekeeping (Batch 1)

Visayas State University
CCE building
Visca Baybay City, Leyte

FEBRUARY 23, 2024

Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)

Visayas State University
CCE building
Visca Baybay City, Leyte

DECEMBER 6, 2023

HRIS Software Onboarding

Visayas State University
Visca Baybay City, Leyte



SEMINARS AND WORKSHOPS

NOVEMBER 29, 2023

The 5S Revolution for Clerks and Heads
Visayas State University
Visca Baybay City, Leyte

AUGUST 29, 2023

ISO 9001:2015 Awareness/Re-awareness Webinar
Visayas State University
Visca Baybay City, Leyte

AUGUST 22-24, 2023

GPPB Basic Course Training on the Republic Act No. 9184 And its Revised Implementing Rules and Regulations Act of 2016
Visayas State University
Philrootcrops Training Hall
Visca Baybay City, Leyte

AUGUST 30-31, 2022

ISO 9001:2015 Awareness/Re-awareness Seminar
Visayas State University
VSU RDE Hall
Visca Baybay City, Leyte

JULY 21-22, 2022

Hands-Only Cardiopulmonary Resuscitation
Visayas State University
Visca Baybay City, Leyte

SEPTEMBER 13, 2021

ISO 9001:2015 Awareness/Re-awareness Webinar
Visayas State University
Visca Baybay City, Leyte

MARCH 21, 2021

INFINITE ESCAPES REBOOT: REINFORCING COMPENTENCIES OF EASTERN VISAYAS TOURISM PLAYERS
DOT Online Learning Training



REFERENCES

ALICIA M. FLORES (former head)
Head, Budget Office
Visayas State University

ELWIN JAY V. YU, MD, MPH
Chief, Hospital I
Visayas State University

Dr. NANCY V. DUMAGUING
Former Head- VSU Hostel
Visayas State University

SEMINARS AND WORKSHOPS

NOVEMBER 13, 2020

Document Tracking System
3 hours
Visayas State University
Visca Baybay City, Leyte

AUGUST 28, 2020

Training on Identification of Proper and Complete Items Technical Specification and Parameters and Orientation of the Purchase Information System
Visayas State University
Visca Baybay City, Leyte

JULY 28-29, 2020

Health and Safety Guidelines Governing the Operations of Accommodation Establishments Under the New Normal
OT Online Learning Training