



JOSHUA G. VELARDE



Purok 2, Brgy. Licuma Ormoc City, Leyte



09518030339 / 09918678354



joshawesome214@gmail.com

PROFESSIONAL OBJECTIVES:

Immediate Objectives:

- To obtain Any position in Visayas State University, where I can share my knowledge and expertise on field of Administrative Aide and office related works. Work excellently and globally competitive Worker of VSU.

Long-term Objectives:

- To contribute wide-scale impact on educational institution through indulging my skills and knowledge.
- To progressively enhance my role as an Administrative Aide VI by acquiring advanced skills in office management, information technology, and organizational efficiency, with the aim of becoming a valuable asset to my department and contributing to its long-term success.

EDUCATION

Year	School and Degree Attained
2023-ongoing	Palompon State University Palompon, Leyte (Master of Arts in Education Major in Mathematics)
2018-2022	Visayas State University Baybay City, Leyte (Bachelor of Secondary Education—Mathematics)
2016-2018	Ormoc City Senior High School Ormoc City, Leyte (Science, Technology, Engineering & Mathematics) (with Honors)
2012-2016	Lilo-an National High School Ormoc City, Leyte (STS Section, with Honors)
2006-2012	Licuma Elementary School Ormoc City, Leyte (3rd Honorable Mention)
2005-2006	Licuma Elementary School (Kindergarten) Ormoc City, Leyte (Achiever)

EXPERIENCES

Title	Duration
Safety and Security Officer– City College of Ormoc (Job Order)	July 2023-present
Public Market Office– Revenue Encoder & Secretary	September 2021-September 2022 at Local Gov- ernment Unit of Ormoc
Department of Public Ways and Highways– Axel Load Checker and Weigher	August-September 2020 at DPWH Ormoc City, Leyte
Student Teacher	March 2022– Baybay National High School, Bay- bay City, Leyte
Student Teacher	April 2022-May 2022 at Visayas State University, Baybay City, Leyte
Student Leadership Congress	March 2018 at Visayas State University, Baybay City, Leyte
Reserved Officer Training Corps (3rd Class)	April 2018, Visayas State University, Baybay City Leyte
Philippine Red Cross Enumerator & Brgy. President	April 2019, Philippine Red Cross Ormoc City Chap- ter
Leading Active Youth Advocate (LAYA)	Jan-2019 to December 2018, Ormoc City
Quiz Master 2021 District Year End Quiz Bee	March 2022 at Cogon Central School at Cogon Ormoc City, Leyte

ACHIEVEMENTS/ SEMINARS ATTENDED

Licensed Professional Teacher	March 19, 2023
Online Learning Challenges, Academic Performance and Coping Mechanism of Pre-service Mathematics Teachers	March 17, 2022 via zoom at Visayas State University, Visca Baybay City, Leyte
PAFTE VIII Annual Student Teachers Lens of PAFTE and LET Achievers Examination for Teacher (LET) @ the Convention- “Theme: Acing the LET Licensure”	March 26, 2022 via Zoom Region VIII Chapter, Tacloban City
Student Teacher Orientation	July 2018 at Baybay National High School
Pre-deployment Seminar joint with DTE	VSU– March 2022

SKILLS

- Major Leadership Acts participated recognized int'l gov't and local gov't org. (LAYA, Red Cross & Save the Children)
- Computer Literate knowledgeable in Microsoft Software's
- Adobe Photoshop Literate
- SPSS Software Literate
- Time Management
- Critical Thinking
- Handling Pressure
- Problem Solving
- Strong Work Ethics
- Adaptability
- Empathy
- Collaboration
- Computations in basic and advanced mathematics
- Excellent Social Communication Skills

REFERENCES

BAYRON S. BARREDO

Visayas State University
Dean (Department of Teacher Education)
bayron.barredo@vsu.edu.ph

EUSEBIO R. LINA JR.

Visayas State University
Dean (Department of Mathematics)
eusebio.lina@vsu.edu.ph

MA. RACHEL KIM L. AURE

Visayas State University
Director, Instruction and Evaluation
kim_aure@vsu.edu.ph

JASON S. TARIAO

Mas-in Integrated School
Principal– II
jason.tariao001@deped.gov.ph

JHONLESTER M. PACALDO

Department of Education– Teacher II
Brgy. Margen Ormoc City
[09097752863](tel:09097752863)