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| |  |  | | --- | --- | | **Emmanuel Canlas Pagaduan**  Sapang Buho,Palayan City Nueva Ecija, Philippines 3132 Cellphone No.: +639509111743 Email Add: [pagaduan\_emmanuel@yahoo.com](mailto:pagaduan_emmanuel@yahoo.com) **Current Location:** Philippines **Availability:** I can start for work as soon as possible. |  |  |  |  | | --- | --- | | **PERSONAL DATA** | | | Age: | 38 | | Date of Birth: | Jul 3, 1979 | | Gender: | Male | | Civil Status: | Married | | Height: | 167.68 cm | | Weight: | 73 kg | | Nationality: | Filipino | | Religion: | Christianity - Catholic | | Permanent Address: | Sapang Buho, Palayan City Nueva Ecija, Philippines 3132 |  |  |  |  | | --- | --- | --- | | **WORK EXPERIENCE** | | | | **I have been working for 15.6 year(s).** | | | | 1. | Position: | **IT Technician / Office Clerk / BAC Secretariat Member** | | Duration: | Jul 2011 - Sep 2017 (6.2 yrs.) | | Company: | Local Government Unit Of Palayan City | | Company Industry: | Government | | Location | Palayan City, Nueva Ecija, Philippines | | Country | Philippines | | Department: | City Legal Office/ City Mayor's Office /Bids & Awards Committee | | Job Description: | 1. Inspect and repair computers from different department and offices.  2. Provide technical assistance and resolution as necessary  3. Set up new computer systems and perform routine maintenance  4. Ensure that Internet security software is updated and running properly  5. Maintain computer equipment and software to ensure secure and efficient operations  6. Repair computer hardware and servers as required  7. Test and implement new software programs for the company  8. Encode and prepare various documents.  9. Processed business permits of applicants. | | 2. | Position: | **Production Operator / Factory Worker** | | Duration: | Aug 2008 - Aug 2010 (2 yrs.) | | Company: | Shinheung Textiles | | Company Industry: | Textiles / Garment | | Location | Seoul, South Korea | | Country | South Korea | | Department: | Production | | Job Description: | 1. Starts machine and observes operation to detect malfunctions or defects, such as breaking or twisting of material or thread.  2. Adjusts machine controls, such as width or tension guides, to keep operations within specifications.  3. Mounts, positions, or places roll of material, yarn, or line, or bobbin of thread on machine and threads through guides and rollers.  4. Sets controls on machine according to width, length, or other specifications, and sets counter to record yardage used.  5. Operates machine to cut material into specified lengths.  6. Examines and inspects yarn, lace, or other material for defects, dirt, and conformance to color and size specifications.  7. Measures or weighs product for conformance to specifications, using ruler, measuring tape, or scale.  8. Removes or doffs full packages, rolls, loom beams, spools, or reels from machine manually, or using hoist.  9. Cuts fabric, thread, yarn, or other material to remove defects, or separate from machine, using scissors or knife.  10. Replaces defective or worn shuttles, tension springs, needles, or cutting blades, using hand tools.  11. Pieces up or ties break in yarn, filling, roving, or sliver.  12. Records production information, such as lot or style number, yardage, number of defects and machine stops, and types of defects.  13. Notifies supervisor or machine fixer of defects or machine malfunctions.  14. Stacks or wraps and packs product for further processing or shipping.  15. Transports product to and from work area.  16. Cleans and lubricates machines. | | 3. | Position: | **Production Operator / Factory Worker** | | Duration: | Aug 2007 - Aug 2008 (1 yrs.) | | Company: | (JU) MJP Rubber & Plastic | | Company Industry: | Polymer / Plastic / Rubber / Tires | | Location | Gwangju, South Korea | | Country | South Korea | | Department: | Production | | Job Description: | 1. Starts machine that automatically liquefies plastic material in heating chamber, injects liquefied material into mold, and ejects molded product.  2. Turns valves and dials of machines to regulate pressure and temperature, to set press-cycle time, and to close press.  3. Observes meters and gauges to verify specified temperatures, pressures, and press-cycle times.  4. Observes continuous operation of automatic machine and width and alignment of plastic sheeting to ensure side flanges.  5. Dumps plastic powder, preformed plastic pellets, or preformed rubber slugs into hopper of molding machine.  6. Pulls level and toggle latches to fill mold and regulate tension on sheeting and to release mold covers.  7. Mixes and pours liquid plastic into rotating drum of machine that spreads, hardens, and shapes mixture.  8. Fills tubs, molds, or cavities of machine with plastic material in solid or liquid form prior to activating machine.  9. Examines molded product for surface defects, such as dents, bubbles, thin areas, and cracks.  10. Positions mold frame to correct alignment and tubs containing mixture on top of mold to facilitate loading of molds.  11. Removes product from mold or conveyor, and cleans and reloads mold.  12. Weighs prescribed amounts of material for molded part and finished product to ensure specifications are maintained.  13. Heats plastic material prior to forming product or cools product after processing to prevent distortion.  14. Breaks seals that hold plastic product in molds, using hand tool, and removes product from mold.  15. Feels stiffness and consistency of molded sheeting to detect machinery malfunction.  16. Stacks molded parts in boxes or on conveyor for subsequent processing or leaves parts in mold to cool.  17. Reports defect in molds to supervisor.  18. Throws flash and rejected parts into grinder machine to be recycled.  19. Signals coworker to synchronize feed of materials into molding process.  20. Trims flashing from product. | | 4. | Position: | **Office Clerk** | | Duration: | Jul 2006 - Jul 2007 (1 yrs.) | | Company: | LGU Palayan City | | Company Industry: | Government | | Location | Singalat, Palayan City, Nueva Ecija | | Country | Philippines | | Department: | City Planning & Development Office | | Job Description: | 1. Involves messengerial services;  2. Maybe assigned to any office/unit/ work area to minor functions that needs immediate action.  3. Provide technical assistance and resolution as necessary  4. Set up new computer systems and perform routine maintenance  5. Ensure that Internet security software is updated and running properly  6. Maintain computer equipment and software to ensure secure and efficient operations  7. Repair computer hardware and servers as required  8. Test and implement new software programs for the company | | 5. | Position: | **Data Encoder / Office Clerk** | | Duration: | Jul 2002 - Jul 2006 (4 yrs.) | | Company: | National Irrigation Administration, UPRIIS, District 2 | | Company Industry: | Government | | Location | Talavera, Nueva Ecija, Philippines | | Country | Philippines | | Department: | Billing Section | | Job Description: | 1. Prepare, compile and sort documents for data entry.  2. Check source documents for accuracy.  3. Verify data and correct data where necessary.  4. Obtain further information for incomplete documents.  5. Update data and delete unnecessary files.  6. Combine and rearrange data from source documents where required.  7. Enter data from source documents into prescribed computer database, files and forms.  8. Transcribe information into required electronic format.  9. Scan documents into document management systems or databases.  10. Check completed work for accuracy.  11. Store completed documents in designated locations.  12. Maintain logbooks or records of activities and tasks.  13. Respond to requests for information and access relevant files.  14. Print information when required.  15. Comply with data integrity and security policies.  16. maintain own office equipment and stationery supplies. | | 6. | Position: | **Production Operator / Factory Worker** | | Duration: | Oct 1999 - Mar 2001 (1.4 yrs.) | | Company: | Creative Diecast Philippines Corporation | | Company Industry: | Manufacturing / Production | | Location | Blk 7 Lot 5, Complex Avenue, People's Tech Complex, Special Economic Zone, Bo Maduya, Carmona, Cavite, Philippines | | Country | Philippines | | Department: | Production | | Job Description: | 1) Sets up and operates diecasting machine to cast aluminum parts: Lifts specified die sections into machine, using chain fall or hoist.  2) Bolts die section in position and adjusts stroke of ram, using handtools.  3) Connects water hose to cooling system of die.  4) Preheats die sections with torch or electric heater.  5) Turns valves and sets dial to regulate flow of water circulating through die and to control speed of machine, based on size and structure of part being cast and type and temperature of metal being used.  6) Blows metal fragments from die surfaces, using air hose, and brushes lubricant into die cavity and onto plunger.  7) Hand ladles molten metal into chamber of machine when operating cold-chamber machine.  8) Pushes button to close and lock dies and activate plunger that forces molten metal into die cavities.  9) Removes casting after dies open automatically, using pliers or tongs.  10) Inspects casting for defects. |  |  |  |  | | --- | --- | --- | | **EDUCATION** | | | |  | **Highest Education** | **Second Highest Education** | | Education Level: | College Level (Undergraduate) | College Level (Undergraduate) | | Education Field: | Computer Science/Information technology | Education/Teaching/Training | | Course: | Associate In Computer Science | Bachelor of Elementary Education | | School/University: | STI College Cabanatuan City | Dr Gloria D Lacson Foundation Colleges Of Cabanatuan City, Inc. | | Location: | Cabanatuan City, Nueva Ecija, Philippines | Cabanatuan City, Nueva Ecija, Philippines | | Date: | Jun 1996 - Apr 1998 | Jun 2014 - Oct 2015 |  |  |  |  |  | | --- | --- | --- | --- | | **LICENSES/CERTIFICATIONS** | | | | |  | **License/ Certification** | **License/ Certification No.** | **Date** | | 1. | NATIONAL CERTIFICATE II IN COMPUTER HARDWARE SERVICING | 13030402013876 | Nov 6, 2013 | | 2. | CERTIFICATE OF COMPETENCY | 06030401098 | Jan 27, 2006 | | 3. | PROFESSIONAL DRIVERS LICENSE | C05-05-001166 | Jul 3, 2005 | | 4. | CAREER SERVICE SUBPROFESSIONAL | 96-241644 | Jul 31, 1998 |  |  |  |  |  | | --- | --- | --- | --- | | **SKILLS** | | | | |  | **Skill** | **Level of Proficiency** | **Remarks** | | 1 | MS OFFICE APPLICATIONS | 3 - Average |  | | 2 | computer literate (hardware & software) | 3 - Average |  |  |  |  | | --- | --- | | **TRAININGS/SEMINARS** | | | **Date** | **Topic/Course Title** | | Nov 6, 2017- Nov 8, 2017 | RA 9184 & ITS 2016 REVISED IMPLEMENTING RULES & REGULATIONS DEPARTMENT OF BUDGET AND MANAGEMENT THE MANOR, CAMP JOHN HAY, BAGUIO CITY, PHILIPPINES | | Oct 18, 2017- Oct 20, 2017 | INFORMATION SYSTEM MANAGEMENT PRN QUALITY TRAINING & SEMINAR LINKS INC. PUERTO PRINCESA CITY, PALAWAN, PHILIPPINES | | Mar 27, 2017- Mar 29, 2017 | DOH INFORMATION SYSTEMS & TROUBLESHOOTING  DEPARTMENT OF HEALTH SAN FERNANDO, PAMPANGA, PHILIPPINES | | May 1, 2016- May 4, 2016 | GOVERNMENT PROCUREMENT-COMPREHENSIVE UPDATES ON THE IMPLEMENTATATION OF RA 9184 SOFIA CENTER FOR CONTINUING EDUCATION CEBU CITY, CEBU, PHILIPPINES | | Mar 4, 2015- Mar 6, 2015 | ORIENTATION TRAINING ON BUSINESS PERMIT & LICENSING SYSTEM EMPOWERMENT & ACCELERATION THROUGH INFORMATION TECHNOLOGY DEPARTMENT OF INTERIOR & LOCAL GOVERNMENT SUBIC BAY MANAGEMENT AUTHORITY, ZAMBALES, PHILIPPINES | | Oct 8, 2014- Oct 10, 2014 | SKILLS ENHANCEMENT TRAINING TOWARDS LGU WEBSITE INFORMATION EMPOWERMENT DEPARTMENT OF INTERIOR & LOCAL GOVERNMENT ANGELES CITY, PAMPANGA, PHILIPPINES | | Apr 29, 2014- Apr 30, 2014 | UNDERSTANDING & IMPLEMENTING EFFECTIVE PROCESS MAPPING OF ISO 9001:2008 DEPARTMENT OF TRADE & INDUSTRY BAGUIO CITY, PHILIPPINES | | Apr 19, 2013- Apr 21, 2013 | 3 DAY BASIC/INTERMEDIATE INCIDENT COMMAND SYSTEM TRAINING COURSE DEPARTMENT OF NATIONAL DEFENSE, OFFICE OF CIVIL DEFENSE PALAYAN CITY, NUEVA ECIJA, PHILIPPINES |  |  |  |  |  | | --- | --- | --- | --- | | **LANGUAGES SPOKEN** | | | | |  | **Language** | **Proficiency Level** (5=Excellent; 1=Poor) |  | | 1. | Tagalog | 5 |  | | 2. | English | 4 |  | | 3. | Korean | 2 |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **AVAILABLE DOCUMENTS** | | | | | | **Passport** | | | | | | Number: | P4641479A |  | Expiry Date: | Oct 6, 2022 | | Place of Issue: | DFA BAGUIO |  | Date of Issue: | Oct 7, 2017 | | **NBI** | | | | | | Number: | P235GECL97-DG284359 |  | Expiry Date: | Sep 7, 2018 | | Type: | Abroad |  |  |  |  |  |  | | --- | --- | | **REFERENCES** | | | Lena Hazel S. Gan | INFO ANALYST III LGU PALAYAN CITY  Tel.No.: +639486739217 Email: lenahgan@yahoo.com.ph Relationship: none | | Lauro A. Alvendia | TEACHER III DEPARTMENT OF EDUCATION, PALAYAN CITY NATIONAL HIGH SCHOOL  Tel.No.: +639095696022 Email: lauroalvendia@gmail.com Relationship: none | |