



JUDEN A. PAYO

CONTACT

09267286008

payojuden0105@gmail.com

LANGUAGES

English - Filipino - Visayan

SKILL(S)

Database Entry

Filing Systems

Spreadsheet Tracking

Proofreading Documents

Multitasking Abilities

ACHIEVEMENT(S)

Certified TESDA Computer

System Servicing (CSS) NC-II

Professional - STEFTI Tacloban

Abucay, Tacloban City, Leyte

(May 2019)

ELIGIBILITY

CAREER SERVICE

PROFESSIONAL - 81.31%

Ormoc City (March 26, 2023)

PROFILE

Dedicated administrative professional with successful experience in fast-paced office settings. Hardworking team player with expertise in completing various clerical tasks and offering staff support. Responsible, punctual and productive professional when working with little to no supervision. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

EDUCATION HISTORY

Bachelor of Science in Information Technology,
Visayas State University - Isabel, (July 2015 - July 2019)

Completed the Capstone Project

Matlang National High School, Matlang, Isabel, Leyte,
(2011 - 2015)

Tubod Elementary School, Tubod, Isabel, Leyte, (2005 - 2011)

WORK EXPERIENCE

ADMINISTRATIVE AIDE III, LOCAL GOVERNMENT
UNIT - ISABEL, JULY 2023 - MAY 2025

- Operate standard office equipment like copiers, scanners, and computers and prepare, file, and organize documents and records.
- Encode, sort, and retrieve data using computerized systems and prepare simple reports, forms, and summaries.
- Provide administrative assistance to department heads and assist in community programs.

JUDEN A. PAYO

Tubod, Isabel, Leyte

09267286008

July 05, 2025

LOUELLA C. AMPAC

Director

Finance Management Office

Visayas State University

Visca, Baybay City, Leyte

Thru:

HONEY SOFIA V. COLIS

Director, HRMD

Visca, Baybay City, Leyte

Dear Ma'am,

Warmest Greetings!

I am writing to express my sincere interest in applying for the **Administrative Aide III (Clerk I)** position at **Finance Management Office – Visca, Baybay City, Leyte**. With a strong background in administrative support and a keen eye for detail, I am excited about the opportunity to contribute to your team.

I was a graduate in Information Technology at Visayas State University - Isabel where I developed strong skills in some programming languages, database management, some networking fundamentals, etc. Additionally, from my previous experience as an Administrative Aide III at Local Government Unit - Isabel has given me the chance to be able to manage and organize office files and documents, both physical and digital, ensuring easy access and retrieval, assisting in the preparation of reports, presentations, and other documents as required, and providing excellent customer service to visitors, addressing their needs promptly and professionally.

These experiences have honed my organizational and multitasking abilities, making me adept at managing various administrative tasks simultaneously while maintaining a high level of accuracy and confidentiality. I am confident that my proactive approach and dedication to supporting office operations will contribute positively to your team.

Thank you for considering my application, and I am looking forward to your positive feedback.

Best Regards,

JUDEN A. PAYO

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes ☐ and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	PAYO	16. CITIZENSHIP	<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
FIRST NAME	JUDEN	NAME EXTENSION (JR, SR)	7
MIDDLE NAME	AZOTE		
3. DATE OF BIRTH (mm/dd/yyyy)	MAY 06, 1999	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization	Pls. indicate country:
4. PLACE OF BIRTH	TUBOD, ISABEL, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.63 m	House/Block/Lot No.	Street
8. WEIGHT (kg)	50 kg	Subdivision/Village	TUBOD
9. BLOOD TYPE	A+	ISABEL	Barangay
10. GSIS ID NO.	N/A	City/Municipality	LEYTE
11. PAG-IBIG ID NO.	121322912157	ZIP CODE	Province
12. PHILHEALTH NO.	13-250545602-9		6539
13. SSS NO.	N/A	18. PERMANENT ADDRESS	
14. TIN NO.	N/A	House/Block/Lot No.	Street
15. AGENCY EMPLOYEE NO.	N/A	Subdivision/Village	TUBOD
		ISABEL	Barangay
		City/Municipality	LEYTE
		ZIP CODE	Province
			6539
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09267286008
		21. E-MAIL ADDRESS (if any)	payojuden0105@gmail.com

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	N/A	23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR, SR)	N/A
MIDDLE NAME	N/A		
OCCUPATION	N/A		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	PAYO		OCTOBER 23, 1958
FIRST NAME	PRUDENCIO	NAME EXTENSION (JR, SR)	
MIDDLE NAME	CALISTE		
25. MOTHER'S MAIDEN NAME			
SURNAME	AZOTE		OCTOBER 28, 1965
FIRST NAME	JUDITH		
MIDDLE NAME	PINTAC		

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	TUBOD ELEMENTARY SCHOOL		2005	2011		2010-2011	
SECONDARY	MATLANG NATIONAL HIGH SCHOOL		2011	2015		2014-2015	
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	
COLLEGE	VISAYAS STATE UNIVERSITY - ISABEL	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	2015	2019		2018-2019	
GRADUATE STUDIES	N/A	N/A	N/A	N/A		N/A	


(Continue on separate sheet if necessary)

SIGNATURE		DATE	MAY 22, 2025
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	MAY 22, 2025
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<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>															
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>															
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>															
<p>37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>															
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>															
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>															
<p>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>															
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.												
NAME	ADDRESS	TEL. NO.														
<p>42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.</p>																
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: DRIVER'S LICENSE</p> <p>ID/License/Passport No.: A03 - 22000775</p> <p>Date/Place of Issuance: 03-03-2022/0RMOC CITY</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 80px; text-align: center; vertical-align: middle;"> Signature (Sign inside the box) </td> <td style="width: 20%;"></td> </tr> <tr> <td style="text-align: center;">Date Accomplished</td> <td></td> </tr> </table>	 Signature (Sign inside the box)		Date Accomplished												
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Date Accomplished																
<p style="text-align: center;">SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 300px; height: 60px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>																
<div style="text-align: center;"> PHOTO </div> <div style="border: 1px solid black; width: 150px; height: 80px; margin: 10px auto; text-align: center;"> Right Thumbmark </div>																

