

## PAPUA NEW GUINEA

# REFERENCE CHECK

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|------|-------------|-----------|--------------|----------|--|
| DATE | May 7, 2025 | APPLICANT | Armani Duque | POSITION | IT Specialist and Data Privacy Officer |
|------|-------------|-----------|--------------|----------|--|

|                  |                  |             |                      |       |               |        |                        |
|------------------|------------------|-------------|----------------------|-------|---------------|--------|------------------------|
| REFERENCE'S NAME | Benidict V Ramos | DESIGNATION | HR and Admin Manager | PHONE | 0977 384 8032 | E-MAIL | benramos2696@gmail.com |
|------------------|------------------|-------------|----------------------|-------|---------------|--------|------------------------|

### GENERAL INFO

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|---|---|
| Can you explain the nature of your relationship with the applicant? | Armani Duque is currently our IT Specialist and Data Privacy Officer.   |
| In what capacity is/was the applicant employed by your business?    | Armani Duque was employed by Montemar Beach Club, as an IT Specialist and Data Privacy Officer, holding both roles currently. He was responsible for managing IT systems and compliance with the data protection.   |
| What were the dates of their employment?                            | Armani Duque started April 14, 2024.  |
| What duties and responsibilities does/did the applicant have?       | As an IT Specialist and Data Privacy Officer, he was responsible for maintaining and securing IT Systems, provide technical support to all departments, managing software and hardware and ensuring data compliance. He also developed and implemented data privacy policies, and conducted privacy assessments and ensured adherence to applicable data standards. |
| What is the reason for the applicant's departure?                   | Armani Duque chose to leave Montemar to pursue opportunities for further training and skills development, as well as to secure higher salary and career advancement.  |

### PERFORMANCE INFO

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| How would you describe the applicant's overall work performance?           | He demonstrated strong technical skills, professionalism and proactive approach to all assigned tasks. His performance was reliable and exceeded expectations to his responsibilities as both IT Specialist and DPO. |
| What would you say are the applicant's strengths?                          | Armani Duque is highly knowledgeable in IT and demonstrates a strong ability to share his expertise with others. He is an effective communicator, assisting coworkers in understanding technical concepts.           |
| What would you say are the applicant's development areas (eg. weaknesses)? | Armani needs to develop his communication skills and providing formal memo's. However, he shows willingness to improve and made efforts to enhance his language.   |



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| <p>Have you had any concerns with their performance?<br/><i>If yes, please explain when these issues were identified? When were they discussed with the individual? What work are they doing to improve, and what progress has been made?</i></p> | None at all.   |
| <p>In this role, the applicant is required to be very well organized and have the ability to manage the work hours effectively.<br/><i>Could you explain how well-organized his/her workload is?</i></p>  | Armani consistently demonstrate a good time management skills and was willing to extend his working hours when necessary.  |
| <p>Would you re-employ the applicant? Why/why not?</p>  | Absolutely, YES! Armani is an asset to Montemar, bringing valuable expertise in IT and data privacy. His ability to streamline our IT System and support organization made a positive impact during his tenure.  |
| <p>Can you comment on the applicant's:</p> <ul style="list-style-type: none"> <li>- Reliability</li> <li>- Punctuality</li> <li>- Attendance</li> <li>- Professionalism</li> <li>- Work attitude</li> </ul>                                       | <p>Highly reliable. He fullfil his responsibilities with minimal supervision.</p> <p>Execcelent. He arrived on time.</p> <p>He was dependable and rarely absent.</p> <p>High level of professionalism in all aspects of his work.</p> <p>Armani had a positive ad proactive work attitude.</p> |
| <p>Final thoughts?</p>  | Armani was a dedicated and skilled employee who made a positive impact on the team . I have no doubt that he will continue to be valuable asset wherver he goes. Highly recommended.   |

**Thank you for taking the time to provide feedback.**

BENIDICT V RAMOS

Signature over printed name



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