

**Leymar L. Madjus**

Brgy. San Guillermo Matag-ob, Leyte  
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**BIRTHDATE** : October 1, 1992  
**STATUS** : Married

**EDUCATIONAL ATTAINMENT:**

**BS in Information Technology**  
**Palompon Intitute of Technology (PIT-Main Campus)**  
**Palompon, Leyte**

**WORK EXPERIENCES:**

**Municipal of Matag-ob**  
**IT / Clerk**

Office Assign: **Office of the Mayor** July 1, 2022- Present  
San Guillermo, Matag-ob Leyte

**Duties and Responsibilities:**

**IT / Clerk** – Responsible for the Lay-out and Design for Tarpaulin printing on all activities of LGU, and IT support for all offices.

1. Take Photos on all events of Matag-ob Mayors office.
2. Manage the official Facebook page.
3. Working committee for the month long Himorasak Festival Held on September 3-25.
4. Responsible for updating and posting information on facebook and Official Gmail account.
5. Repaired/Troubleshoot Computer errors and hardware issue.
6. IT in charge for the Biometric attendance for the LGU.
7. Design and Print tarpaulins for various activity.

**Comelec****DESO Technical Support**

**Project Assignment: Sta Rosa, Matag-ob (May 2009), Tungonan Kananga (May 2022)**

**DESO Technical Support** – Responsible for the technical support of the VSM Machine.

1. Assure 100% VCM optimal performance on Election Day.
2. Responsible for all troubleshooting and preventive maintenance for the VCM machine.
3. Submit report for the completion of election for no tamper security seals.

**Philippine Statistic Authority  
2020 Census Enumerator**

**Assigned Location: Agiting, Kananga and Rizal Kananga, Leyte  
August – September 2020**

**Enumerator** – Field enumerator of PSA for the 2020 Census

1. Enumerate the total household count of all resident of Agiting and Rizal Kananga, Leyte.
2. Evaluate the living condition of the said household and livelihood for data gathering.
3. Submit report to Region the collected data for uploading on database.

**SOSA JB Property Management  
Multi-skilled Technician**

Project Assign:       **The fifth at Rafael Condominium Corporation**  
                                  Brgy. Kapitolyo, Pasig City

**January 2017 – March 2018**

Duties and Responsibilities:

**Multi-skilled Technician** – responsible for the operation, services in the managed areas, implementation of maintenance.

1. Assure no down time of all equipment (acceptable case basis)
2. Proper Monitoring of all respective areas
3. Following guidelines mandated by the client
4. Maintains the good condition of the building (Structural and Aesthetics)
5. Promotes cost efficient projects such as:
  - a. Replacing CFL/FL with LED fixtures
  - b. Annual Preventive of Equipment and Facilities
  - c. Promotes proper running time/sequencing of equipments to cut down peak power
  - d. Alternating /switching lights OFF during morning in hallways and open parking
6. Proper Preventive Maintenance of equipments
7. Attends concerns of owners.
8. Assure proper turn-over of equipments and all areas of the building
9. Other that are required by the client

**Chitick Fire and Security Protection  
Electrician**

Project Assign: **Green Core Geothermal Power Plant**  
Tongonan, Kananga, Leyte

**February 2016 – November 2016**

Duties and Responsibilities:

**Electrician** – roughing ins for the installation of the new Fire and security protection cable pipe and cable tray, rehabilitation of Tongonan Green Core Geothermal power plant.

1. Remove existing fire protection pipe for rehabilitation.
2. Installed the backbone pipe for the newly fire protection system.

**Certifications:**

1. Health and safety Webinar- 2022 Palompon institute of technology
2. Work Ethics; Call, text, chat and webinar ethics – 2022 Palompon institute of technology
3. 1<sup>st</sup> place- Skills Olympics Microsoft office operation PIT foundation activity
4. Graphics seminar on Photoshop and Design Layout – LGU Matag-ob
5. EIM –Electrical Installation and Maintenance NCII
6. SMAW – Shielded Metal Arc Welding NCII
7. Pipefitting NCII