



RAMON P. MONDANO JR.

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📅 August 8, 1991
🇵🇭 Filipino
👤 Single

CERTIFICATES

Career Service Professional
Eligibility
Oct 2022

NC II - Computer Systems
Servicing
Dec 2017

Construction Safety and
Health Training
Jun 2016

SKILLS

Software Development (C#,
JAVA, JQuery, SQL, Html, CSS)

MS Office Application

Computer Troubleshooting

Management

Data Entry

Technical Support

LANGUAGES

English

Tagalog

CAREER OBJECTIVE

Seeking a position in life to utilize my skills and abilities and achieve professional growth while being resourceful, innovative and flexible. To add valuable assets to your esteemed organization as an active member.

EMPLOYMENT

Statistical Specialist II (PhilSys Focal Person) Jul 2021 - Jul 2022
Philippine Statistics Authority, Surigao City

- Oversees and manages the operations of registration centers within the province and provides recommendations to continuously improve the efficiency of operations.
- Generates daily and weekly monitoring reports of feedback and grievances of operations within the province and submits to the FGD.
- Provides administrative support to PhilSys operations of the province
- Resolves non- contentious, general feedback and grievances from registrants and the public in cooperation with frontliners/registration staff
- Ensure that all registration staff in the province are up- to- date on policies, key messages, and project information for consistency
- Leads the coordination with local government units and other project partners in promoting the PhilSys and sharing knowledge on relevant, technical components of the program

Information Systems Analyst I Aug 2020 - Jun 2021
Philippine Statistics Authority, Surigao City

- Provides technical support to PhilSys operations at the field
- Provides Data Collectors with user account and login credentials to the Step I Registration system;
- Provides Registration Kit Operators and Registration Center Supervisors with user account and login credentials to the Registration Client System
- Ensures all incoming technical issues/concerns are addressed or escalated
- Leads in system and network administration and maintenance
- Prepares incident reports for technical issues encountered during the registration
- Coordinates with the service provider regarding hardware problems
- Reports and documents all incoming or reported technical issues/concerns
- when needed; monitors and operates the PhilSys System

QUALITIES

- Excellent written and verbal communication skills
- Highly organized and efficient
- Ability to work independently or as part of a team
- Proven leadership skills and ability to motivate
- Flexible
- Technologically competent
- Time Management
- Adaptability

IT/ICT Instructor

Jun 2016 – Mar 2020

STI College, Surigao City

- Demonstrate substantial knowledge of theory and content in subjects of specialization appropriate for the student's year level
- Carefully and methodically plan lessons and hold classes in a systematic yet interesting manner
- Develop and utilize appropriate student-centered classroom activities
- Adapt to the varying learning styles, needs and abilities of the students
- Fully adhere to the institutional policies on courseware usage
- Maintain a clear and orderly academic record of students
- Provide students with immediate feedback of their academic performance
- Promptly, accurately, and properly submit grade reports of all classes

INTERNSHIPS

On-the-Job Training (OJT)

Dec 2015 – Mar 2016

Department of Labor and Employment, Surigao City

- Provide support to simple ICT equipment task such as, but not limited to, troubleshooting issues with printers, desktops, laptops, installation of authorized software, and etc.
- Performs routine check, and if necessary, complete the simple installation of ICT software and equipment (e.g. printers, access points, cabling, antiviruses, etc.)
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Answers phone calls, schedules meetings and supports visitors.
- Provides information by answering questions and requests.

EDUCATION

BS Computer Engineering

Jun 2011 – Mar 2016

STI College Surigao, Surigao City

REFERENCES

References available upon request.