

JOHN PAOLO A. CAINTIC

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📍 Baybay City, Leyte



SUMMARY

Served primarily in the government offices for over eight years: 2 years as a Job Order staff in OVPAF, VSU and 6 years as a Permanent employee in different offices of DepEd – Schools Division of Baybay City.

Highly capable of working with minimal supervision as well as compliant with the immediate supervisor's routinary and special instructions.

Impeccable attention to detail and the ability to complete tasks quickly and efficiently.

Always seeks practical, alternative, efficient, and effective processes on different services provided by the office.

Cooperates willingly during team activities.

Shows initiative to get things done.

EDUCATION

Juris Doctor

📅 2023 – Present

📍 Saint Paul School of Professional Studies, Palo, Leyte

Bachelor of Science in Agribusiness

📅 2011-2015 (Graduated)

📍 Visayas State University – Main Campus, Baybay City, Leyte




High School Diploma

📅 2006-2010 (Graduated)

📍 Visayas State University Laboratory High School – Main Campus

EXPERIENCE

DEPARTMENT OF EDUCATION – SCHOOLS DIVISION OF BAYBAY CITY

- Administrative Officer II assigned in Payroll Services Unit, Personnel Section
 October 2021-Present
- Administrative Assistant III assigned in Personnel Section
 June 2019 – October 2021
- Administrative Aide VI assigned in Curriculum Implementation Division
 January 2018 – June 2019

VISAYAS STATE UNIVERSITY – MAIN CAMPUS

- Job Order Clerk assigned in Office of Vice President for Administration and Finance
 January 2016 – December 2017
- Student Assistant assigned in Department of Business and Management
 November 2014 – December 2014

SKILLS

Skilled in using MS Word, MS Excel, and MS PowerPoint. Capable also of using other office-related programs that uses PDF and others.

Competent in communicating, both in speaking and writing, using the English language.

Tech-savvy; capable of troubleshooting and finding solutions in computer-related problems.

Initiative.