



JEMUEL A. OCAÑADA

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Zone 15 A. Tavera St. Baybay City, Leyte

ABOUT ME

I am Jemuel A. Ocañada 27 years old, married and a resident of Zone 15 A. Tavera St. Baybay City, Leyte. I finished my Bachelor's Degree in Agribusiness at Visayas State University on May 2014. I was a former Branch Associate of Palawan Pawnshop. I've been in the company for more than 3 years and now I am currently the Office Clerk of Visayas State University Office of the University Disaster and Risk-Reduction Management.

SKILLS

- Photography
- Photo Editor using Adobe PS and LR
- File/records maintenance
- Computer Proficient
- Customer Service
- MS Office Proficient

LANGUAGE

- Filipino (Bisayas, Tagalog)
- English
- Deutsch

WORK EXPERIENCE

- **OUDRRM-VSU (Office of the University Disaster & Risk-Reduction Management-Visayas State University)**
Visca, Baybay City, Leyte

Clerk/dDRC (Deputy Document and Records Controller)

March 5, 2020 – Present

Duties and responsibilities:

- Prepared all financial and personnel document (e.g, application for leave, trip tickets, Job request for repair and maintenance both GSD and UCC, payrolls for regular, casual & JO's, 2nd Replenishment for petty cash, Reimbursement, RER, Request to render overtime document , RIS for diesel of the patrol car, dump truck and balance from SPPMO, SALN).
 - Recorded documents for delivery, received and forward documents to concerned faculty/staff;
 - Prepared, sorted and filed documents for ISO certification.
 - Filed and retrieved communications, security guard detail, memos and other official documents;
 - Follow-up documents (e.g. Payrolls, replenishment for petty cash, RER for the reimbursement of payment for labor & mason services, RIS, trip ticket, equipment request form, request letter(communication) and security guard request to render overtime and security guard detail for June 1-16);
 - Entertained visitors, SG's, and other VSU staff and facilitated their request for services;
 - Photocopied, scanned, and printed important documents/photos (e.g. Security Guard detail, letter request (communication), report letter, resolution from legal office, memos & etc.);
 - Maintained cleanliness and orderliness of the office and reception area and performed messengerial jobs as the need arises; and
 - Performed other tasks assigned by the department head and faculty;
 - Answer inquiries and calls from concerned offices / individuals
 - Make ID's of VSU residents and helpers.
 - Issuing, maintaining, retrieving and controlling controlled documents
 - Assigning of document numbers and other coding controls for document coordination with the DRC
 - Coordinate with and inform relevant personnel on any changes; and
 - Ensuring the implementation of the control of records
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- **EUPI-PPS (Eight Under Par Inc. – Palawan Pawnshop)**
Cogon Ormoc City
Branch Associate
November 27, 2014 – May 7, 2018

Duties and responsibilities:

- Serves as branch teller/branch manager inside the branch
- Acting as vault custodian, safekeeping of assigned branch keys and assisting branch daily
- Appraise and accept pawns per corporate directives
- Oversee branch performance, market standing and updates on competition
- Manage funds, approving the cash flow report and assuring payment for utilities, supplies and company equipment required for smooth operations
- Secure and update necessary government permits and comply with all government regulations

- Handle customer complaints
 - Receive and disburse money to customers, reconcile and tally the actual cash on hand
 - Record all branch transactions accurately, issue official receipts for branch transactions and maintain books and ledger using best accounting practices
 - Perform bank transactions and fund transfers using proper security procedures
 - Cater all remittance transactions – PEPP and auxiliary businesses (e-loading, bills payment, sukicard registration and protektodo), as well as corporate promotion
- **LGU CPDO (Cebu Planning and Development Office) DOLE Project
Baybay City, Leyte
Government Internship Trainee
June 2, 2014 – October 22, 2014**
- Duties and responsibilities:**
- Update records of barangay census
 - Encoding data sheets of zones and barangays of Baybay City, Leyte
 - Assisted the Engineers in measuring lands
 - Filling of records, leaves, attendance sheers of regular and JO employees of the department
- **CEFEDCO (Cebu Federation of Dairy Cooperatives)
Pitogo Consolacion Cebu City
Position: On-the-job Trainee
November 25, 2013 – January 15, 2014**
- Duties and responsibilities:**
- Collecting and weighing raw milk from the farms
 - Wash/sanitized plastic bottles and plastic caps ready for refilling of finished products
 - Performing facility maintenance
 - Assist the production of cheese and other products made from milk
- **Sub Dealer of AVON Products
June 2013 – October 2013**
- **Summer Job as Direct Seller of Classique Herbs Corporation
April 2012 – June 2012**

EDUCATION

School	Educational Attainment	Year From	Year End
Visayas State University	Bachelor of Science in Agribusiness	2009	2014
Baybay National High School	Graduate	2005	2009
Baybay I Central School	Graduate	1999	2005

TRAININGS

- **Digital Jobs PH**
DICT project in coordination with Baybay LGU
DICT Scholar
September 2019 – November 2019
 - Web design and development
 - Created an e-commerce shop for the products of our local MSME's
 - Created a blog and article for the website
 - Built a descent look of the website
 - 22 days campaign on social media marketing
 - Photo editing
- **Reserve Officers Training Corps (ROTC)**
National Service Training Program (NSTP)
Visayas State University
1st & 2nd semester

SEMINARS

- **Anti-Money Laundering Law**
BSP- Cebu Regional Office 25 October 2017
- **Briefing on Pawnshop Regulations**
BSP- Cebu Regional Office 26 October 2017
- **Team Building Program**
VSU Pavilion, Baybay City, Leyte 22 April 2017
- **Advance Jewelry Appraising**
Pongos Hotel, Ormoc City 20 October 2016
- **Happy To Serve You and Basic Money Changing Seminar**
Cristobal's Inn Ormoc City 11 August 2016
- **Document Tracking System (3hrs)**
Virtual webinar by Human Resource Information System (HRIS) 13 November 2020
- **ISO 9001: 2015 Awareness/Re-awareness webinar (4hrs)**
Virtual webinar by ODQA and OP 27 November 2020

