

Adelino R. Justo Jr.

Address: 476 San Juan Accfa Cabanatuan City

Mobile Number: 0932-744-0704

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CAREER OBJECTIVE

I recently was an Administrative Officer looking for a full time position. I would like to utilize my skills and knowledge as well as my passion for learning new things in different government agencies while also being a hardworking public servant.

PERSONAL INFORMATION

Full name: Adelino Justo Jr.

Date of birth: March 10, 1995

Age: 26

Marital Status: Single

Occupation: Former Administrative Officer III at TESDA (November 23, 2016 - May 17, 2021)

EDUCATIONAL BACKGROUND

Tertiary Level: Central Luzon State University
Bachelor of Science in Information Technology
June 2011 – July 1, 2016

Secondary Level: Honorato C. Perez Memorial Science High School
Brgy. Mabini Ext., Cabanatuan City, Nueva Ecija
June 2007 - April 3, 2011

Primary Level: Lazaro Francisco Elementary School
Brgy. Zulueta, Cabanatuan City, Nueva Ecija
June 2001 - March 26, 2007

Work Experience

Solutionaas

November 23, 2016 – June 12, 2017

Position: Junior Web Developer

Technical Education and Skills Development Authority Central Office, Taguig City, Metro Manila
November 23, 2016 – May 17, 2021

Position: Administrative Officer II (November 23, 2016 - February 17, 2020), Administrative Officer III (February 18, 2020 – May 17, 2021)

Trainings

1. *Seminar on Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulation (February 11, 2019) TESDA Development Institute*
2. *Scoping for Data Privacy Act Compliance (September 11, 2018) TESDA Planning Office Labor Market Information Division*
3. *Republic Act No. 9184 The modernization, standardization and regulation of the procurement activities of the government (October 19, 2017) TESDA Development Institute*
4. *Capacity Development Session of the Budget and Treasury Management System (November 26, 2019) BTMS Training Room, Jose P. Laurel Street, corner Matienza Street, San Miguel, Manila*
5. *Training Workshop On Preparation of Agency Procurement Compliance and Performance Indicator(APCPI) System and Training Workshop on The Preparation of Project Procurement Management (PPMP) and Annual Procurement Plan (APP) (February 12, 2019) TESDA Development Institute*
6. *Property and Supply Management System (July 10, 2019) TESDA Development Institute*
7. *Seminar on Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulation (February 11, 2019) TESDA Development Institute*
8. *Public Financial Management in a Difficult and Changing Environment (November 11, 2019) Bohol Tropics Resort, Tagbilaran City, Bohol*

TECHNICAL SKILLS:

Programming Languages:

- PHP
- C#/ Also have Knowledge in ASP.net
- Javascript/Also have Knowledge in Node.js

Databases:

- MySQL
- SQL Server
- Microsoft Access

Microsoft Office Applications:

- MS Office Word
- MS Office PowerPoint
- MS Office Excel (with basic knowledge on macro)

- MS Office Access

Google Applications:

- Google drive
- Google sheets (with basic knowledge on google scripts)
- Gmail

ELIGIBILITY:

Passer of Civil Service Professional Examination last October 23, 2016

CHARACTER REFERENCE:

Francis A. Canare
Instructor II
Central Luzon State University
Science City Of Munoz, Nueva Ecija
09057004767

Stephanie A. Gumayan
Administrative Officer IV
Technical Education & Skills Development Authority
818-10-14

Arcadia Creselda P. Balinas
Acting Chief Administrative Officer-Procurement Division
Technical Education & Skills Development Authority
893-82-96

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

Adelino Justo Jr.
Applicant