

FRANCINE C. BATUIGAS

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SUMMARY

Bachelor of Public Administration graduate with hands-on experience in administrative operations, records management, data entry, documentation, and cross-functional coordination. At the Bureau of Internal Revenue, maintained case records and official documents, verified information, coordinated with personnel, and supported operational processes while following established procedures and confidentiality requirements. Detail-oriented and adaptable, with strong organizational, problem-solving, and information-handling skills.

EDUCATION

Sorsogon State University – Bulan Campus (2026)

Bachelor in Public Administration

Relevant Coursework: Organization & Management, Project Development & Management, Resource Management, Basic Accounting, Elementary Statistics, Knowledge Management & ICT

WORK EXPERIENCE

Bureau of Internal Revenue RDO No. 44 – Taguig-Pateros | January 2026 – March 2026

On-the-Job Training

- Maintained case dockets, assessment records, master lists, and official documents with accuracy and confidentiality.
- Updated and organized records using Excel to support case monitoring and daily operations.
- Coordinated with Revenue Officers and personnel to verify information and resolve case-related inquiries.
- Processed Letters of Authority (LOA), Mission Orders (MOA), and POS cancellation documents following established procedures.
- Handled telephone and in-person inquiries, gathering relevant information and directing concerns to appropriate personnel.

Lunar Data and Insights | September 2024 – May 2025

Field Enumerator

- Conducted structured face-to-face interviews across multiple municipalities while following established research procedures.
- Collected and accurately recorded respondent information, meeting a target of at least 60 respondents per barangay.
- Reviewed collected information for completeness and maintained confidentiality throughout data collection.

LEADERSHIP EXPERIENCE AND ACTIVITIES

Union of Public Servants | 2024-2025

Secretary

- Maintained organizational records and prepared meeting minutes, reports, correspondence, and other documents.
- Coordinated communications among officers, members, and stakeholders to support organizational activities.
- Provided administrative assistance and responded to member inquiries.

Project CLEAR | 2026

Assistant Project Director

- Assisted with project planning, scheduling, logistics, and activity coordination.
- Monitored project progress and maintained supporting documentation.
- Coordinated with team members to ensure activities and deliverables were completed as planned.

SKILL

Technical: Microsoft Excel, Microsoft Word, Data Entry, Records Management, Documentation

Operations: Administrative Operations, Information Verification, Document Processing, Data Organization

Professional: Communication, Problem Solving, Attention to Detail, Organization, Adaptability, Stakeholder Coordination