

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes (☐) and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

| | | | |
|-------------------------------|---|---|---|
| 2. SURNAME | ANDRINO | | |
| FIRST NAME | MARLON | NAME EXTENSION (JR., SR) | |
| MIDDLE NAME | TERAYTAY | N/A | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 04/25/1980 | 16. CITIZENSHIP | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: |
| 4. PLACE OF BIRTH | SAN ISIDRO, SURIGAO DEL NORTE | If holder of dual citizenship, please indicate the details. | |
| 5. SEX | <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female | | |
| 6. CIVIL STATUS | <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS | House/Block/Lot No. Street Subdivision/Village Barangay SITIO TAB-ANG KILIM City/Municipality Province BAYBAY CITY LEYTE |
| 7. HEIGHT (m) | 1.62 | ZIP CODE | |
| 8. WEIGHT (kg) | 72 | 18. PERMANENT ADDRESS | House/Block/Lot No. Street Subdivision/Village Barangay SITIO TAB-ANG KILIM City/Municipality Province BAYBAY CITY LEYTE |
| 9. RI QON TYPE | "B" | 19. TELEPHONE NO. | NONE |
| 10. GSIS ID NO. | 2005799962 | 20. MOBILE NO. | 09356174576 / 09323300787 |
| 11. PAG-IBIG ID NO. | 1830-0034-2707 | 21. E-MAIL ADDRESS (if any) | marlon.andrino@vsu.edu.ph |
| 12. PHILHEALTH NO. | 19-090052858-6 | | |
| 13. SSS NO. | 06-2244202-0 | | |
| 14. TIN NO. | 932-531-989-000 | | |
| 15. AGENCY EMPLOYEE NO. | V01199 | | |

II. FAMILY BACKGROUND

| | | | | |
|--------------------------|--------------------------|--------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME | N/A | | 23. NAME OF CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | NAME EXTENSION (JR., SR) | | | |
| MIDDLE NAME | | | | |
| OCCUPATION | | | | |
| EMPLOYER/BUSINESS NAME | | | | |
| BUSINESS ADDRESS | | | | |
| TELEPHONE NO. | | | | |
| 24. FATHER'S SURNAME | ANDRINO | | | |
| FIRST NAME | FLORO | NAME EXTENSION (JR., SR) | | |
| MIDDLE NAME | LICARDO | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | TERAYTAY | | | |
| FIRST NAME | ANTONINA | | | |
| MIDDLE NAME | CUSTODIO | | | |

III. EDUCATIONAL BACKGROUND

| 26. LEVEL | NAME OF SCHOOL (Write in full) | BASIC EDUCATION/DEGREE/COURSE (Write in full) | PERIOD OF ATTENDANCE | | HIGHEST LEVEL/ UNITS EARNED (if not graduated) | YEAR GRADUATED | SCHOLARSHIP/ ACADEMIC HONORS RECEIVED |
|---------------------------|--------------------------------|---|----------------------|------|--|----------------|---------------------------------------|
| | | | From | To | | | |
| ELEMENTARY | KILIM ELEMENTARY SCHOOL | PRIMARY | 1988 | 1994 | | 1994 | N/A EXISTORIAN |
| SECONDARY | VISCA LABORATORY HIGH SCHOOL | SECONDARY | 1994 | 1998 | | 1998 | WITH HONORS |
| VOCATIONAL / TRADE COURSE | N/A | N/A | N/A | N/A | | N/A | N/A |
| COLLEGE | LEYTE STATE UNIVERSITY | TERTIARY | 1998 | 2002 | | 2002 | N/A |
| GRADUATE STUDIES | VISAYAS STATE UNIVERSITY | MASTERAL | 2010 | 2013 | | 2013 | N/A |

(Continue on separate sheet if necessary)

| | | |
|-----------|------|------------|
| SIGNATURE | DATE | 07/31/2021 |
|-----------|------|------------|

IV. CIVIL SERVICE ELIGIBILITY

| 27. | CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE | RATING (If Applicable) | DATE OF EXAMINATION / CONFERMENT | PLACE OF EXAMINATION / CONFERMENT | LICENSE (if applicable) | |
|-----|--|---------------------------|--|--|-------------------------|---------------------|
| | | | | | NUMBER | Date of Validity |
| | CAREER SERVICE PROFESSIONAL ELIGIBILITY | 82.20% | 25/04/2010 | LEYTE NORMAL UNIVERSITY, TACLOBAN CITY | 08-122277 | 6/29/2010 |
| | CAREER SERVICE SUBPROFESSIONAL ELIGIBILITY | 80.56% | 18/06/2000 | LEYTE NORMAL UNIVERSITY, TACLOBAN CITY | 97-252708 | 6/28/2000 |
| | | | | | | |
| | | | | | | |


(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

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(Continue on separate sheet if necessary)

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|-----------|---|------|------------|
| SIGNATURE |  | DATE | 07/31/2021 |
|-----------|---|------|------------|

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

| 20. | NAME & ADDRESS OF ORGANIZATION (Write in full) | INCLUSIVE DATES (mm/dd/yyyy) | | NUMBER OF HOURS | POSITION / NATURE OF WORK |
|------|---|---------------------------------|----|--------------------|---------------------------|
| | | From | To | | |
| NONE | | | | | |

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

| 30. | TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full) | INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) | | NUMBER OF HOURS | Type of LD (Managerial/ Supervisory/ Technical/etc) | CONDUCTED/ SPONSORED BY (Write in full) |
|-----|--|--|-------------|--------------------|---|--|
| | | From | To | | | |
| | WORKSHOP ON MOODLE GRADEBOOK SETUP AND GRADING MECHANICS | 02/08/2021 | 02/08/2021 | 4 | TECHNICAL | DEPARTMENT OF BUSINESS AND MANAGEMENT - VSU MAIN CAMPUS |
| | BASIC OCCUPATIONAL SAFETY AND HEALTH TRAINING FOR THE PUBLIC SECTOR | 07/06/2021 | 11/06/2021 | 42 | TECHNICAL | OCCUPATIONAL SAFETY AND HEALTH CENTER, REGIONAL EXTENSION OFFICE VIII |
| | ENHANCING E-LEARNING THROUGH THE USE OF OBS STUDIO AND EXCEL QM APPLICATIONS | 31/05/2021 | 31/05/2021 | 4 | TECHNICAL | DEPARTMENT OF BUSINESS AND MANAGEMENT - VSU MAIN CAMPUS |
| | WEBINAR SERIES ON STATISTICAL ANALYSIS USING IBM SPSS SOFTWARE FOR MANAGEMENT AND ECONOMIC RESEARCH WITH THE TOPIC ON REGRESSION | 10/05/2021 | 10/05/2021 | 3 | TECHNICAL | CME AND VISERDAC |
| | WEBINAR SERIES ON STATISTICAL ANALYSIS USING IBM SPSS SOFTWARE FOR MANAGEMENT AND ECONOMIC RESEARCH WITH THE TOPIC ON PARAMETRIC | 19/04/2021 | 19/04/2021 | 3 | TECHNICAL | CME AND VISERDAC |
| | WEBINAR SERIES ON STATISTICAL ANALYSIS USING IBM SPSS SOFTWARE FOR MANAGEMENT AND ECONOMIC RESEARCH WITH THE TOPIC ON DATA | 12/04/2021 | 12/04/2021 | 3 | TECHNICAL | CME AND VISERDAC |
| | MARKETING STRATEGIES TRAINING FOR BAYBAY DAIRY COOPERATIVE (AS RESOURCE SPEAKER) | 09/12/2020 | 09/12/2020 | 3 | TECHNICAL | ISDR & DBM, VSU-MAIN CAMPUS |
| | ECONOMIC AND FINANCIAL LITERACY WEEK (EFLW) 2020 REGIONAL FORUM WITH THE THEME "E-KONOMIYA: MAINGAT NA PAG-ANGAT" | 03/12/2020 | 03/12/2020 | 4 | TECHNICAL | NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY - EASTERN VISAYAS REGION |
| | ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR | 27/11/2020 | 27/11/2020 | 4 | TECHNICAL | VISAYAS STATE UNIVERSITY - MAIN CAMPUS |
| | CME VISERDAC TRAINING SERIES: DEVELOPING FUNDABLE RESEARCH PROPOSALS | 13/11/2020 | 13/11/2020 | 3 | TECHNICAL | CME AND VISERDAC |
| | LEADERSHIP EQ & TEAM BUILDING DEVELOPMENT | 06/08/2014 | 06/08/2014 | 12 | SUPERVISORY | PRINCE RETAIL GROUP |
| | 2013 SME CARAVAN WORKSHOP: GIFTS, DECORS, AND HANDICRAFTS (GDH) | 14/06/2013 | 14/06/2013 | 5 | TECHNICAL | DTI, LEYTE PROVINCIAL OFFICE AND THE ARCHDIOCESE OF PALO LEYTE |
| | GENDER SENSITIVITY TRAINING & SEXUAL HARASSMENT ORIENTATION FOR FRONTLINE SERVICE PROVIDERS | 09/17/20012 | 09/17/20012 | 8 | SUPERVISORY | VISAYAS STATE UNIVERSITY - MAIN CAMPUS |
| | CREDIT RISK MANAGEMENT TRAINING | 23/11/2009 | 11/25/209 | 24 | MANAGERIAL | GREEN BANK, INC. |
| | SME C3 CREDIT APPRAISAL AND MONITORING | 06/07/2009 | 11/07/2009 | 48 | SUPERVISORY | GREEN BANK INC. GFA CONSULTING GROUP & CS-CREATION OF COMPETENCE AND COMPETITION |
| | REFRESHER COURSE ON PROPERTY APPRAISALS | 31/05/2008 | 31/05/2008 | 8 | SUPERVISORY | GREEN BANK, INC. & LAND BANK OF THE PHILIPPINES |
| | ATM OPERATIONS SEMINAR | 24/05/2008 | 24/05/2008 | 8 | SUPERVISORY | GREEN BANK, INC. |
| | CREDIT ANALYSIS ON SME'S | 23/11/2007 | 24/11/2007 | 16 | SUPERVISORY | GREEN BANK, INC. |
| | BASIC RURAL BANKING COURSE | 25/09/2006 | 06/10/2006 | 88 | SUPERVISORY | BANGKO SENTRAL NG PILIPINAS |
| | CREDIT RISK ANALYSIS TRAINING | 07/09/2007 | 08/09/2007 | 16 | SUPERVISORY | GREEN BANK, INC. |
| | BUDGET MANUAL TRAINING PROGRAM | 03/09/2007 | 03/09/2007 | 8 | SUPERVISORY | GREEN BANK, INC. / PUNONGBAYAN & ARAULLO |
| | TRAINING ON KALUSUGANG SIGURADO AT ABOT-KAYA SA PHILHEALTH INSURANCE (KASAPI) | 02/09/2006 | 02/09/2006 | 8 | SUPERVISORY | PHILHEALTH & GERMAN TECHNICAL COOPERATION |
| | MICROFINANCE PERFORMANCE REVIEW AND PLANNING WORKSHOP | 15/08/2006 | 17/08/2006 | 24 | MANAGERIAL | GREEN BANK, INC. & MICROFINANCE ACCESS TO BANKING SERVICES (MABS) |
| | STRATEGIC AND OPERATIONAL PLANNING | 05/12/2005 | 08/12/2005 | 32 | MANAGERIAL | GREEN BANK, INC. & MICROFINANCE ACCESS TO BANKING SERVICES (MADS) |
| | MIDDLE MANAGEMENT TRAINING | 29/11/2005 | 01/12/2005 | 24 | MANAGERIAL | GREEN BANK, INC. |

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

| 31. | SPECIAL SKILLS and HOBBIES | 32. | NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) |
|-----|----------------------------|-----|--|-----|---|
| | SINGING | | NONE | | NONE |
| | COOKING | | | | |
| | DRIVING | | | | |

(Continue on separate sheet if necessary)

| | | | |
|-----------|---|------|------------|
| SIGNATURE |  | DATE | 07/31/2021 |
|-----------|---|------|------------|


| | |
|---|---|
| <p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p> | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> |
| <p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p> | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p> |
| <p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p> | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> |
| <p>37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?</p> | <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;"><u>Resigned from NDA-Visayas</u></p> |
| <p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?</p> | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> |
| <p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p> | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p> |
| <p>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p> | <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> |

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

| NAME | ADDRESS | TEL. NO. |
|--------------------|--------------------------------|---------------|
| MONINA G. MANGIRAT | CONSOLOACION, CEBU | 0920-902-7942 |
| NILDA T. AMESTOSO | VSU, VISCA, BAYBAY CITY, LEYTE | 0955-863-9019 |
| GRETCHEN M. ARANEZ | MANDAUE CITY, CEBU | 0917-320-2115 |


42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

| | |
|--|---------------------------------------|
| Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) | |
| PLEASE INDICATE ID Number and Date of Issuance | |
| Government Issued ID: | DRIVER'S LICENSE |
| ID/License/Passport No.: | H03-02-039083 |
| Date/Place of Issuance: | JUNE 26, 2020 / LAPU-LAPU CITY |

| |
|---|
|  |
| Signature (Sign inside the box) 07/31/2021 Date Accomplished |



SUBSCRIBED AND SWORN to before me this 31 AUG 2021, affiant exhibiting his/her validly issued government ID as indicated above.

| |
|--|
|  ATTY. RYSKA C. GUINOCOR VSU Chief Legal Officer |
| Person Administering Oath |

WORK EXPERIENCE SHEET

- Duration: September 1, 2020 to Present
- Position: Instructor I
- Name of Office/Unit: Department of Business and Management, VSU-
- Immediate Supervisor: Dr. Angelita A. Paradero
- Name of Agency/Organization and Location: Visayas State University - Main Campus, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions

- Conducted online classes and consultations on subject matter handled
- Prepared learning materials and guides for instructional purposes
- Administer quizzes, examination and other learning tasks and/or activities for students learning enhancement
- Attended meeting/s relating to instruction function including research and extension
- Maintains the cleanliness and orderliness of the department's building and its common areas/surroundings

- Summary of Actual Duties

- Teaches assigned subjects and performs other teaching related functions, among others, the following:
 - a. Prepares and revised teaching materials/guides and submit to department head
 - b. Prepares and gives examinations (mid/final/long/quizzes)
 - c. Checks test papers and returns to students one week after examination
 - d. Submits grade sheets within prescribed period to the Registrar through the department
 - e. Turns over class records to department heads within two weeks after final examination
 - f. Makes himself available for consultation by his/her students during scheduled consultation hours
- Performs research and/or extension functions, among others the following:
 - a. Prepares research/extension proposals
 - b. Implements duly approved research/extension projects within time frame
 - c. Prepares and prepares reports within the prescribed period
 - d. Presents research/extension outputs during conferences/fora of legitimate professional organizations
 - e. Submits output for possible publication/patenting
- Performs administrative functions (if applicable)
- Performs other functions, among others:
 - a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions
 - b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President

- Duration: January 2, 2020 to August 31, 2020
- Position: Enterprise Development Officer / Community Organizer/Team Leader
- Name of Office/Unit: PL 480 - Visayas Area
- Immediate Supervisor: Dr. Hector Baruc / Mr. Brian Desiderio / Ms. Monina G. Mangubat
- Name of Agency/Organization and Location: National Dairy Authority - Central Visayas, Mandaue City

- List of Accomplishments and Contributions

- Drafted the Proposal of Silage Production for Bohol Dairy Multiplier Farm.
- Lead the entire PL 480 team in relation to project implementation.
- Guided the prospective farmer beneficiaries and/or associations in preparing them and their proposed areas for the realization of the Dairy Goat Farming Project.
- Oriented the prospective and interested farmer beneficiaries of the of the PL 480 Project.

- Summary of Actual Duties

- Assumes the PMT leadership as to: coordination with the PMT members on activities, whereabouts, objective prioritization, and facilitates the discussion and resolution of issues and concerns encountered in the performance of duties and responsibilities of the PMT as a whole in regard to the goat project of the concerned department; and supervises the deployment, attendance, and other administrative concerns of every PMT member.
- Provides excellent technical services on: Cooperatives development and strengthening, which includes, among others, enterprise development management, setting up of internal control systems and cooperative governance within the concerned department's area of coverage; and Market/enterprise development which includes, among others, marketing and financial management, entrepreneurship, development of sustainable markets for dairy and dairy-related products, especially for goats, goat's milk and meat, and whenever possible, even beyond the PMT's area of coverage.
- Leads in the formulation, implementation, and monitoring of dairy enterprise development and marketing programs for existing and prospective dairy goat partners within and, whenever possible, beyond the PMT's area of coverage.
- Continuously evaluates dairy organizations within the PMT's area of coverage in terms of organizational strength and weaknesses and recommends areas of improvements.
- Assesses/evaluates other cooperatives within the PMT's area of coverage desiring to participate in the dairy programs, especially on dairy goats, as to strength, weaknesses and capability in undertaking integrated dairy enterprises.
- Coordinates closely with the Cooperative Development Authority (CDA), DA-RFUs, LGUs, SCUs, other GOs and NGOs and other partners/stakeholders in formulating and implementing programs and activities on dairy goat enterprise development and marketing including compliance with the legal and training requirements of the CDA.
- Coordinates with the Milk Plant Management to ensure continuing balance between supply and demand of goat's milk, meat, and related products.
- Coordinates the continuing survey of markets for goat-based milk and milk products as well as meat and designs strategies to meet the demands.
- Projects the positive image of the Project and the NDA before the general public, its partners in development and the target customers.
- In coordination and/or along with the other PMT members: Facilitates the transfer of technology to clientele/customers thru effective strategies and updated extension of techniques; Monitors and gathers data from all sources/stakeholders on all technical events pertaining to individual production units, cooperatives including feedback coming from individual customers; Assists in identifying the training needs of farmers and farmer's organizations and others dairy stakeholders and assists in the conduct of trainings; and Participates actively in the planning, implementation, monitoring and evaluation of the plans and programs of the Project, in general, and of concerned regional department, in particular.
- Coordinates with other government agencies and other non-government entities on program planning and implementation of dairy goat-based programs and submits Monthly Accomplishment Reports to the National Project Coordinator thru the PMT thru the concerned regional department manager.
- Prepares and executes an approved Annual Performance Contract and submits periodic Accomplishment Reports on the area of coverage to the National Project Coordinator thru the concerned regional department.
- Performs other tasks and duties as maybe required/directed by the National Project Coordinator thru the concerned regional department manager.

- Duration: September 1, 2015 to January 15, 2020
- Position: Sales / Operations Manager
- Name of Office/Unit: Operations Department
- Immediate Supervisor: Mitzi L. Lim
- Name of Agency/Organization and Location: Pharmaplus Meds / Bewise Trading Corp., Mandaue City

- List of Accomplishments and Contributions

- Guided the entire company in terms of its operating protocols specially in inventory, warehousing, sales, logistics, and even compliances of the Food and Drug Administration (FDA)
- Augmented the sales achievement and even doubled the sales figure of the company.
- Crafted a number of policies and procedures in relation to the company and/or departments' operation.

- Summary of Actual Duties

- Play a leading role in managing the available products, exceptionally qualified customers, and the highly motivated personnel.
- Responsible for managing activities that are part of company's entire operation.
- Responsible in managing the operations process, embracing design, planning, control, performance improvement, and operations strategy.
- Analyze and improve organizational processes and work to improve quality, productivity and efficiency.
- Makes sure that the company is running as well as it possibly can, with a smooth efficient service that meets the expectations and needs of customers and clients.
- Responsible for the oversight of inventory, purchasing, supplies, and logistics.
- Ensures a well-coordinated communication between and among the employees and the customers to efficiently deliver and serve our products.
- He/she has also human resources tasks which include determining needs, hiring employees, overseeing assignment of employees and planning staff development.
- Generally ensures the exercise of the major functions of management in the operation such as planning, organizing, leading, and controlling.
- Attends to any matter as the need arises or perform other functions and responsibilities which may be assigned by his/her immediate superior.

- Duration: February 13, 2017 to June 30, 2019

- Position: Field Supervisor

- Name of Office/Unit: Operations Department

- Immediate Supervisor: Rene C. Serina

- Name of Agency/Organization and Location: Sto. Nino de Cebu Finance Corporation, Cebu City

- List of Accomplishments and Contributions

- Augmented the sales achievement of the company.
- Opened and started the operation in one of the branch in Talibon, Bohol.
- Trouble-shooted and contributed for a better performance of Mandaue City Branch.

- Summary of Actual Duties

- Monitoring of the day to day operations of the branch.
- Supervised the Credit and Collection Officers (CCO) of the branch.
- Evaluate and assess the CCO's performance.
- Maintain the good standing of the branch on sales and collection.
- Do some reportorial activities.

- Duration: September 1, 2015 to June 30, 2016

- Position: Regional Monitor - Livelihood

- Name of Office/Unit: Operations Department

- Immediate Supervisor: Florinda Jill S. Uyvico

- Name of Agency/Organization and Location: National Economic and Development Authority, Palo Leyte

- List of Accomplishments and Contributions

- Drafted the progress report of the region's project implementation across the different clusters as to Livelihood, Resettlement, Social Services and Infrastructure and submitted such document to the NEDA - Central Office.
- Received and consolidated updates of the Yolanda Rehabilitation Projects of Region VIII.
- Crafted at least seven (7) articles in relation to Yolanda Rehabilitation Projects and posted in the NEDA VIII website.
- Participated in the project turn-overs in the region and correspondingly document and gave message in the absence of the NEDA VIII Regional Director.

- Summary of Actual Duties

- Monitoring of programs projects and activities for Yolanda Rehabilitation in Region VIII
- Do reports to update the NEDA Central Office
- Evaluate and assess project implementation of line agencies and other partners
- Perform other tasks as maybe assigned by the NEDA VIII Regional Director

- Duration: October 25, 2013 to June 8, 2015
- Position: Store Operations Manager
- Name of Office/Unit: Operations Department
- Immediate Supervisor: Rhea Suan
- Name of Agency/Organization and Location: Prince Hypermart, Abuyog Leyte

- List of Accomplishments and Contributions

- Opened and started the operation of a branch in Abuyog, Leyte.
- Managed to surpass all branches across the country in terms of opening sales.
- Maintained a reasonably high sales achievement of the branch.

- Summary of Actual Duties

- Manage the store operations and coordinate with the main office.
- Responsible in settling unusual incidents that happened within the scope of operations.
- Serves as the HR Personnel in the store.
- Conducts training to staff for enhancement of learning level regarding the operations.
- Serves as a representative during trainings conducted in and outside the company.
- Makes and presents monthly report of the store operations, opportunities and challenges.

- Duration: October 2012 to March 2013
- Position: Science Research Assistant (SRA)
- Name of Office/Unit: Dept. of Business and Management, College of Management & Economics
- Immediate Supervisor: Antonio P. Abamo
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions

- Act as consolidator and analyst of the data gathered.
- Act as point person among the researchers making sure that everything had been communicated to the Project Leader.

- Summary of Actual Duties

- Do research and data gathering as required by the job.
- Prepares reports and other requirements.
- Do other tasks as required in the job.

- Duration: November 2011 to September 2012
- Position: Graduate Research Assistant (GRA)
- Name of Office/Unit: Dept. of Business and Management, College of Management & Economics
- Immediate Supervisor: Antonio P. Abamo
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions

- Just performed tasks as instructed by the Team Leader

- Summary of Actual Duties

- Do research and data gathering as required by the job.
- Prepares reports and other requirements.
- Do other tasks as required in the job.

- Duration: June to October 2011

- Position: Graduate Teaching Assistant (GTA)

- Name of Office/Unit: Dept. of Business and Management, College of Management & Economics

- Immediate Supervisor: Antonio P. Abamo

- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions

- Being able to make the students learn in the best manner possible.
- Able to achieve an outstanding performance rating from the students.

- Summary of Actual Duties

- Teaches undergraduate students
- Prepares lessons and makes evaluation for the students' learning thru exams etc.
- Do others tasks as required in the job..

- Duration: July 1, 2007 to February 12, 2010

- Position: Branch Manager

- Name of Office/Unit: Operations Department

- Immediate Supervisor: Zaryzaldy A. Mantilla

- Name of Agency/Organization and Location: Green Bank, Inc. - Naga City, Camarines Sur

- List of Accomplishments and Contributions

- Maintains the liquidity level of the branch.
- Being able to generate exceptionally high revenues in terms of loans and deposits.
- Being able to mold and produce quality bankers and microfinance officers.

- Summary of Actual Duties

- Manage branch operations and coordinate with the head office.
- Market deposit and loan products for the bank.
- Constantly have personal appointments with clients.
- Responsible in settling unusual incidents that happened within the scope of operations.
- Serves as the HR Personnel in the branch.
- Conducts training to staff for enhancement of learning level regarding the operations.
- Serves as a representative during trainings conducted in and outside the company.

- Duration: August 2006 to June 2007

- Position: Lead Officer

- Name of Office/Unit: Operations Department

- Immediate Supervisor: Zaryzaldy A. Mantilla

- Name of Agency/Organization and Location: Green Bank, Inc. - Naga City, Camarines Sur

- List of Accomplishments and Contributions

- Being able to cope with the obligations in the branch should the manager is not around.

- Summary of Actual Duties

- Manage branch operations, coordinate with the head office and do Branch Manager's task in his/her absence.

- Duration: July 2004 to July 2006

- Position: Microfinance Supervisor

- Name of Office/Unit: Microfinance Department

- Immediate Supervisor: Zaryzaldyza A. Mantilla

- Name of Agency/Organization and Location: Green Bank, Inc. - Leyte

- List of Accomplishments and Contributions

- Guided the microfinance personnel in the area of coverage.
- Maintained a tolerable Portfolio at Risk (PAR) in the area of assignment.
- Generated the best performance as compared to the different areas of operation of the company.

- Summary of Actual Duties

- Handles account and development officers of different branches under the area of assignment, follow-up delinquent accounts and impose proper actions to clients and account officers.

- Duration: March 2004 to July 2004

- Position: Loan Staff

- Name of Office/Unit: Loans Department

- Immediate Supervisor: Cherryl U. Boncaros

- Name of Agency/Organization and Location: Green Bank, Inc. - Baybay, Leyte

- List of Accomplishments and Contributions

- Short term assignment, no significant contribution to the unit.

- Summary of Actual Duties

- Helps clients set their market prospective and get oriented to bank products and services especially savings and loan services offered such as salary, pension, and real state mortgage, conduct pre-qualification process and CI/BI for prospective clients, making sure the integrity of loan documents before submitting to the branch manager and lending center for perusal, loan processing, responsible for timely collection, recommends remedial measures on delinquent clients, monitor client performance, safekeeping of loan documents especially titles and real state mortgage contracts, adheres to bank policy, provide quality service to clients and do other task as assigned by the management.

- Duration: June 17, 2002 to February 2004

- Position: Development Officer

- Name of Office/Unit: Microfinance Department

- Immediate Supervisor: Cherryl U. Boncaros

- Name of Agency/Organization and Location: Green Bank, Inc. - Baybay, Leyte

- List of Accomplishments and Contributions

- Maintained an outstanding performance in the company specially on Collection, Monitoring, and Portfolio at Risk level.
- Had a significant contribution on the improvement of the business statuses of the clients.

- Contributed to the improvement of the loan scheme of the product offered to the target clients.
- Received a number of performance awards from the company.

- Summary of Actual Duties

- Organizes group lending among entrepreneurial women in the locality to uplift their living conditions and promote women's empowerment in micro finance.
- Assess marketing of clients, orientation of the banks' products and services, conduct credit and background investigation, process loans, releases, and collections and also maintain center orderliness, promoting discipline among members and support to whatever center activities they are attending to.



MARLON T. ANDRINO
(Signature over Printed Name
of Employee/Applicant)

Date: July 31, 2021