





# Darius Marc C. Cruz

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 cruzdariusmark@gmail.com  
 09101723379  
 <https://www.linkedin.com/in/dariusmarkcruz/>



SCAN QR CODE FOR  
MY PORTFOLIO

## OBJECTIVE

- To leverage my strong dedication to learner development and educational needs in the fields of computer science and mathematics.
- To enhance my abilities in communication and socialization within the IT field.
- To develop and expand my knowledge and expertise in computer science and mathematics, contributing to innovative solutions and advancements in technology.

## PERSONAL INFORMATION

<b>Age</b>	:	22 years old	<b>Citizenship</b>	:	Filipino
<b>Birthday</b>	:	July 23, 2002	<b>Religion</b>	:	Roman Catholic
<b>Birthplace</b>	:	Pandi, Bulacan	<b>Civil Status</b>	:	Single
<b>Weight</b>	:	76 kg	<b>Height</b>	:	5'6
<b>Father</b>	:	Lapidario Cruz	<b>Mother</b>	:	Mercedes Cruz
<b>Occupation</b>	:	Tricycle Driver	<b>Occupation</b>	:	House Wife

## SKILLS

**Language:** English & Filipino

**Technical:** Fundamentals in Programming & Cybersecurity, MS365 Administrator, Network Administrator, Proficient in Microsoft Office (Word, Powerpoint, and Excel), Google (Docs, Slides, Excel, and Classroom), Making Publication Material (PubMat) using Canva, Video-editing (Capcut)

## EDUCATIONAL BACKGROUND

### TERTIARY

#### Bulacan State University (Main Campus)

Guinhawa, City of Malolos, Bulacan

Bachelor of Science in Mathematics with Specialization in Computer Science

2020 - 2024

## ACHIEVEMENTS

- Passed Civil Service Professional Examination (August 2024)

## SEMINAR/WEBINAR ATTENDED

- Computer Hardware Basics | April 2025 | Networking Academy
- Introduction to Modern AI | March 2025 | DICT-ITU DTC
- Data Analytics for Smarter Decision-Making | February 2025 | ICT Literacy and Competency Development Bureau
- Hardening SQL: Cybersecurity Strategies for Safer Databases | February 2025 | DICT Region 2 Nueva Vizcaya
- Network and System Administration for Beginners | November 2024 | Terra Hertz

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## WORK/TRAINING EXPERIENCE

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**Kryos Cold Storage and Logistics Corp.**  
**IT Associate | Tambubong, Bocaue, Bulacan**  
**August 2024 - Current**

- **Website Development:** Designed and developed a user-friendly, responsive website, enhancing the company's online presence and improving customer engagement.
- **Network Setup:** Planned and executed the setup of a robust and secure network for the facility, ensuring seamless connectivity and optimal performance.
- **Social Media Management:** Developed and executed social media strategies across various platforms (Facebook, LinkedIn, Instagram) to increase brand awareness and engagement.
- **Technology Maintenance:** Oversaw the maintenance and troubleshooting of various technologies, including computers, printers, CCTV systems, and other essential equipment.
- **Microsoft 365 Administration:** Managed user accounts, permissions, and security settings to ensure smooth and secure access to Microsoft 365 services.
- **CCTV System Operation:** Monitored and managed CCTV cameras to ensure effective security and surveillance.

**Regional Trial Court - On the Job Training | June 2023 - July 2023**

- Docketing Criminal Cases
- Encoding Notarial Documents [Excel, Word]
- Organizing/Validating Notarial Documents

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## CHARACTER REFERENCES

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Ms. Sherwin Rose D. de Castro  
Classroom Teacher  
Malibo Matanda, Pandi, Bulacan  
0956-235-0339

Mr. Mark Anthony S. Yu  
Compliance Head | Kryos Cold Storage and Logistics Corp.  
Lot 13-17 Blk 2, Tambubong, Bocaue, Bulacan  
0993-873-6755

Mr. Marcus Marcos  
IT Instructor | Bulacan State University  
Malolos, Bulacan  
0933 4311 633

*I hereby certify that the information provided in this form is complete, true, and correct to the best of my knowledge and beliefs.*

DARIUS MARC C. CRUZ  
**Applicant**

This certificate is awarded to

**Darius Cruz**

for successfully completing

**Computer Hardware Basics**

offered by Networking Academy  
through the Cisco Networking Academy program.

*Lynn Bloomer*

Lynn Bloomer  
Director  
Cisco Networking Academy

03 Apr 2025  
Completion Date

This certificate is awarded to

**Darius Cruz**

for successfully completing

**Introduction to Modern AI**

offered by DICT-ITU DTC Initiative  
through the Cisco Networking Academy program.

Jayson Ryan Cunanan  
Instructor  
DICT-ITU DTC Initiative

14 Mar 2025  
Completion Date



## CERTIFICATE OF PARTICIPATION

This is to certify that

**Darius Marc C. Cruz**

attended the 4-hour webinar on *Hardening SQL: Cybersecurity Strategies for Safer Databases*  
by the DICT Region 2 Nueva Vizcaya conducted on  
**February 26, 2025** via Zoom Meeting.

Given this 26<sup>th</sup> day of February 26, 2025.

*Engr. Pinky T. Jimenez, Pece, Ph.D.*

ENGR. PINKY T. JIMENEZ, PECE, Ph.D.  
Regional Director, DICT Region 2





Civil Service Commission Regional Office III

03-250312-L1226



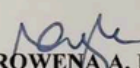
Republic of the Philippines  
Civil Service Commission  
Quezon City

## Certification of Eligibility

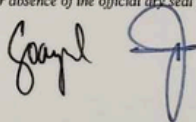
This is to certify that  
**CRUZ, DARIUS MARC C.**  
has been granted a Civil Service Eligibility for passing/qualifying in the  
**Career Service (Professional ) Examination**  
with a rating of **82.82%** conducted by the Civil Service Commission  
in **City of Malolos, Bulacan** on **August 11, 2024.**  
His/her name has been entered in the official Register of Eligibles.  
Issued this **12<sup>th</sup>** day of **March 2025.**

Date of Birth July 23, 2002  
Place of Birth PANDI BULACAN  
Book Number CSE-PPT 08112024  
Page Number 51  
SN/LN 863  
EN/CN 178350  
Date of Release October 15, 2024





By the Authority of the Commission

  
**ROWENA A. PUNLA**  
Chief HR Specialist, ESD  
CSC Regional Office III

**WARNING:** Illegal use of this certification shall subject the owner and/or perpetrator to administrative sanction and/or criminal prosecution under RA 9416. Any alteration, erasure, or absence of the official dry seal of the Commission shall invalidate this certification.



Bawat Kawani, Lingkod Bayani

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LOGO HERE	STANDARD PROCEDURE	Document Code:
		Client: N/A
		Revision Number:
Effectivity Date: [Date]	COVID-19 PROCEDURE	Page Number: 1 out of 2

## 1.0 PURPOSE

To prevent employees and visitors from acquiring virus coming to and from inside the company.

## 2.0 SCOPE

This is applicable to all [Company] personnel coming in and out the company premises.

## 3.0 REQUIREMENTS

### 3.1 General

- 3.1.1 All employee, visitors, truckers and manof's coming to company premises are required to wear face mask to follow safety protocol during pandemic.
- 3.1.2 Employees, visitors, truckers and manof's should be vaccinated.
- 3.1.3 No face-to face meetings is allowed during pandemic: use emails, Viber and other kinds of communications to lessen the spread of virus.
- 3.1.4 Visitors and staff who have abnormal body temperature (38 degree and above) should not enter the office or company premises. Upon entering warehouse, employees must follow safety and health procedure.
  - 3.1.4.1 Take a temperature check on the temperature equipment
  - 3.1.4.2 Time-in and time-out on face biometric.
  - 3.1.4.3 Declare on the health declaration form the data from temperature equipment and answer correctly the questions provided.
  - 3.1.4.4 Employee and visitors are required to wash hand and step on the footbath concentration for disinfection prior to entry warehouse storage.
- 3.1.5 The company must strictly follow the Inter-Agency Task Force (IATF) guidelines.
  - 3.1.5.1 In the event that an employee has symptoms of Covid-19 like flu, cough, runny nose, sore throat and body aches, he/ she will be sent home for quarantine and isolation.
    - 3.1.5.1.1 Fourteen days isolation of positive cases for asymptomatic, mild and moderate cases

Prepared by:

Darius Marc Cruz  
Job title

Reviewed by:

Darius Marc Cruz  
Job title

Approved by:

Darius Marc Cruz  
Job title

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**3.1.5.1.2** Twenty-one days isolation of positive cases for severe and critical cases for severe and critical cases.

**3.1.5.1.3** Fourteen days quarantine for close contacts who are fully vaccinated and

**3.1.5.1.4** Fourteen days quarantine of close contacts and travelers for unvaccinated and partially vaccinated individuals.

**3.1.6** Employee who are tested positive shall also be tested after quarantine after a series of negative RT-PCR test to be submit to Human Resource Department for proper filing and documentation.

**3.1.7** Mandatory contact tracing and quarantine for the safety of every employee of [Company].

**3.1.8** Company nurse or assigned personnel for contact tracing must have a monitoring form for employees who are suspect of Delta or variant.

**3.1.9** Check and monitor positive patient's health until the last day of his/her quarantine/isolation.

#### 4.0 FORMS

Contact Tracing Form

#### 5.0 REVISION HISTORY

Revision number	Reason / description of revision	Revision/Effectivity date	Revised by	Approved by

Prepared by:

Darius Marc Cruz  
Job title

Reviewed by:

Darius Marc Cruz  
Job title

Approved by:

Darius Marc Cruz  
Job title