



Mark Anthony Pastoril

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09481263879

*Present Address:*  
Sitio Canlalin , Apolonia Village, Brgy. Poblacion, Albuera  
06542, Leyte, Philippines

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## Basic Information

<b>Age</b>	<b>Birth Date</b>	<b>Gender</b>	<b>Civil Status</b>
34	Jun 01, 1990	Male	Married
<b>Height (cm)</b>	<b>Weight (kg)</b>	<b>Nationality</b>	<b>Religion</b>
163	68	Filipino	Christianity - Catholic

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## Work Experience

*I have been working for 12.01 years*

Sep 2019 - PRESENT  
(5 Years, 3 Months)

### **Administrative Aide III**

LGU-Albuera (Municipal Treasurer's Office)  
Government  
Brgy. Poblacion, Albuera, Leyte

- I developed Filemaker Application, 2 of them are already in use and still running, namely Water Billing System & Collection System. and some other application outside that is contracted outside my regular job.
- I am also the system administrator of the existing application stated above.
- I also do maintenance of all IT equipment's in our office, like; computers, office equipment and networking.
- Currently working on Inventory System Management for our Local Government Unit.

Oct 2016 - Aug 2019  
(2 Years, 10 Months)

### **Computer Operator / Filemaker Developer**

LGU-Albuera (Albuera Municipal Water Supply System)

Government

Albuera, Leyte

1. Developed Water Billing System using Filemaker/Claris ,act as administrator maintenance and update the system.
2. Prepared bills, Disconnection Notice and Manage Consumer Accounts(Update accounts:Connected,Disconnected,Change of Address and Name).
3. Maintain all Computer/IT Equipments/Networking in our Office.
4. Do other duties that assigned by supervisors.

Dec 2015 - Jul 2016  
(7 Months, 4 Weeks)

### **Forestry Technical Assistant**

DENR-CENRO ALbuera

Government

Albuera,Leyte

1. Conducted individual Land Survey(perimeter survey) of Certificate of Stewardship Contract for Renewal of each Title.
- 2.Assisted,surveyed and monitored the CBFM-CARP plantation project inside DENR-CENRO Albuera jurisdiction.
3. Do other duties that is assigned to me by my supervisors.

Jul 2015 - Nov 2015  
(4 Months, 4 Weeks)

### **Administrative Aide/Geotag Processor**

DENR-CENRO Albuera

Government

ALbuera,Leyte

1. Processed geotag photos of National Greening Program Project(NGP) & Mangrove,Beach Forest Development Project(MBFDP) that is submitted regularly by extension officers.
- 2.Encode and print geotag photos for NGP & MBFDP Project voucher attachments for (Photo Documentation & Inspection Report)
3. Mentain and repair computer equipments in the office,Encode and do other duties that is assigned to me by my supervisors.

Jun 2013 - Jun 2015  
(2 Years, 4 Weeks)

### **Office Staff**

LGU-Albuera (Albuera Municipal Water Supply System)

Government

Albuera Leyte, Philippines

Manually posting of payments to ledger of individual customer

Jul 2011 - Feb 2012  
(7 Months, 4 Weeks)

### **Computer Operator**

Department of Environment and Natural Resources-CENRO Baybay City  
Government  
Baybay City Leyte

1. Encodes Land Title Data to Land Administration Management Project Database
2. Received and Report Land Records from inquiry of clients.
3. Submit weekly report for application and applied titled to Provincial Office through e-mail.

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## Educational Attainment

Jun 2007 - Apr 2009

### **System Technology Institute (STI)**

Vocational Diploma / Short Course Certificate  
Diploma in Information Technology

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## Licenses / Certifications

Aug 11, 2024

**Civil Service Professional Eligibility**  
375297

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## Skills

Computer Software/Hardware Trouble Shooting/MS OFFICE Application  
| Claris Filemaker Developer

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## Languages

English

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## Character References

**Flordeliz A. Parrilla, CPA**

**Municipal Treasurer**

*LGU-Albuera*

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