



## JOHN PAOLO A. CAINTIC

☎ 0920-119-8278 (SMART)

✉ jpcaintic26@gmail.com

☎ 0936-113-5294 (TM)

📍 Baybay City, Leyte

### CURRICULUM VITAE

#### SUMMARY

---

- Graduated high school and college in Visayas State University – Main Campus.
- Currently employed in the Department of Education – Schools Division of Baybay City.
- More than eight years of working experience in the government.
- Attended relevant trainings for the past five years, both virtual and physical in attendance.
- Adept in using the computer. Competent in using computer programs for office work.

#### EDUCATION

---

##### **Juris Doctor**

📅 2023 – Present

📍 Saint Paul School of Professional Studies, Palo, Leyte

##### **Bachelor of Science in Agribusiness**

📅 2011-2015 (Graduated)

📍 Visayas State University – Main Campus, Baybay City, Leyte

##### **High School Diploma**




📅 2006-2010 (Graduated)

📍 Visayas State University Laboratory High School – Main Campus

## EXPERIENCE

---

### DEPARTMENT OF EDUCATION – SCHOOLS DIVISION OF BAYBAY CITY







- Administrative Officer II assigned in Payroll Services Unit, Personnel Section  
 October 2021-Present
- Administrative Assistant III assigned in Personnel Section  
 June 2019 – October 2021
- Administrative Aide VI assigned in Curriculum Implementation Division  
 January 2018 – June 2019

### VISAYAS STATE UNIVERSITY – MAIN CAMPUS

- Job Order Clerk assigned in Office of Vice President for Administration and Finance  
 January 2016 – December 2017
- Student Assistant assigned in Department of Business and Management  
 November 2014 – December 2014

## TRAININGS

---

- Law for Good: Empowering Social Responsibility in the Legal Profession  
 November 3, 2023 – November 4, 2023
- Hands-on Training on the Preparation and Processing of Payroll  
 August 22, 2022 – August 23, 2022
- Orientation and Hands-on Training on Payroll System and Loan Verification  
 August 2, 2022 – August 3, 2022
- Webinar Series on Public Workforce Futureproofing: Elevating Productivity in the New Normal  
 June 28, 2022 – June 29, 2022
- Webinar Series on Knowledge Management for Enhancing Public Sector Productivity  
 February 21, 2022 – February 23, 2022
- 2021 Division Basic Education Research and Innovation Congress  
 November 17, 2021 – November 19, 2022



## SKILLS

---

- Skilled in using MS Word, MS Excel, and MS PowerPoint. Capable also of using other office-related programs that uses PDF and others.
- Competent in communicating, both in speaking and writing, using the English language.
- Tech-savvy; capable of troubleshooting and finding solutions in computer-related problems.
- Initiative.

## RECOGNITIONS

---

- Resource Person during the Capability Building of Administrative Assistants and Officers on Personnel Actions  
 April 3-4, 2023.
- Innovation Presenter during the conduct of 2021 Division Basic Education Research and Innovation Congress  
 November 17-19, 2021.