

JOMAR R. MACAYAN

Purok 06 Brgy. Olotan Jaro, Leyte
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VISION AND OBJECTIVE

To secure a challenging administrative role within a dynamic organization where I can leverage my 9 years of professional experience and academic expertise in Animal Science and Rural Development to enhance operational efficiency, contribute to effective social welfare programs, and ultimately improve the quality of life for communities.

PERSONAL INFORMATION

Place of Birth:	Leyte, Leyte
Date of Birth:	May 25, 1994
Civil Status:	Single
Religion:	Roman Catholic
Father:	Mario M. Macayan
Mother:	Evelyn R. Macayan

EDUCATIONAL ATTAINMENT

Graduate Studies

Master of Rural Development (2024 – Present)

Eastern Visayas State University – Main Campus, Tacloban City

Tertiary

Bachelor of Animal Science (2010 – 2022)

Visayas State University – Main Campus, Baybay City, Leyte

Secondary

Alangalang National High School (2006 – 2010)

Alangalang, Leyte

Elementary

Olotan Elementary School (2000 – 2006)

Brgy. Olotan Jaro, Leyte

PROFESSIONAL EXPERIENCE

Social Welfare Assistant

Pantawid Familyang Pilipino Program

Department of Social Welfare and Development Field Office VIII

April 16, 2021 – Present

Administrative Assistant I

Unconditional Cash Transfer Program

Department of Social Welfare and Development Field Office VIII

February 1, 2021 – April 15, 2021

Administrative Assistant I

Unconditional Cash Transfer Program

Department of Social Welfare and Development Field Office VIII

July 2, 2020 – December 31, 2020

Administrative Aide IV

Unconditional Cash Transfer Program

Department of Social Welfare and Development Field Office VIII

March 18, 2020 – June 30, 2020

Timekeeper

Department of Public Works and Highways Field Office VIII - Naliwatan Bridge Project -
Tunga, Leyte

February 25, 2020 – March 17, 2020

Volunteer Worker

Crisis Intervention Section

Department of Social Welfare and Development Field Office VIII

January 3, 2020 – February 20, 2020

Social Welfare Aide

Crisis Intervention Section

Department of Social Welfare and Development Field Office VIII

May 20, 2019 – December 31, 2019

Administrative Aide IV

Crisis Intervention Section

Department of Social Welfare and Development Field Office VIII

October 1, 2018 – December 31, 2018

Social Welfare Aide

Crisis Intervention Section

Department of Social Welfare and Development Field Office VIII

January 5, 2018 – September 30, 2018

Social Welfare Aide

Crisis Intervention Section

Department of Social Welfare and Development Field Office VIII

July 4, 2017 – December 31, 2017

Administrative Aide IV

Crisis Intervention Section

Department of Social Welfare and Development Field Office VIII

January 3, 2017 – June 30, 2017

Administrative Aide IV

Crisis Intervention Section

Department of Social Welfare and Development Field Office VIII

February 1, 2016 – December 31, 2016

Cash-for-Work

Crisis Intervention Section

Department of Social Welfare and Development Field Office VIII

January 3, 2016 – January 31, 2016

Cash-for-Work

Crisis Intervention Section

Department of Social Welfare and Development Field Office VIII

December 1, 2014 – December 31, 2015

SKILLS

- Office Management
- Administrative Support
- Project Coordination
- Report and Documentation Preparation
- Excellent Organizational Skills
- Strong Communication Skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

CERTIFICATIONS

- PRC Licensed Agriculturist, 2023