

# Rodulfo G. Belisado Jr.

Barangay Kan-ipa, Baybay City Leyte, Baybay, 6521 (PH)  
09203429869  
rodulfobelisadojr@gmail.com



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## *PROFESSIONAL SUMMARY*

Professional, hard-working and experienced employee for almost 5 years, seeking to utilized my knowledge, skills and strengths to contribute company efficiency. Strong analytical skills, creative in resolving problems and addressing issues; self-motivated, dedicated, decisive; always seeks tasks to completion.

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## *EMPLOYMENT HISTORY*

*January 24, 2022 – Present, Baybay City, Leyte*

### **Parole and Probation Office Staff, Hall of Justice Baybay**

- Entertain clients.
- Submit the NBI and CMRD record checks.
- Prepare record check of clients for parole and probation.
- Assist in the conduct of drug test of clients.
- Encode the probationers and parolees profile.
- Releasing files and documents to other offices.
- Other duties and tasks as assigned by my superior.

*Oct. 1 2018 – January 23, 2022, Baybay City, Leyte*

### **Traffic Enforcer, LGU Baybay**

- Maintain the smooth flow of road traffic
- Control vehicle congestion at the road intersections
- Check any list of violators and report to traffic management office for disciplinary action
- Assist traffic operation conducted by traffic management office
- Helping pedestrians, especially the aged and children to cross the street
- Catch traffic violators and issue appropriate tickets or penalties
- Respond and attend to traffic emergencies
- Maintaining an approachable personality so people in need would not hesitate to ask for help

*Apr. 2016 – Apr. 2018, Baybay City, Leyte*

### **Working Student, Botica Cayunda**

- Receives and unpacks merchandise
- Marks items with prices and stocks shelves.
- Assists customers with transferring large packages to their vehicles.
- Counts and stores items to help maintain an adequate inventory.
- Ensures that the store products are stored in an orderly manner.
- Inspects newly arrived products for damages or defects.
- Answers customer questions regarding items that are in or out of stock.

*Nov. 2017 – Feb. 2018, Baybay City, Leyte*

### **Job trainee, Baybay City Water District**

- Performing office duties.
  - Assisting clients and supervisors.
  - Segregating official receipts according to their numbers.
  - Store and file official receipts.
  - Cleaning the office.
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## ***EDUCATION***

*2014 - 2018*

### **Bachelor of Science: Business Administration Major in Human Resource Management and Development**

- Franciscan College of the Immaculate Conception - Baybay City, Leyte

*2009 - 2013*

### **High School Diploma**

- Baybay National High School - Baybay City, Leyte

*2003 - 2009*

### **Elementary**

- Baybay I Central School - Baybay City, Leyte
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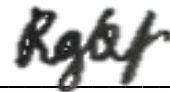
## *SKILLS*

- |                             |                |
|-----------------------------|----------------|
| • Customer Service          | <i>Average</i> |
| • Computer Skills           | <i>Average</i> |
| • Good Communication Skills | <i>Average</i> |
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## *CHARACTER REFERENCE*

- *Mr. Raul J. Mercado*  
**Chief Probation and Parole Officer (CPPO), BCPPO, Baybay**  
09173002771
- *Mr. Jon Froilan D. Rodriguez*  
**Parole and Probation Officer II (PPO II), BCPPO Baybay City**  
520-0255 (Office Number)

I hereby certify that the above information is true and correct to the best of my knowledge and belief.



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**RODULFO G. BELISADO JR.**  
*Applicant*