




Janssen Olavides Ocaña

 janssenocana.jobs180.com

OBJECTIVE

To work for a productive, open communication, socialized and healthy workplace.

PERSONAL INFORMATION

Birthdate: April 21, 1998

Civil Status: Single

Nationality: Filipino

Address: St. Mary's Ville, San Isidro District,
Tagbilaran City Bohol, Central Visayas
(Region VII) 6300

Gender: Male

CONTACT INFORMATION

Mobile: 09511325519

Email: ocanajanssenwbc@gmail.com

SKILLS

- Research Skill
- Basic Computer Skills, Such As Microsoft Word, Microsoft Powerpoint
- Musical Skills
- Planning Skills
- Organizing Skills
- Mananging Skills
- Leadership Skills
- Assistant-Administrative Skill

LANGUAGES

- English

ACHIEVEMENTS

SSG President, School Year 2012-2013

1st Year Representative, College Of Arts And Sciences
Local Government Unit

Vice Governor, College Of Arts And Sciences Local
Government Unit

Vice President, Philippine Political Science Association,
HNU Chapter

IHMS High School Choir Head From 2011-2014

Cum Laude (March 25, 2018)

WORK EXPERIENCE

Department Of Labor And Employment

(2023 Dec to 2024 Mar)

Position: Labor And Employment Officer II
Non-Executive

Specialization: Law/Legal Services

Industry: Government

Department Of Labor And Employment

(2021 Apr to 2023 Nov)

Position: Administrative Aide VI
Fresh Grad / Entry Level

Specialization: Clerical/Administrative Support

Industry: Government

Nature of Work:

- o Evaluate documents for Tulong Panghanapbuhay sa Ating Displaced/Disadvantaged (TUPAD) Program
- o Supervise all concerns pertaining to Tulong Panghanapbuhay sa Ating Displaced/ Disadvantaged (TUPAD) Program in Bohol
- o Evaluate Certificate of Registration (Rule 1020) application
- o Conduct Single-Entry Assistance Desk Officer
- o Evaluate Certificate of Registration (Rule 1020) application
- o Conduct as Single-Entry Assistance Desk Officer
- o Prepare Gender and Development Activities
- o Answer immediate emails for 8888 concerns
- o Prepare, organize and communicate partners for the conduct of Labor Education Seminars

Department Of Labor And Employment

(2019 Sep to 2021 Apr)

Position: Contractual Labor And Employment Officer III
Fresh Grad / Entry Level

Specialization: Clerical/Administrative Support

Industry: Government

Nature of Work:

- Conduct Verification/Inspection among establishments who employ foreign national
- o Helping minimal assistance in Government Internship Program
- o Assist clients who wishes to file proper complaint for Single Entry Approach
- o Accept, Process, Validate the requirements and recommending for approval of Rule 1020 applications from the establishments located in the Province of Bohol
- o Assist during Single Entry Approach Conference, when needed
- o Give advices to the clients in accordance to the Labor laws, labor standards and legal matters for the benefit of the employee
- o Assist the receiving area
- o Assist clients who has concern of CHSP applications
- o Processed, evaluated and approved TUPAD applications per Local Government Units
- o Assisting necessary service that is essential for the service of the clients and the internal demands of the Agency

Fuentes Fuentes Law Office

(2018 Jul to 2019 Jul)

Position: Paralegal
Fresh Grad / Entry Level

Specialization: Law/Legal Services

Industry: Law / Legal

Nature of Work: Assist the Lawyer in the law firm, delivers pertinent documents to the courts and to the postal office, record keeper and encoding services.

Vice Governor's Office, Province Of Bohol

(2018 Jun to 2018 Jul)

Position: Close Aide
Fresh Grad / Entry Level

Specialization: Secretarial/Executive and Personal Assistant

Industry: Government

Nature of Work: Assist the Vice Governor in all his engagements/sorties/LGU-Purok visits, arrange schedules of the Vice Governor; Accompanies the Vice Governor and maintains a record of appointments to ensure that each one is conducted smooth and on time; Messengerial, distributes outgoing communications within and outside Capitol; Follow-up soft projects

EDUCATION

2023 May **Doctorate Degree**
Holy Name University (HNU)
Major: Juris Doctor
Field of Study: Law

2019 Mar **Bachelor's/College Degree**
Bohol Island State University - Tagbilaran Campus
Major: UNITS EARNED TOWARDS PROFESSIONAL EDUCATION (BRIDGING COURSE)
Field of Study: Education/Teaching/Training

2018 Mar **Bachelor's/College Degree**
Holy Name University (HNU)
Major: Political Science
Field of Study: Political Science

2014 Mar **High School Diploma**
Immaculate Heart Of Mary Seminary
Field of Study:

CERTIFICATIONS

2022 Rising Star Award	2018 Service Awardee-Central Student Government
2018 Service Awardee-Philippine Political Science Association	2018 Certificate Of Recognition-Academic Scholar
2018 Certificate Of Recognition-As Campus Ministry Scholar	2018 Certificate Of Appreciation (As Documenter In Sangguniang Kabataan Mandatory Training)
2018 Certificate Of Appreciation (As Speaker Of Code Of Conduct And Ethical Standards In Sangguniang Kabataan Mandatory Training)	2017 Dean's List For 1st Semester Academic Year 2016-2017
2017 Dean's List For 2nd Semester Academic Year 2015-2016	2016 Top Parliamentarians

2015 Certificate Of Recognition, 4th Place Of Extemporaneous Speaking Contest	2015 Participation In Leadership, Academics And Extracurricular Activities In The University
2015 Certificate Of Participation, Active Participation Of British Parliamentary Debate	2015 Certificate Of Appreciation, Part Of CAS Talent
2014 Certificate Of Recognition, Best In Music	2014 Top Ten Academic Performer
2014 Dean's List For 1st Semester Academic Year 2014-2015	2013 Top Ten Academic Performer
2013 Certificate Of Recognition, Outstanding Proficiency In Music	2012 Top Ten Academic Performer
2011 Certificate Of Recognition, Best In Music	2011 Top Ten Academic Performer
2009 Top Ten Outstanding Pupil (Classroom Level)	

SEMINARS

2023 Training On Execution And Enforcement Of Labor Standard Cases	2021 Capacity Building On The Conduct Of Conference
2021 Effective Risk-based Root Cause Analysis And Corrective Action In ISO 9001 2015 QMS	2021 ISO 9001 2015 QMS Risk Identification , Evaluation And Control
2021 Understanding ISO 9001 2015 QMS Principles, Requirements And Application	2021 Basic Occupational Safety And Health (BOSH) Training For Safety Officer 1 (SO1)
2021 Online Basic Training For Single-Entry Assistance Desk Officers	2020 24-hour Basic Training Course For Labor Inspectors - Level 1A (Regional Level)
2019 Two-Day Basic Course For Labor Inspectors Assigned To Inspect Workplaces Employing Foreign Nationals	2019 Distance Learning Program

REFERENCES

Prof. Anne Mariquit Oppus, LI.B., MPA

Professor
Instructor
Holy Name University
09189109057

Frederico B. Ticong, Ph.D.

Professor
Chairperson, Social Sciences Department
Holy Name University
09177770814

Ma. Theresa Lim-Jabines

Professor
Instructor
Holy Name University
09

Fr. Samuel Clarin, SVD

Previous Boss Of My Designated Scholarship Assignment
President
Campus Ministry, Holy Name University
09

Marciana Cuasito

Former Academic Scholar Director

Scholarship Director

Scholarship Office, Holy Name

University

09

Engr. Dionisio Neil Balite, Ph.D.

Previous Employer Of My OJT

Experience

Chief Of Staff

Vice Governor's Office

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