



Ilaine N. Cañete

Administrative Officer II

Dynamic administrative support professional with a proven track record at PALHI ELEMENTARY SCHOOL and CANDADAM ELEMENTARY SCHOOL, excelling in scheduling, budgeting and file organization. Adept at enhancing communication flow and maintaining meticulous records, I leverage strong verbal communication and data entry skills to optimize office operations and foster community engagement.

Contact

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Address

Zone 6, Brgy Cogon Baybay City,
Leyte

Education

2017-2022

**Bachelor of Secondary
Education**

VISAYAS STATE UNIVERSITY

Expertise

- Computer Literate
- Scheduling and Planning
- File Organization
- Verbal and Written Communication
- Data entry proficiency

Language

English

Cebuano

Experience

○ Present

PALHI ELEMENTARY SCHOOL, DepEd SDO Baybay

Administrative Support Staff

- Assisted in managing administrative tasks to ensure efficient office operations.
- responsible in the utilization/budgeting of the MOOE.
- Handled correspondence and communication to facilitate information flow within the division.
- Supported team with document preparation and filing to maintain organized records.

○ 2024-2025

CANDADAM ELEMENTARY SCHOOL, DepEd SDO Baybay

Administrative Support Staff

- Manage daily administrative tasks to support school operations.
- Assisted in maintaining student records using school management software.
- Organized events and meetings to foster community engagement within the school.
- Ensured compliance with school policies through diligent record-keeping practices.

○ 2015-2016

LRAS AUTOMOTIVE SUPPLY, Tres Martires St. Baybay Leyte

Sales Clerk/Associate

- Assisted customers in product selection and provided technical knowledge on automotive supplies.
- Maintained inventory levels by restocking shelves and organizing display effectively.
- Processing invoices, bills, and other financial documents; assisting with basic bookkeeping, accounts payable/receivable, and following up on payments.

Reference

Dr. Avelina Oclitaria

Visayas State University/ Professor

Phone: 09202757626

Melba O. Ponce

DepEd-SDO Baybay/ ADAS-II

Phone: 09075370078