

# 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** 

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III. OTHER I	NFORMATION	(Conti	nue on separate s	neet if necessal	<b>y</b> )			
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4. Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed,	기본 경기 등 에는 경기에서 이번 시간 사람들은 눈을 내려가 가장 살아 있다면 하는데 없어 때문이다.	1807 F2386 PC 20 505700 8		
a. within the third degree?		☐ YES 🗗 NO		
b. within the fourth degree (for Local Government Unit - Care	YES  NO-/			
5, a. Have you ever been found guilty of any administrative offe	ense?	☐ YES ☑ NO If YES, give details:	*	
b. Have you been criminally charged before any court?	Species of Mining of Septime Asserting	☐ YES		
Have you ever been convicted of any crime or violation of an any court or tribunal?	ny law, decree, ordinance or regulation by	☐ YES ☑ NO If YES, give details:	G SMA DWIMBAGU RD SUITT	
Have you ever been separated from the service in any of the retirement, dropped from the rolls, dismissal, termination, en (abolition) in the public or private sector?		YES NO If YES, give details:		
a. Have you ever been a candidate in a national or local election and a candidate in a national or local election.	☐ YES ☑ NO If YES, give details:	ng panaman ang		
b. Have you resigned from the government service during the election to promote/actively campaign for a national or local	☐ YES ☑ NO If YES, give details:	*)		
Have you acquired the status of an immigrant or permanent	☐ YES ☑ NO If YES, give details (country):			
Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), Are you a member of any indigenous group?  Are you a person with disability?  Are you a solo parent?	☐ YES	E		
REFERENCES (Person not related by consanguinity or affinity to applican	t /appointee)	If YES, please specify ID No:		
NAME	ADDRESS	TEL. NO.		
			00	
I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertine Philippines. I authorize the agency head/authorized represei agree that any misrepresentation made in this document administrative/criminal case/s against me.	ent laws, rules and regulations of the ntative to verify/validate the contents state	Republic of the ad herein.	РНОТО	
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SUBSCRIBED AND SWORN to before me this	, affiant exhib	iting his/her validly issued government	ID as indicated above.	
- MIE 94/8 12 2025	Person Administering Oa	h.		