**VIVAS, JUSTINE MARCO M.**

#227 Brgy. Sampaguita, Lipa City

Mobile: 0905 419 2534

E-mail Address: [justine\_238@yahoo.com](mailto:justine_238@yahoo.com)

**OBJECTIVE:**

To be engaged in a reputable work where I can utilize and apply my field of study, skills, abilities, learned knowledge and potential at the same time contribute to the growth of the firm and be developed personally and professionally.

**PERSONAL INFORMATION:**

Birth date: August 2, 1993

Age: 21 yrs.old

Place of Birth: Lipa City, Batangas

Religion: Roman Catholic

Nationality: Filipino

Gender: Male

Civil Status: Single

**QUALIFICATIONS:**

Tolerant and flexible to different situations, decision making and critical thinking, self-motivated, initiative, high level of energy, organization and prioritization skills, responsible, competent verbal and communication skills, willingness to improve and learn new things.

**SKILLS AND INTERESTS:**

Proficient in Microsoft Office applications and usage of statistical programs like SPSS and STATA.

**EDUCATIONAL BACKGROUND:**

**Tertiary:** University of the Philippines Los Baños

Bachelor of Science in Agricultural Economics

Major in Agricultural Marketing and Price Analysis

*Cum laude*

April 2014

**Secondary:** Canossa Academy

San Carlos, Lipa City

*Graduated with honor*

2006-2010

**Elementary:** Lipa S.D.A. Elementary School

San Sebastian, Lipa City

*Graduated with honor*

2000-2006

**COMMUNICATION**

Fluency in oral and written English and Filipino Communication

**AFFILIATIONS:**

**Gamma Sigma Delta Honor Society of Agriculture**

**Pi Gamma Mu International Honor Society in Social Science**

**CONDUCTED AGRICULTURAL BASED STUDIES:**

Marketing Plan of Squash Enriched Cookies 2012-2013

in Los Baños, Laguna

*AECO 121: Agricultural Marketing II*

Demand and Supply Analyses

*ECON 106: Consumption Economics 2013-2014*

Value Chain Analysis of Coffee

in Lipa City, Batangas 2013-2014

*AECO 200: Undergraduate Thesis*

**EMPLOYMENT RECORD:**

**Department of Agriculture Regional Field Office IV-A**

*September 2014 – January 2015*

***Administrative Assistant III***

Provide technical assistance on Planning, Monitoring and Evaluation concerns, prepare reports, documents and communication; provide technical assistance on NEDA concerns, and perform other task as needed.

**Department of Agriculture - Philippine Rural Development Program (PRDP)**

***Project Development Associate***

Assist the NPCO I-PLAN Head and Alternate in the implementation of PRDP, specifically, I-PLAN activities such as the conduct of value chain analysis (VCA) and provincial commodity investment plans (PCIPs). Provide technical support to the I-PLAN team during workshops, seminars and meetings which may include preparation of presentation materials, documentation and preparation of reports. Liaise with the members of the National Program Coordination Office (NPCO), Program Support Offices (PSOs), Regional Program Coordination Offices (RPCOs) and Provincial Program Management Implementation Units (PPMIUs) as well as members of the national, regional and provincial/city core planning teams. Coordinate meetings, workshops and seminars with offices concerned. Regular checking of transmittals, communications and updates. Attend meetings called by the NPCO or the I-PLAN Component head and alternate meetings as may be assigned. Perform other functions as may be assigned by the I-PLAN head.

**SEMINARS/ TRAININGS ATTENDED:**

Climate Change: Sustainability trade-offs in Bioenergy Production, January 2014

University of the Philippines Los Baños, College of Economics and Management

Global financial Reform: A Taste of the Issue and how they Matter to the Philippines, February 2014

University of the Philippines Los Baños, College of Economics and Management

Philippine Stock Market: Opportunities and Risks, February 2014

University of the Philippines Los Baños, College of Economics and Management

Training on the Application of the Applied Geotagging Technology (AGT) on the Web-Based Management Information System, Department of Agriculture, September 16-17, 2014

Clark, Pampanga

Training - Workshop on the Validation and Finalization of the Results Matrix, NEDA, October 23-24, 2014 Batangas City, Batangas

Seminar-Workshop for the ASEAN Economic Cooperation (2015), Department of Agriculture,

October 7-8, 2014, Silang, Cavite

Training – Workshop on Supply/Value Chain and Competitiveness Analysis for Agricultural Inputs and Goods (Module 1- Data Gathering), Department of Agriculture, November 19-21, 2014

STIARC, Lipa City, Batangas

Training – Workshop on Supply/Value Chain and Competitiveness Analysis for Agricultural Inputs and Goods (Module 2 – Data Analysis), Department of Agriculture, December 10-12, 2014

Sta. Rosa, Laguna

**Character References:**

Professor Marilyn M. ElauriaProfessor Salvador P. Catelo

Thesis Adviser Major Subject Professor

University of the Philippines Los Baños University of the Philippines Los Baños 0915 434 7387 0999 709 4548

*I hereby certify that the above given information is true and correct to the best of my knowledge and beliefs.*

**JUSTINE MARCO M. VIVAS**

**Applicant**