

CURRICULUM VITAE

VIRGILIO C. ACILO

Brgy. Bunga, Baybay City, Leyte, Philippines

Email: virgilio.acilo@vsu.edu.ph

Mobile: +63 997 517 2568



PERSONAL INFORMATION

- **Date of Birth:** March 4, 1962
- **Civil Status:** Married
- **Citizenship:** Filipino

EDUCATIONAL BACKGROUND

- **Vocational Course:** 2-year Junior Secretarial Program
Franciscan College of the Immaculate Conception (FCIC), Baybay City, Leyte
1982 – 1987
- **Secondary Education:** High School
Franciscan College of the Immaculate Conception (FCIC), Baybay City, Leyte
1976 – 1980
- **Primary Education:** Barangay Bunga Elementary School
Baybay City, Leyte
1969 – 1976

QUALIFICATIONS

- Proficient in document filing and records management
- Experienced in clerical and administrative tasks
- Skilled in office productivity tools

SEMINARS AND TRAININGS ATTENDED

1. Seminar-Workshop on Basic Records and Archives Management (BRAM), July 30-31, 2024
 2. Unlocking Excellence the 5S Revolution for Clerks and Head at VSU, online, Nov. 19, 2023
 3. Personnel Officers Association of the Philippines Inc. online, July 14-16, 2021
 4. Career & Personality Development for Clerks and Administrative Staff – May 21–22, 2003
 5. Computer Training for Excell and Powerpoint Programs. October 28 – 30, 2003
 6. Target Setting Workshop – August 20–21, 2018
 7. Records Management Training – July 6–7, 2017
 8. Re-Orientation on the 5S Internal Audit Requirements – June 22, 2017
 9. Seminar-Workshop on 5S & Records Management – February 18, 2017
 10. Seminar on Fire Prevention – September 21, 2012
 11. Fire Consciousness and Preparedness – February 27, 2008
 12. Training on Office Productivity Tools – May 7–11, 2007
 13. Computer Training for Excel and PowerPoint – October 28–30, 2003
 14. Value Orientation Workshop (VOW) – June 24–26, 1998
 15. Orientation Seminar for Clerks – June 21–23, 1988
-

ORGANIZATIONAL AFFILIATION

- **Lay Minister**
Roman Catholic Church, Baybay City, Leyte
2010 – Present
-

LANGUAGES

- English (Fluent)
 - Tagalog (Fluent)
 - Cebuano/Bisaya (Native)
-

HOBBIES AND INTERESTS

- Hiking
 - Reading
 - Playing Basketball
-

CHARACTER REFERENCES

Ms. Maria Roberta S. Miraflor
Head, Records Management and Archives
VSU, Visca, Baybay City, Leyte
Cellphone Number :09176341528
VOIP Number 1065

Atty. Rysan C. Guinocor
Chief Administrative Officer
VSU, Visca, Baybay City, Leyte

Ms. Honey Sofia V. Colis
Head, Performance Management and Rewards &
Recognitions Office
VSU, Visca, Baybay City, Leyte