

Alona C. Atillo

#24 St. John Pingkian 1 Brgy. Pasong Tamo, Quezon City,
Philippines, 1107
Mobile No.: (63968) 3190-366
Email Add: atilloalona1993@gmail.com



PERSONAL INFORMATION

Permanent Address : #24 St. John Pingkian 1 Brgy. Pasong Tamo, Quezon City,
Philippines, 1107
Birthdate : April 17, 1993
Birth Place : Molave, Zamboanga del Sur
Height : 5'4 ft.
Weight : 150 lbs.
Sex : Female
Civil Status : Married
Religion : Roman Catholic
Nationality : Filipino

BENEFICIARY

Beneficiary Name : Atillo, Althea Cardoza
Relationship : Daughter
Permanent Address : #24 St. John Pingkian 1 Brgy. Pasong Tamo, Quezon City,
Philippines, 1107

Beneficiary Name : Atillo, Archiel Emorecha
Relationship : Husband
Permanent Address : #24 St. John Pingkian 1 Brgy. Pasong Tamo, Quezon City,
Philippines, 1107
Phone No.: : (+63) 9162691817

EDUCATIONAL BACKGROUND

Elementary	Year [From] - [To]
School: Miligan Elementary School Address: Miligan Molave Zamboanga del Sur	2001 - 2006
Secondary	
School: Molave Vocational Technical School Address: Molave, Zamboanga del Sur	2006-2009
School: Ernesto Rondon High School Address: Project 6 Quezon City, Metro Manila Philippines	2012-2013
College	
Course: Bachelor of Science in Business Administration (Marketing Management) School: Bestlik College of the Philippines	2013- 2017

Address: Novaliches, Quezon City Metro Manila, Philippines

Post Graduates

Course: Masters in Business Administration (33 UNITS) 2019-Present
School: National College of Business and Arts
Address: Regalado St. Fairview Quezon City, Philippines

EMPLOYMENT HISTORY

Position: Buyer/Purchasing Personnel
Company: Veterans Memorial Medical Center
Address: North Avenue, Diliman Quezon City Manila Philippines
Date: September 2018 – Up to Present
Reason for Leaving: Presently Employed

Job Description / Duties and Responsibilities:

- Responsible for providing services to the clients/suppliers.
- Responsible for preparing purchase orders and purchase requests of the end-users in Department of Pathology and Drugs & Medicines.
- Responsible in updating the E-Logbook Procurement Monitoring Activities.
- Responsible in preparing Disbursement Vouchers for the payment of the Purchase Orders to the Awarded Suppliers Thru Public Bidding and other Alternative Mode of Procurement.
- Responsible in following the Standard Operating Procedure to avoid non- conformity for the Compliance of ISO 2001.
- Responsible in checking the documents before forwarding it to the different Departments for Signatories/ Approval of the Heads of the Departments.
- Responsible in preparing Monthly and Weekly Report for the IPPMS and PPBER of the Procurement Activities to be Submitted to the Administrative Office.
- Responsible in providing the best quality of patient care to the Veterans and their dependents thru purchasing the Pathology supplies and Drugs and Medicines.

TRAININGS / SEMINARS ATTENDED

Training Center: Veterans Memorial Medical Center
Duration: September 28, 2021 to September 30, 2021
Address: North Avenue, Diliman Quezon City, Philippines
Title: Quality Assurance and

Training Center: John Robert Powers
Duration: April 28, 2015 to October 24, 2015
Address: 825 Epifanio de los Santos Ave, Diliman, Quezon City, 1103 Metro Manila
Completed: Level I to Level III Skills Integration and Development

Training Center: Baguio, National Teacher's Camp
Duration: December 9, 2015 to December 11, 2015
Address: Baguio City 2600, Philippines
Title: "Globalization and the Challenges in the Business World for Future Entrepreneurs"

Training Center: Bayfront Hotel and Restaurant and Terrace Hotel
Duration: January 21, 2015 to January 22, 2015
Address: Moonbay Marina Waterfront Road, Subic Bay 2222, Philippines
Title: "Competitiveness in the World of Business and Human Resource Management"

Training Center: Bestlink College MV CAMPUS
Duration: May 9, 2017 to May 10, 2017
Address: Novaliches Quezon City, Philippines
Title: "Developing Entrepreneurs in You"

SPECIAL SKILLS / INTERESTS

- Skilled in major relevant computer applications like MS Word, MS Excel.
- Well-versed in oral and written English and Filipino.
- Responsible, quick-learner and goal-oriented.
- Able to work individually without the direct supervision from the immediate Supervisor.
- Willing to train and learn.

CHARACTER REFERENCES

Ms. Rubilita H. Ramos
Chief, Procurement Section
Veterans Memorial Medical Center
Mobile. No.: (+63) 9686048591

Alyssa Mae R. Cruz
Co-Worker
VMMC Hospital
Mobile No.: (+63) 9103840533

Josefina Chang
Asst. Chief, Procurement Section
VMMC Hospital
Tel. No.: (632) 927-9124

Applicant's Signature