

CHRISTIAN PARADO CUMPIO

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As a part of a well-respected agency, I Christian P. Cumpio, is a motivated, detail-oriented and a reliable employee that can be of service with minimal supervision. I will fully utilize my knowledge, skills, trainings and experience to make a significant contribution to the society. I will continue to cultivate my knowledge to adhere and provide a standard quality public service.

WORK EXPERIENCES

ADMINISTRATIVE AIDE IV (CLERK II) - PERMANENT-DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT REGIONAL OFFICE VIII TACLOBAN (JULY 14, 2023 TO SEPTEMBER 14, 2025)

Job Description

- Records periodically all materials received, issued, and the balance both quantity and amount in the Supplies Ledger Cards.
- Records the acquisition, description, custody, and other information about the property and equipment purchased in the PPE Ledger Cards.
- Receive and Encode transactions per DVs in the Financial Reporting System (FRS) on a daily basis.
- Transmits reports to COA and other end users.
- Prepare and update BIR Alphalist every month
- Prepare/Assist in the preparation of COA Requested Reports
- Performs other functions as may be directed by the Head of Accounting and other Accounting Staff.
- Prepare the summary of JEVs per month
- Update the Subsidiary Ledger per month

ADMINISTRATIVE AIDE/ENCODER – CONTRACT OF SERVICE – DEPARTMENT OF MIGRANT WORKERS REGIONAL OFFICE VIII TACLOBAN (JANUARY 03, 2023 TO JULY 14, 2023)

Job Description:

- Assists in the facilitation of the issuance of OFW information sheets
- Assists in the retrieval of account for BM online accounts
- Assists in the preparation and distributions of information materials to OFWs regarding printing of their appointments, OECs and acquisition of OEC exemption
- Assists in the preparation of collection report and deposit slip
- Assists in preparing request for repatriation, conciliation and referral to NLRC
- Assists in the evaluation and processing of Balik-Manggagawa with online appointment for issuance of OEC
- Assists in the evaluation of documentary requirements of applicants for GPB overseas job openings
- Assists in recording and filing of incoming and outgoing communications
- Assists in preparing the purchase of office supplies
- Assists in scanning and sending of all communications through e-mail/mail
- Assists in photocopying and filing of records
- Answers telephone queries, follow ups and other concerns
- Scans and sends notice of conference to the responding agencies
- Provides assistance at the One Stop Service Center for OFWs (OSSCO)
- Encodes accomplishment report of the Office/OSSCO
- Assists in the e registration helpdesk
- Deposits daily collection at Landbank

- Assists in the processing of Direct Hired Workers
- Assists in preparing the letter request and transmittal
- Assists in the E registration concern Performs other task as maybe assigned by the immediate supervisor of Head of the office

ADMINISTRATIVE AIDE/ENCODER – CONTRACT OF SERVICE- PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION RSO VIII TACLOBAN (JANUARY 01, 2021 TO DECEMBER 31, 2022)

Job Description

- Assists in the facilitation of the issuance of OFW information sheets
- Assists in the retrieval of account for BM online accounts
- Assists in the preparation and distributions of information materials to OFWs regarding printing of their appointments, OECs and acquisition of OEC exemption
- Assists in the preparation of collection report and deposit slip
- Assists in preparing request for repatriation, conciliation and referral to NLRC
- Assists in the evaluation and processing of Balik-Manggagawa with online appointment for issuance of OEC
- Assists in the evaluation of documentary requirements of applicants for GPB overseas job openings
- Assists in recording and filing of incoming and outgoing communications
- Assists in preparing the purchase of office supplies
- Assists in scanning and sending of all communications through e-mail/mail
- Assists in photocopying and filing of records
- Answers telephone queries, follow ups and other concerns
- Scans and sends notice of conference to the responding agencies
- Provides assistance at the One Stop Service Center for OFWs (OSSCO)
- Encodes accomplishment report of the Office/OSSCO
- Assists in the e registration helpdesk
- Deposits daily collection at Landbank
- Assists in the processing of Direct Hired Workers
- Assists in preparing the letter request and transmittal
- Assists in the E registration concern Performs other task as maybe assigned by the immediate supervisor of Head of the office

ENCODER- CONTRACT OF SERVICE – LSERV CORPORATION ASSIGNED AT PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION RSO VIII TACLOBAN (JUNE 03, 2019 TO DECEMBER 20, 2020)

Job Description:

- Assists in the facilitation of the issuance of OFW information sheets
- Assists in the retrieval of account for BM online accounts
- Assists in the preparation and distributions of information materials to OFWs regarding printing of their appointments, OECs and acquisition of OEC exemption
- Assists in the preparation of collection report and deposit slip
- Assists in preparing request for repatriation, conciliation and referral to NLRC
- Assists in the evaluation and processing of Balik-Manggagawa with online appointment for issuance of OEC
- Assists in the evaluation of documentary requirements of applicants for GPB overseas job openings
- Assists in recording and filing of incoming and outgoing communications
- Assists in preparing the purchase of office supplies
- Assists in scanning and sending of all communications through e-mail/mail
- Assists in photocopying and filing of records
- Answers telephone queries, follow ups and other concerns
- Scans and sends notice of conference to the responding agencies
- Provides assistance at the One Stop Service Center for OFWs (OSSCO)

- Encodes accomplishment report of the Office/OSSCO
- Performs other task as maybe assigned by the immediate supervisor of Head of the office

GOVERNMENT INTERNSHIP PROGRAM-CONTRACT OF SERVICE-DEPARTMENT OF LABOR AND EMPLOMENT RO VIII TACLOBAN (ASSIGNED AT POEA RSO VIII TACLOBAN) SEPTEMBER 24, 2018 TO DECEMBER 31, 2018

Job Description:

- Assists in the facilitation of the issuance of OFW information sheets
- Assists in recording and filing of incoming and outgoing communications
- Assists in photocopying and filing of records
- Answers telephone calls
- Assists in scanning and sending of all communications through e-mail/mail
- Encodes balik manggagawa processed
- Performs other task as maybe assigned by the immediate supervisor of Head of the office

SEMINARS/TRAINING ATTENDED

- Complete Staff Work (DILG)-September 29, 2023
- Financial Education (CSC) -June 14, 2023 and June 16, 2023
- Kwentong Lingkod Bayani Theme: Integrity in Public Service (CSC) -May 05, 2023
- Webinar on Ease of Doing Business in The Philippines (EVSU) – April 29, 2023
- Grace Under Pressure: Strategies for Coping with Stress as a Young Adult in Public Service (DICT) – April 03, 2023
- Unlocking Your Potential: Strategies for Personal and Professional Growth (DICT)- March 22, 2023
- SCS Orientation for Finance and Administrative Personnel (National Academy of Science and Technology Scientific Career System) January 26, 2023
- Cybersecurity Awareness Webinar (DICT)-January 20, 2023
- Basic Occupational Safety & Health (BOSH) for Safety Officer 1 (ONERGY SAFETY TRAINING CENTER)-January 07-08, 2023
- Employees' Compensation Program Webinar (ECC)-October 08, 2022
- On the Job Training (DJ Concrete Solution)- May 2018
- PAASA 7TH Interactive Youth Forum (Boracay, Malay, Aklan)- September 2015
- Benefits for Occupationally Injured or Sick Workers and Occupational Safety and Health at Works (EVSU Tanauan)-September 05, 2014
- Training Workshop on First Aid and Basic Life Support (BLS) (EVSU Tanauan)- August 22, 2014

NON-ACADEMIC DISTINCTIONS/RECOGNITION

- Leadership Award-Outstanding Supreme Student Government Officer-SY 2014-2015
- Leadership Award-Outstanding Supreme Student Government Officer-SY 2017-2018

CAREER SERVICE ELIGIBILITY

- CIVIL SERVICE EXAMINATION PROFESSIONAL PASSER (MARCH 26, 2023)
- CIVIL SERVICE EXAMINATION SUB-PROFESSIONAL PASSER (JUNE 22, 2022)
- CERTIFIED HUMAN RESOURCE ASSOCIATE PASSER- (JULY 20, 2024)
- ASSOCIATE CERTIFIED HUMAN RESOURCE PASSER- (APRIL 05, 2025)

EDUCATIONAL BACKGROUND

GRADUATE STUDIES

- **SANDIGAN COLLEGES INC.**
MASTER IN PUBLIC ADMINISTRATION MAJOR IN ORGANIZATION AND DEVELOPMENT-ON GOING

TERTIARY

- **NEW ERA UNIVERSITY-QUEZON CITY**

- BSBA MAJOR IN HUMAN RESOURCE DEVELOPMENT MANAGEMENT 2024
- **EASTERN VISAYAS STATE UNIVERSITY-TANAUAN CAMPUS, TANAUAN, LEYTE**

BACHELOR OF SCIENCE IN CIVIL ENGINEERING (4TH YEAR) 2011-2018

SECONDARY

- **TANAUAN SCHOOL OF ARTS AND TRADE, CABUYNAN- TANAUAN, LEYTE**
2006-2011 (7TH HONOR)

ELEMENTARY

- **CABUYNAN ELEMENTARY SCHOOL, CABUYNAN, TANAUAN, LEYTE** 2000-2006 (4TH HONOR)

PERSONAL BACKGROUND

Sex	:	Male
Date of birth	:	August 30, 1994
Place of birth	:	Tanauan, Leyte
Age	:	31 years old
Height	:	5'4"
Weight	:	74 kg.
Nationality	:	Filipino
Religion	:	Roman Catholic
Civil status	:	Married
Language spoken	:	Waray Waray, Tagalog, and English