

## **JEROME BALDOS-NUÑEZ, JR.**

Brgy. Binongtoan, Alangalang, Leyte  
Email Address: nunezjeromej@gmail.com  
Contact Number: 09682601287



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### **OBJECTIVE**

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career enhancement while gaining knowledge of new skills and expertise.

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### **WORK EXPERIENCES**

**October 4, 2024 - December 28, 2024**

**Government Internship Program  
Contractual- DOLE  
Administrative Staff Sta. Fe National High  
School**

**February 4, 2025 - Present**

**Government Internship Program  
Contractual- DOLE  
Administrative Staff Sta. Fe National High  
SchSSool**

- **Document Preparation:** Efficiently prepare, format, and review documents for internal and external distribution.
- **Record Management:** Maintain accurate and up-to-date records, ensuring easy access and retrieval.
- **Office Support:** Provide general assistance to office staff, including photocopying, scanning, and binding important documents.
- **Organizational Maintenance:** Ensure the office environment is clean, organized, and well-maintained to facilitate smooth operations.
- **Administrative Assistance:** Support various administrative tasks, contributing to the overall efficiency and workflow of the office.

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### **EDUCATIONAL ATTAINMENT**

**Tertiary:  
Course:**

**Visayas State University Alangalang Campus  
Bachelor of Elementary Education**

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| Address:<br>Year:              | Alangalang Leyte<br>2017-2021  |
| Secondary<br>Address:<br>Year: | <b>Alangalang Agro Industrial School</b><br>Binongtoan, Alang Alang Leyte<br>2007-2010 |
| Primary:<br>Address:<br>Year:  | <b>Binongtoan Central School</b><br>Binongtoan, Alang Alang Leyte<br>2001-2006         |

#### **PERSONAL DATA**

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|-----------------|------------------|
| Place of birth: | Alangalang Leyte |
| Civil status:   | Single           |
| Sex:            | Male             |
| Citizenship:    | Filipino         |
| Birthday:       | February 4, 1993 |
| Age:            | 32 years old     |
| Religion:       | Roman Catholic   |
| Height:         | 5 feet 6 inches  |
| Weight:         | 132 lbs          |


#### **CHARACTER REFERENCES**

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Mr. Ralph Valleriano  
Teacher Alangalang Leyte  
09194793425

Mr. Gerry Ranes  
EPS  
09667433299

*I hereby certify that the information affixed here are true and correct to the best of my knowledge and belief.*

  
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Jerome Baldos-Nuñez Jr.