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**MARIA JISA UBALDE TAYO**

* Address: Barangay District III, Gigmoto, Catanduanes
* Contact Number: +63 919-312-8850/+63 905-697-6719
* Email Address: [jhorgesanmateo@gmail.com](mailto:jhorgesanmateo@gmail.com)
* Skype: Maria Jisa Ubalde Tayo

**CAREER OBJECTIVES**

* To use my skills and knowledge in the best possible way for achieving the company’s goal.
* To enhance my professional skills in a dynamic and Fast-paced workplace.

**QUALIFICATION & CAPABILITIES**

* Over three year office experience.
* Trust worthy, dedicated and patient
* Hard working and self-motivated.
* Responsible, reliable and friendly.
* Ambitious and willing to learn
* Work harmoniously with colleagues
* Can work under pressure in a professional manner

**SKILLS**

* Clerical and Administrative Office Matter
* Research Work/ Analysis and Assessment
* Public Relations
* Well used in speaking and writing English Language
* Able to learn with Minimal Supervision
* Typing and Data encoder

**TECNOLOGY**

* Computer Literate (MS Word, Excel, PowerPoint, Access, Outlook)

**EDUCATIONAL BACKGROUND**

* Tertiary: CATANDUANES STATE UNIVERSITY (CSU)

AB. Major in Political Science

Barangay Calatagan, Virac, Catanduanes

June 2007 to March 26 2011

* Secondary GIGMOTO RURAL DEVELOPMENT HIGH SCHOOL (GRDHS)

Barangay District III, Gigmoto, Catanduanes

June 2002 to March 2006

* Elementary: BIONG ELEMENTARY SCHOOL (BES)

Barangay Biong, Gigmoto, Catanduanes

1996 to 1997 then 1999 to 2002

GIGMOTO CENTRAL ELEMENTARY SCHOOL (GCES)

Barangay District II, Gigmoto, Catanduanes

1997 to 1998

**TRAINING & SEMINAR COMPLETION**

* 20 to 22 Sept 2009 “Ethical Investigation Procedures and Administration of Criminal Justice”

AFP Theater, Camp General Emilio Aguinaldo, Quezon City

* 28 to 30 Jan 2010 “Leadership Forum on Youth Organizing”

Military Intelligence Group 5 Bicol (MIG 5)

Camp General Simeon C Ola

Legaspi City

* 05 to 10 Feb 2010 “The Character and Values Enrichment”

Intelligence Service Armed Forces of the Philippines

Tagaytay City

* 23 to 25 Sep 2010 “Intelligence Cycle /Basic Trade Craft Seminar”

Head Quarters 83rd IB, 9ID, PA

San Andres, Catanduanes

* June to 02 Sep 2013 House Hold Services

Technical Education Skills Development Authority

* 02 to 21 Mar 2014 English Proficiency Training

International Language Center

Baliwag, Bulacan

**EMPLOYMENT RECORDS**

* 29 Jul 2014 to Present INTELLIGENCE SERVICE ARMED FORCES OF THE PHILIPPINES (ISAFP)

Military Intelligence Group 5, Camp General Simon S. Ola, Legaspi City.

* Office Staff/ Researcher
* 01 Oct 13 to 01 May 14 OVERSEAS FILIPINO WORKER

Foreign Domestic Worker

Singapore

* House helper
* 29 Mar 11 to 17 July 13 INTELLIGENCE SERVICE ARMED FORCES OF THE PHILIPPINES (ISAFP)

Military Intelligence Group 15 NCR, Camp General Emilio Aguinaldo, Quezon City

* Operatives
* Researcher( Investigation Analyst)
* Data Encoder

* 2009 to 2011 INTELLIGENCE SERVICE ARMED FORCES OF THE PHILIPPINES (ISAFP)

Military Intelligence Group 5, Camp General Simon S. Ola, Legaspi City.

* Youth Leader/Organizer
* Operatives

* 2009 to 2011 CATANDUANES STATE UNIVERSITY (CSU)

ROTC/NSTP Department

Student Assistant / Volunteer Instructor

* Clerical Work and other office work related
* ROTC Instructor

**PERSONAL INFORMATION**

* Age: 25 years old
* Gender: Female
* Marital status: Single
* Place of birth: Barangay Biong, Gigmoto, Catanduanes
* Date of birth: 22 September 1989
* Religion: Catholic
* Citizenship: Filipino
* Fathers name: Mr. Sanny Regalado Tayo
* Mothers name: Mrs. Elsa Torcuator- Ubalde Tayo

**CHARACTER REFERENCE**

**COL JOSELITO C GACUTAN PN (M) (GSC)**

NAVFORSOL

Rawis, Legaspi, City

**LTC GLENN E CELEBRADO (MI) PN (M)**

MIG 5, ISAFP

Camp Semion S Ola, Legaspi City

**LCDR ALDRIN A GACUSAN PN**

NISG.NCR

Fort Bonifacio, Taguig City, Philippines

**Prof. Alfonso V Velasco**

English Professor

Baliwag University

I hereby certify on my honor that the abovementioned is correct to the best of my knowledge and belief.

**MARIA JISA UBALDE TAYO**

Applicant