IAN JAY T. PADIOS
Information Technology Officer 1

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📍 Southern Davao, Panabo City

EDUCATION

Bachelor of Science in Information Technology
Davao del Norte State College
2004-2008

Master in Information Technology
University of the Immaculate Conception
2010-2016

Doctor in Business Management Specialized in I.S
University of the Immaculate Conception
Units Earned

EXPERTISE

Web Design and Development
Systems Administration
Network Technologies
Cybersecurity
Project Management
Data Privacy and Protection

Profile

Insightful Information Technology Officer with 10 years of Information Technology Implementation experience, including infrastructure oversight, application support, and security services. Dedicated to customer satisfaction with focused delivery of technical solutions. Proven leader in directing operations, maintenance and support of complex systems. Develops creative business solutions, leveraging diverse methodologies and delivering solutions. Highly adept in request for proposal development, technology needs assessments and staff training.

Experience

July 2023 - Present
Davao del Norte State College
Information Technology Officer 1
Head, Technology Support Services Unit

- Act as the principal ICT administrator and ensures the maintenance of the College ICT systems.
- Manage the overall technology infrastructure of the College including planning, implementation, and management of the software and hardware resources that support operations.
- Proposes design improvements of the College ICT infrastructure and works with possible ICT partners in integrating requirements into the ICT strategic framework.
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- Manage support services for the College's ICT systems, platforms, and products; including management of IT support technicians, communicating job expectations, and appraising performance as appropriate.
- Provides user training on common business applications and use of systems.
- Installs, configures, and maintains the College ICT infrastructure including computer hardware and software applications.

January 2019 - Present
Davao del Norte State College
Data Protection Officer

- Monitor the organization's compliance to the Data Privacy Act (DPA)
- Facilitate the condcut of Privacy Impact Assessment (PIA)
- Provide guidance on handling of complaints and facilitating the exercise of rights of the data subject
- Oversee the organization's response to data breaches and incidents
- Educate and raise awareness about data privacy
- Oversee the crafting of organizational policies and guidelines

June 2008 - June 2023
Davao del Norte State College
IT Instructor, Web Master & Network Admin (Designate)

- Teaches assigned courses (Cybersecurity, Programming, Networking) & provides students time for consultation, tutoring and academic counseling.
- Submits syllabus, test questions, and table of specifications, grades, reports, and other College requirements.
- Update and upgrades teaching materials and course curriculum,
- Develop and maintain College website
- Test websites across browsers, operating systems and devices
- Configure, maintain and upgrade the College IT network