

## Resume



### Personal information

First name(s) / Surname(s) **Jesus Freddy M. Baldos**

Address(es) Apartment 31, Kilbourne Drive, Visayas State University Campus, 6521 Baybay City, Leyte, Philippines

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Nationality Filipino

Date of birth 03.27.1967

Gender Male

### Career Objective

With my exposure to the nitty-gritty in dealing with students in the graduate and undergraduate levels, and by God's grace to finish my doctoral degree, I intend to settle in a job that would suit me most—the Registrar IV position. The knowledge and wisdom that I possess would lead me towards I could embrace the tasks attached to the position.

### Work experience

Dates	Administrative Officer V	Dec. 9, 2008 – onwards
	Administrative Officer IV	2005 – Dec. 8, 2008
	Information Officer II	May 1994 – 1995
	Information Officer I	May 1992- May 1994
	Information Officer I	Jan. 1991 – May 1992
	Sci. Res. Asst.	Aug. 1989 – Dec. 1990
	Science Aide	May – July 1989

Occupation or position held Administrative Officer V

Main activities and responsibilities

Serving as the head of the Online Programs Office of VSU which is facilitating the offering of the distance education program of the University, it gave me the chance of knowing how the admission and registration of students is being done. It also opened to me that I really need to have more patience in dealing with our students to the extent that I need to do some follow-ups in their studies and even give pieces of advice to those who intend to drop from the course. Now with my present workplace at the Admissions Office, I am tasked to do some information drives and campaign more students to enrol in VSU. I have been exposed in ascertaining that the documents submitted by the new and transferee students are in order, as well as in resolving some concerns pertaining to admission and enrolment. Needless to say, other tasks that I have been exposed prior to my deployment to OPO and the AdO include documenting various activities in the University, writing articles and publishing them in the official publication of the University – The VSU Obelisk, sending press releases to other publications, serves as tour guide to some visitors in the University, doing clerical works, layouting of the VSU Obelisk, taking photographs of the different activities of the University for archiving and for publication, supervising the operation of the Information Office, and doing other tasks as may be assigned by higher authorities.

Name and address of employer	Visayas State University, Visca, 6521 Baybay City, Leyte, Philippines
Type of business or sector	Government State University
<b>Education and Training</b>	
Dates	<b>1998 - 2002</b>
Title of qualification awarded	Master of Science
Principal subjects/occupational skills covered	Thesis Title: Managing Agricultural Technology Information Generation-Utilization in Region 8's VICARP Regional Research and Development Information Service
Name and type of organisation providing education and training	University of the Philippines Los Banos Commission on Higher Education and the Philippine Council for Agriculture and Aquatic Resources Research and Development
Dates	2016-present
Title of qualification awarded	Doctor of Philosophy (Candidate)
Name and type of organisation providing education and training	University of the Philippines Los Banos Commission on Higher Education K-12 Scholarship Programme
<b>Personal skills and competences</b>	
Mother tongue(s)	<b>Filipino (Tagalog), Waray, Cebuano</b>
Other Language (s)	<b>English</b>
Social skills and competences	On top of my work as Administrative Officer V, I also serve as tour guide to some guests of the University which include students, researchers, farmers, faculty, etc. I did some briefing on what our University has been doing, including its curricular programs, and let them feel that they are welcome to our institution. The accomplishments we have in the office is through the concerted efforts of my colleague and myself. We join forces in accomplishing the tasks entrusted to us. I also have a very good relationship with the local officials and we help each other for the good of the institution and that of the locality.
Organisational skills and competences	As an officer of the Parents-Teachers Association for School Year 2012-2013 in one of the big schools in our city, I really have to have a very good relationship with the rest of the officers. I took the leadership being the president of the association and I do believe in the adage that says "A good leaders is a good follower." I would say that I am an effective leader because we all work together for the good of the association especially to our children's welfare.
Technical skills and competences	As a good communicator, I could expound some terms that need popularization for easy understanding by our clients, the students, parents, etc. My knowledge in desktop publishing is really an advantage in my part. As a journalist, I can easily make the official publication of the University by functioning as a layout artist and at the same time as a writer/editor.
Computer skills and competences	I have a very good knowledge in Microsoft word, desktop publishing, and powerpoint presentation.
Artistic skills and competences	Aside from my main job, I also utilize my God-given talent in singing. In fact, I am the head of the Music Section of the Culture and the Arts Centre of the University and at the same time the choir director of the VSU Choral Ensemble.
Other Skills and Competences	My administrative work does not stop me from doing other work that would enhance my special skills like singing, writing, and taking pictures.