

**CURRICULUM VITAE**

**Silverio**

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**Dubai – United Arab Emirates**

***Objective :***

To be able to obtain a career where I can harness and develop my skills, communication techniques, talents and special attributes that would help me in my personal growth as an individual and as a professional.

***Personal Profile:***

* Fluent in written and spoken English
* Highly organized and detailed oriented
* Strong leadership, strategic planning and management skills.
* Innovativeness
* Vision
* Perseverance
* Integrity and fairness
* Good understanding of budgeting

***Professional Strengths and Skills:***

* Ability to network and build relationships with local, regional and international businesses and public sector organization.
* Ability to plan, organize, budget, and manage the resources at hand.
* Organize and delegate tasks so that there is minimal idle time.
* Delegate responsibility and supervise others for completion of those tasks.
* Be able to investigate or identify problematic areas and rectify them.
* Supervise the budget activities of the organization.
* Identify the key factors required to understand business processes.
* Understand how to construct a relevant and efficient budget.
* Excellent communication and presentation skills.
* Excellent analytical skills.
* Self driven personality and proactive task.
* Problem-solving.
* Hard working.
* Excellent customer service.
* Thorough understanding of the business, social, and educational environment.

***Employment History :***

July 14, 1998– March 31, 2017 – **Position: Director of Advancement and Linkages**

**Director of Productive Enterprise**

**Iloilo State College of Fisheries,**

**Philippines**

**Summary of Responsibilities:**

* Establish and administer linkages with national and international agencies.
* Establish a pool of student/faculty/staff scholarships, aids and grants.
* Establish a pool of research and extension funds, aids and grants.
* Coordinate with various offices related to the abovementioned duties.
* Facilitate the execution Of Memorandum of Agreements to other agencies.
* Develop the annual marketing plan covering the local and international markets
* Generate income to contribute for the development of the Agency.
* Identify viable projects for commercialization.
* Recommend to the President of the Agency annual plans, policies and programs to strengthen entrepreneurship and income generating capabilities of the Agency.
* Oversee, monitor and evaluate production activities of the Agency
* Supervise and coordinate the activities of the Agency budget.
* Supervise the preparation of annual, supplemental, special deficiency budgets in the review and consolidation of budget and plantilla of a large number of subordinate unit and builds them up into one budgetary proposal of the Agency.
* Plans and prepares the realignment of expenditures of the Agency in accordance with approved budget, the appropriation reserves and the quarterly allotments by item and projects.
* Exercise control over the accounts relating to disbursements of funds and budgeted expenditure of the Agency.
* Confers with proper officials on releases of funds.
* Supervise the distribution and allocation of funds to subordinate units.
* Monitor utilization of funds with respect to fulfillment of marketing initiatives
* Conduct market research for collecting required information for marketing strategy development, and assessing effectiveness of implementation.

***Professional Qualification :***

Bachelor of Science in Management

University of the Philippines, Philippines

***Trainings / Seminars :***

Program Logic Formulation

April 19-May 7, 1999

National Computer institute

Cash Management and Control

July 26-30, 1999

Commission on Audit Region VIII

Leyte Government Center, Candahug, Palo, Leyte

Seminar-Workshop on the New Guidelines in Government Accounting

April 7-8, 2000

COA Region VI & DECS Region VI

Seminar-Workshop on the Revised Performance Evaluation System

March 1-2, 2001

Civil Service Commission Region VI & Iloilo State College of Fisheries

2001 PASUC General Assembly

Raising SUC Resource Generation Capability: A continuing Concern in the Years Ahead

June 26-28, 2001

Philippine Association of State Universities and Colleges

Credit Management for Cooperatives

September 8, 2001

Corona Management Center of the Philippines

New Government Accounting System and Understanding the Cash Management and Control

April 15-19, 2002

Commission on Audit Region VI

Seminar on Updates on New Government Accounting System (NGAS)

For National Government Units

October 4, 2002

Commission on Audit Region VI

The New Standard Audit System for Cooperatives

November 30, 2002

Corona Management Center of the Philippines

2005 PASUC General Assembly

Academe-Industry: Indispensable Partners in National and Global Development

June 28-30, 2005

Philippine Association of State Universities and Colleges

Developing a Strong Democratic Management and Rank and File Partnership in Revitalizing

The SUC’s for Quality Tertiary Education.

May 18, 2005

PNCFASUC and PASUC

Seminar-Workshop on Quality Assurance for Maritime Education Programs

July 30, 2005

Iloilo State College of Fisheries

Strategic Planning Workshop for FY 2017

January 23-24, 2007

Iloilo State College of Fisheries

Enhancing State Universities and Colleges First Level Employees ‘ Effectiveness

November 6-9, 2007

National Federation of Administrative Personnel of Sate Colleges and Universities

2008 Mid-Year Conference

State Universities and Colleges: Commitment to Food Security and Quality Higher Education

July 15-17, 2008

Philippine Association of State Colleges and Universities

Strategic Plan Formulation Seminar-Workshop

May 19-22, 2009

Iloilo State College of Fisheries

Workshop on Financial Reporting Using Pivot Table Feature of Microsoft Excel

September 24-25, 2009

Philippine Association of State Universities and Colleges VI

Pre-Orientation for FY 2016 Levelling Instrument for SUC’s and Guidelines for Implementation

May 31, 2016

CHED RO VI and PASUC RO VI

3rd Quarterly Membership meeting with Technical Sessions on GAM Orientation, COA Updaes,

Auditing Standards, Electronic MDS, LDDAP, LBP Updates and New Products, Gender Based

Violence, Bright and Cheerful Homes

July 19-20, 2016

Government Association of Certified Public Accountants Iloilo Chapter

Provincial Advocacy Campaign re: K to 12

August 31, 2016

Department of Labor and Employment RO VI

Conceive, Design, Implement and Operate (CDIO) Framework for Rethinking Engineering

Education Experiential Learning

September 7-9, 2016

Singapore Polytechnic, Singapore

**Personal Details :**

Nationality : Filipino

Marital Status : Single

Languages Known : English and Filipino

Visa Status : Visit