



JOBELLE CAMBA

Licensed Professional Teacher

CONTACT ME:

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- Brgy. San Roque Mayorga, Leyte

CAREER STATEMENT

I am a Licensed Professional Teacher with extensive experience as Job Order Employee in the Vice Mayor's Office of Mayorga, I bring a unique blend of educational expertise and administrative skills to the table. My passion for fostering learning combined with my proficiency in office management allows me to effectively create positive learning environments. I am dedicated to leveraging my diverse skill set to contribute to an organization's success while continuing to grow and develop professionally.

EDUCATION

College Education

Bachelor of Secondary Education
Major in Mathematics
Leyte Normal University
2018-2022

Secondary Education

Humanities and Social Sciences (HUMSS)
Dulag National High School
2012-2018

Primary Education

San Roque Elementary School
2005-2012

WORK EXPERIENCE

June 2022 - January 2024

Local Government Unit of Mayorga, Leyte

Job Order Employee in the Office of Municipal Vice Mayor/SB Secretary's Office Assistant

I perform the ff. functions; Maintain a systematic filing of communications incoming and outgoing from the national, provincial and etc., Compile approved resolutions and ordinances, Review and update the record and files, Encode/Print all approved resolutions, minutes and ordinances by subject through proper indexing procedures and lastly, do all other related task assigned by the supervisor.

LANGUAGE

Waray-waray
Tagalog
Basic Bisaya
Basic English

SKILLS

PERSONAL SKILLS

Proficiency in verbal and written communication
Motivated to learn and explore new things
Collaborative and able to work in teams
Independent and sufficient in handling tasks
Can work under pressure

TECHNICAL SKILLS

Microsoft (Word, Excel, Power Point)

REFERENCES

SERGIO I. ZABALA
Vice-Mayor
Phone: +63 946 548 9760

Hanzel T. Crebillo
SB Secretary
Phone: +63 998 578 0712