



JOHN PAUL C. MACATO

Address: Brgy. Dolho Bato Leyte

Phone: 09999190462

Email: macato.johnpaul.bsbio@gmail.com

SUMMARY

Environmental Biology graduate with a strong academic foundation in science, ecosystem management, and sustainable practices. Skilled in office organization, data entry, inventory management, and coordinating tasks with attention to detail. Committed to supporting the department's operations by combining scientific knowledge with efficient clerical work to maintain accurate records, streamline workflows, and contribute to the department's research and educational goals.

EDUCATION

Bachelor of Science in Biology Specializing in Enviromental Biology Aug 2021 - June 2024
Leyte Normal University - Tacloban City

STEM (Science, Technology, Engineering and Mathematics) - SHS strand June 2018 -June 2020
Hilongos National Vocational School - Hilongos Leyte

High School Diploma April 2014 - June 2018
Bato School of Fisheries- Bato Leyte

WORK EXPERIENCE

Adminstrative Assistant, GPK Construction and Supply (*Family-owned small Enterprise*)

- Managed government permits and regulatory documentation, ensuring timely submission and adherence to statutory requirements
- Handle regulatory compliance filings by preparing and submitting required documents to government agencies, ensuring adherence to legal standards.
- Coordinated supply procurement and record-keeping.

ACHIEVEMENTS

- Best in Practicum Award - 2024
- Presented in International Webinar with ***Undergraduate Thesis: Diel Pattern of Seagrass Associated Epifaunal Macroinvertebrated in GMRPLS***
- Successfully Organized School-Event Seminars

RELEVANT TRAININGS

Philippine Institute of Traditional and Alternative Healthcare (PITAHC), Tacloban Herbal Pharmaceutical Processing and Manufacturing Plant

- Certificate of Completion for 80 hours On-the-Job Training
- Learned how cultural knowledge blends with modern healthcare practices.
- Recording of plant products, uses, and preparation methods accurately.

ADDITIONAL INFORMATION

- **Professional Eligibility: Career Service (Professional) Second Level Eligibility**
- **Technical/ Computer Skills:** Proficient in Microsoft Office (Word, Excel, PowerPoint), Basic spreadsheet formulas and table formatting, File organization and digital archiving.
- **Clerical Skills:** Maintaining office correspondence, Filing and record-keeping (physical and digital),Data entry and database management