

GEMMIL MANAGBANAG

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Philippines



Career Objective

As a dedicated and detail-oriented professional, I aim to leverage my extensive experience in administrative support and higher education operations to contribute effectively to the University as an Administrative Officer IV. My goal is to facilitate seamless administrative processes, enhance departmental efficiency, and foster a collaborative environment that supports academic excellence and organizational growth. By utilizing my strong organizational skills, proficiency in administrative software, and commitment to continuous improvement, I aspire to support the university's mission and ensure the highest standards of administrative service.

PERSONAL INFORMATION

Full Name: Gemmil M. Managbanag
Gender: Male
Date of Birth: November 3, 1987
Age: 36
Marital Status: Married
Occupation: Administrative Aide VI/Deputized Public Land Investigator

EDUCATIONAL BACKGROUND

Bachelor of Science in Commerce major in Management

SUMMARY OF QUALIFICATION

- Civil Service Examination- Professional Passer with a rating of 81.99%
- Civil Service Examination-Sub-Professional Passer with a rating of 81.62%

OTHER QUALIFICATION

- Analytical: Attention to Detail, Mathematical and Numerical Competence.
- Interpersonal Skill: Negotiation Skills, ability to develop strong working relationship, ability to stick to time constraints and deadlines, fast learner, and desire to probe further into data
- Computer Literate
- Proficient in Microsoft Office (Word, PowerPoint and Excel), ArcGIS, & AutoCad.

WORK EXPERIENCE

- **Duration:** April 22, 2022 - present
- **Position:** Administrative Aide VI/Deputized Public Land Investigator/Technical Staff
- **Name of Office/Unit:** Regulation and Permitting Section

- **Summary of Actual Duties**

- Gather and Facilitate Free Patent Application
 - Conduct Ocular Inspection on Land Dispute
 - Plot or extract survey data from GPS to ArcGIS
 - Facilitate in land projection
 - Prepare maps, tally sheet and stand and stock table of inventoried planted trees for tree registration and cutting permit.
 - Assist in conducting of tree inventory as requested for Tree registration permits.
 - Assist in evaluating pertinent documents as required for the specific permits.
 - Prepares, drafts of routine official letters and endorsement concerning decisions made in connection with official action.
- **Duration:** January 3, 2022 - present
 - **Position:** Admin Concerns Focal Person
 - **Name of Office/Unit:** Planning and Support Unit
- List of Accomplishments and Contributions (if any)
 - Organized and Maintain 201 Files of employees, both permanent and under contract of service.
 - Facilitated, consolidated, and submitted personnel files, such as PDS, SALN, IPCR, IDP, CDP, Succession Bench planning and other such personnel related documents.
 - Summary of Actual Duties

Responsible in performing administrative and technical tasks e.g., pre-screening of applicants, , preparation of monthly report for the Support Unit, preparation of office program and activities, monitoring of trainings conducted; responds to queries and performs other related functions.

- **Duration:** July 1, 2017 - December 31, 2021
- **Position:** Administrative Aide VI
- **Name of Office/Unit:** RPS and Support Unit

- **Summary of Actual Duties**
 - Assist in monitoring the Plantation Establishment, M&P activities under DPWH Tree Replacement projects.
 - Prepare billings for the payment of work accomplishment of PO under DPWH Tree Replacement projects.
 - Assist in conducting of tree inventory as requested for Tree registration permits.
 - Responsible in performing administrative support e.g. encode permits for Tree Registration and other Forest Utilization permits, extract survey data and prepare maps/charting of inventoried trees within private lands.
 - Prepares Purchase Request and necessary documents needed in the procurement of supplies and materials, goods and services needed in the operation.
 - Perform as the duties and responsibilities as Designated Procurement Officer.
 - Prepares, drafts of routine official letters and indorsement concerning decisions made in connection with official action.
 - Perform as ICT Focal Person pursuant to DENR PENRO, Leyte Special

- **Duration:** January 1, 2015 – June 30, 2017
- **Position:** Data Encoder I/Technical Assistant (Contractual)
- **Name of Office/Unit:** Forest Management Services

- **Summary of Actual Duties**

- Responsible in performing administrative support e.g. encode permits for Tree Registration and other Forest Utilization permits, extract survey data for mapping/charting of inventoried trees within private lands and assisted in preparing consolidated NGP maps for annual report.

REFERENCES

Alejandro K. Bautista
OIC, PENR Officer
DENR-PENRO Leyte
09475757798

Elmer B. Labaclado
CENR Officer
DENR-CENRO Baybay
09999910927