

# 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**

#### **Financial, Risk and Credit Management**

Prime Faith Resource Management and Consultancy Services, Inc.  
December 18-19, 2024

#### **FUNDAMENTALS OF COOPERATIVE**

Prime Faith Resource Management and Consultancy Services, Inc.  
September 25-26, 2024

#### **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 : **Concepcion B. Miro**  
Contact No. : 09171698030  
Position : Assistant Center Director  
Company/Agency : ATI-RTC8

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

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

**EDGARDO D. MEJOR**  
Applicant