

EDGARDO DAMALERIO MEJOR

Zone 4, Baybay City, Leyte Philippines

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PERSONAL PARTICULARS

Office Address : Agricultural Training Institute-Regional Training Center 8
Visca, Baybay City, Leyte
Present Occupation : Network Controller II
Eligibility : Career Service-Professional
Gender : Male
Age : 35
Date of Birth : December 28, 1989
Place of Birth : Sogod, Southern Leyte
Religion : Roman Catholic
Blood Type : B+
Height : 5'5"
Weight : 62 kgs.
Civil Status : Married

EDUCATIONAL BACKGROUND

College Degree **Bachelor of Science in Information Technology**
Southern Leyte State University (SLSU) Bontoc Campus
Bontoc, Southern Leyte
Graduated, March 2011

Secondary **Bontoc National High School**
Bontoc, Southern Leyte
Graduated, March 2007

Elementary **Sogod Central Elementary School**
Sogod, Southern Leyte
Graduated, March 2003

CAREER OBJECTIVE

To secure a responsible and challenging position where I can effectively contribute my skills.

EXPERIENCES

ATI-RTC8

November 2015 – Present

ICT & AV In-Charge

- Maintenance of ICT and audio visual equipment;
- Provides ICT and audio visual services

Property Custodian

- Safe keeping of updated RPCPPE & ICS records
- Maintenance and update of relevant documented information

Chairperson Inventory & Disposal Committee

- Conducts inventory of supplies and materials and properties
- Inspect the unserviceable properties for disposal
- Set appraised value for the disposable properties
- Prepare inventory and inspection report
- Conduct disposal of unserviceable properties

Inspection Officer

- Inspect/check delivered supplies and services as to quantity and quality and sign inspection and acceptance report

HRMPSB member

- Do initial ranking of applicants
- Submit to Central Office HRMPSB the results of deliberations including applicants' documentary submissions, evaluation proofs including ranking worksheets and other prescribe documents

Satellite Document Controller(ICT,AV&Property records)

- Establish, document, implement and maintain a procedure for the control of documents and records
- Maintain the master copies and masterlist of the Quality Manual and ISO Manual, as well as the masterlist of externally generated documents and references
- Ensure that current versions of relevant documents are available at point of use
- Prevent unintended use of obsolete documents as well as the unauthorized use of relevant documents and records
- Ensure traceability of documents
- Coordinate enhancement of the procedure for control of records

SLSU – Bontoc Campus

July 2012 – November 2015

Internet Café In-Charge

- Enrolled students to the cafesuite (time account registration system)
- Monitored & attended user's need & problems
- Provided services such as printing, photocopying, scanning, reduce/enlarge & internet surfing
- Maintained computers & other IT equipment
- Enforces Internet Café In-House Rules
- Submitted monthly accomplishment & income reports
- Maintains cleanliness of the internet café
- Did other day to day tasks assigned

Supply Office Assistant

- Conducted inventory
- Prepared & conducted vouchers
- Did other day to day tasks assigned

Designations: (memo/order attached)

- Computer Technician
- Boys Dormitory Adviser

Bontoc National High School

July 2011 – June 2012

Office Clerk

- Responsible in the daily transactions of the Principal's Office
- Received & delivered communications
- Bookkeeper
- Encoded, printed & compiled different documents/forms/reports of the Human Resources, Supply & Vocational Offices
- Keeps up to date files of the EMIS
- Enrolling Officer
- Encoded, printed & compiled different documents/forms/reports of the Faculty & Staff
- Maintains cleanliness of the office
- Did other day to day tasks assigned

STRENGTHS

Able to learn quickly
Clear communication skills
Ability to work individually and as a team member
Proficient in Microsoft Applications like:
MS Word
MS Excel
MS Power Point
MS Publisher

SEMINARS/TRAINING

INSURANCE ORIENTATION FOR PROPERTY AND BUDGET OFFICERS/ADMINISTRATOR

GSIS-Maasin. July 26, 2024

PROPERTY & SUPPLY MANAGEMENT SYSTEM

COA-Region 8. September 25-28, 2023

CREDIT INFORMATION CORPORATION'S (CIC) SPECIAL ORIENTATION ON REPUBLIC ACT NO. 9510

CIC. June 23, 2023

TRADITIONAL & ALTERNATIVE HEALTH CARE FOR ATING #JUANATJUANA

ATI-RTC8. March 31, 2023

#GADTOKNOW: FORUM ON GENDER SENSITIVITY AWARENESS

ATI-RTC8. March 31, 2022

KALUSUGAN NG ATING #JUANATJUANA BIGYANG HALAGA
ATI-RTC8. March 22, 2022

RESILIENCY AND MENTAL HEALTH IN THE PANDEMIC
ATI-RTC8. January 26, 2022

**TOWARDS A BORDERLESS TRANSNATIONAL EDUCATION: COLLOQUIUM SERIES 1 WITH
THE TOPIC "APPLICATION OF GEOSPATIAL INFORMATION SCIENCE/GEOGRAPHIC
INFORMATION SYSTEM(GIS) IN VARIOUS DISCIPLINES"**
SLSU-Main Campus. May 29, 2021

REFERENCES

Name : **HAZEL GRACE T. TAGANAS**
Contact No. : 09178628433
Position : Center Director
Company/Agency : ATI-RTC8

Name : **MELINDA P. PETALCORIN**
Contact No. : 09192940544
Position : Information Officer III
Company/Agency : ATI-RTC8

Name : **MICHAEL P. BUZON**
Contact No. : 09533505329
Position : Administrative Officer IV
Company/Agency : ATI-RTC8

I hereby certify that the information's above are true and correct to the best of my knowledge.


EDGARDO D. MEJOR
Applicant