

RESUME

RENE D. ARPON

Brgy. San Francisco, Villaba, Leyte

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OBJECTIVE:

To obtain an administrative aide (clerical) profession that will permit me to use my skills and work experience to the extent of my potential while sharpening my knowledge and abilities as an administrative aide (clerk) that provides better service to the public.

PERSONAL INFORMATION:

Nickname:	Manman
Date:	August 11, 1967
Place of Birth:	Cahigan, Villaba, Leyte
Age:	56
Sex:	Male
Citizenship:	Filipino
Civil Status:	Married
Religion:	Roman Catholic
Height:	1.62 m
Weight:	59 kgs

EDUCATIONAL ATTAINMENT:

COLLEGE:

School:	Visayas State University (VSU) – Villaba Campus
Address:	Brgy. Cagnocot, Villaba, Leyte
School Year:	2022-2023
Course:	Bachelor of Elementary Education
Major:	General Education
Honors:	College Honoree
Special Award:	Endeavor Award

HIGH SCHOOL:

School:	Kananga Municipal High School
Address:	Kananga, Leyte
Year:	1989
Honors:	2 nd Hon. Mention
Special Award:	Best in Mathematics

ELEMENTARY:

School:	Cahigan Community School
Address:	Cahigan, Villaba, Leyte
Year:	1981
Honors:	2 nd Honorable Mention

SEMINARS ATTENDED:

- = Participatory Barangay Development Planning – DSWD, September 19-22, 2023
- = Barangay Development Plan Formulation Workshop Cum BDC Strengthening – DILG, September 20-22, 2022
- = Community-Based Disaster Risk Reduction and Management (CBDRRM) Training-PDRRMO, March 26-30, 2022
- = Rootcrop Production, Feed Processing and Livestock Integration – May 31-June 2, 2017
- = Barangay Fiscal and Property Management – COA, October 22-24, 1997
- = Barangay Administration Seminar Workshop – DILG, August 5-7, 1994

WORK EXPERIENCES:

Barangay Treasurer – August 19, 2022 - November 14, 2023
Barangay Treasurer – July 1, 1997 - June 30, 2002
Barangay Secretary - July 16, 2018 – August 18, 2022
Barangay Secretary – TY 1994 - 1997
PO Treasurer – June 10, 2013 – present, SABACAMA FARMERS ASSOCIATION, Brgy. Cahigan, Villaba, Leyte

SKILLS:

Computer Literate (MS Word)
Interpersonal Relation
Handicraft Making

CHARACTER REFERENCES:

1. Jica May P. Sarino
College Instructor
VSU-Villaba Campus, Villaba, Leyte
Contact No.: 09630943701
2. Amelita R. Pelayo
Former Punong Barangay
Brgy. San Francisco, Villaba, Leyte
Contact No.: 09353914357
3. Roanald Boholano
Principal 2
Hinabuyan Central School, Villaba North District, Villaba, Leyte

I hereby declared and affix my signature below under the penalties of perjury that the information above is true and correct to the best of my knowledge.

RENE D. ARPON
Applicant