



# Mc Bler Granada

## CONTACTS



+63 9394444046



[mcblerggranada2017@gmail.com](mailto:mcblerggranada2017@gmail.com)



E. Jacinto St., Zone  
23, Poblacion, Baybay  
City, Leyte

## EDUCATION

### Bachelor of Science in Agribusiness

Visayas State University  
Visca, Baybay City, Leyte  
2000-2006

### Baybay National High School (BNHS)

Poblacion, Baybay City, Leyte  
1996-2000

### Bagacay Elementary School

Bagacay, Hinabangan,  
Samar  
1990-1996

## ELIGIBILITY

### CIVIL SERVICE ELIGIBILITY – Sub-Professional

(Rating: 80.00)

Ormoc City, Leyte Philippines  
March 3, 2024

## WORK EXPERIENCE

### Administrative Assistant II (Job Order)

2021-PRESENT

Public Information Office

DPWH 5<sup>th</sup> DEO

Brgy. Hipusngo, Baybay City, Leyte

- Accompanying an inspectorate team during inspections.
- Taking pictures, videos using drones and interviewing constituents regarding the projects implemented in their area.
- Prepares video of all completed projects for submission to DPWH Region office 8.
- Documenting office and regional events.
- Requesting overall status with monitoring engineer.
- Drafts news and other IEC materials using video and audio editing applications.
- Delivered and released IEC materials.
- Files and monitors IEC materials.
- Forwards RFA to Records Management Unit (RMU) and other concerns unit.
- Receive Inspection or Rectification Report from inspectorate team.
- Collects Customer Satisfaction Survey (CSS) forms from clients and act as officer of the day (by schedule).
- Does other duties assign by immediate supervisor.

### Book Binder II (Job Order)

2019-2021

Public Information Office

DPWH 5<sup>th</sup> DEO

Brgy. Hipusngo, Baybay City, Leyte

- Documenting office and regional events.
- Taking pictures, videos using drones and interviewing constituents regarding the projects implemented in their area.
- Accompanying an inspectorate team during inspections.
- Prepares video of all completed projects for submission to DPWH Region office 8.
- Requesting overall status with monitoring engineer.
- Drafts news and other IEC materials using video and audio editing applications.
- Delivered and released IEC materials.
- Files and monitors IEC materials.
- Collects Customer Satisfaction Survey (CSS) forms from clients and act as officer of the day (by schedule).
- Does other duties assign by immediate supervisor.



## PERSONAL DATA

Age: 41 years old  
Birthdate: October 27, 1983  
Religion: Roman Catholic  
Status: Single  
Height: 5'2  
Weight: 70 kgs.

## SKILLS

**Computer Skills**  
(MS Word, Excel, Publisher & Photoshop, Video Editor Applications)

**Photography Skills**

**Time Management**

**Good Customer Service**

**Data Entry Skills**

**Multi-tasking Skills**

**Attention to Detail**

## REFERENCES

### MS. IVY ANN F. MOJADO

Administrative Assistant II  
Public Information office  
DPWH 5<sup>th</sup> LED DEO  
Brgy. Hipusngo, Baybay City, Leyte  
09176285108

### MS. DOREEN B. ALBA

Administrative Officer III  
VSU-Supply and Property Management  
Visayas State University – Main  
Visca, Baybay City, Leyte  
09283664408

## WORK EXPERIENCE

### Administrative Aide III (Job Order)

2013-2018

Public Information Office  
DPWH 5<sup>th</sup> DEO  
Brgy. Hipusngo, Baybay City, Leyte

- Documenting office and regional events.
- Taking pictures, videos using drones and interviewing constituents regarding the projects implemented in their area.
- Accompanying an inspectorate team during inspections.
- Prepares video of all completed projects for submission to DPWH Region office 8.
- Requesting overall status with monitoring engineer.
- Drafts news and other IEC materials using video and audio editing applications.
- Delivered and released IEC materials.
- Files and monitors IEC materials.
- Collects Customer Satisfaction Survey (CSS) forms from clients and act as officer of the day (by schedule).
- Does other duties assign by immediate supervisor.

### Administrative Aide I (Job Order)

2017-2012

Public Information Office  
DPWH 5<sup>th</sup> DEO  
Brgy. Hipusngo, Baybay City, Leyte

- Documenting office and regional events.
- Taking pictures, videos using drones and interviewing constituents regarding the projects implemented in their area.
- Delivered and released IEC materials.
- Files and monitors IEC materials.
- Accompanying an inspectorate team during inspections.
- Prepares video of all completed projects for submission to DPWH Region office 8.
- Requesting overall status with monitoring engineer.
- Drafts news and other IEC materials using video and audio editing applications.
- Does other duties assign by immediate supervisor.

## TRAININGS AND SEMINARS ATTENDED

### 4<sup>th</sup> Quarter PIO Meeting/Workshop

*"Updating Writing Skills, Improving Press Releases and Audio-Visual Productions"*

DPWH 5<sup>th</sup> LED DEO  
Brgy. Hipusngo, Baybay City, Leyte  
November 23-24, 2017

### 4<sup>th</sup> Quarter PIO Conference

*"Digital and Social Media Workshop"*

DPWH Southern Leyte District Engineering Office, Multi-Purpose Hall  
Maasin City, Southern Leyte  
November 24, 2016