

JESSICA CAMPANERO CUNANAN

Present Add : Poblacion, San Isidro, Nueva Ecija, Philippines

Contact No. 0997-882-3721

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PERSONAL PARTICULARS :

Nationality	Filipino
Date of Birth	January 19, 1975
Place of Birth	San Isidro, Nueva Ecija, Philippines
Gender	Female
Marital Status	Married
Religion	Born Again Christian
GSIS I.D. NO.	2003900333
PAG-IBIG ID. NO.	1410-0009-3446
PHILHEALTH NO.	07-050173578-5

Educational Background

Graduate Studies	Master's Degree (with 39 units earned)
Field of Study	Master in Public Administration
Major	Local Government Administration
Name of Institution	Nueva Ecija University of Science and Technology
Inclusive Date of Attendance	2016-at present

Tertiary Education	Bachelor of Science in Business Administration
Major	Marketing
Name of Institution	Central Luzon State University
Graduation Date	Nov. 1996

	Bachelor of Education
	Divina Pastora College
	2018

Secondary Education	High School Diploma
Name of Institution	Central Luzon Polytechnic College (NEUST)
Graduation Date	Apr. 1992

Primary Education	Elementary Certificate
Name of institution	San Isidro Central School
Graduation Date	Apr. 1988

Certification

Career Service Professional Board Passer (1998)

CSC Certificate of Recognition

TESDA – National Certificate II
Hilot (Wellness Massage)

EMPLOYMENT HISTORY

Company Name	Local Government Unit – San Isidro, Nueva Ecija
Department	Municipal Civil Registry Office
Position	Registration Officer II
Specialization	Providing Civil Registry Services
Date Joined	February 1, 2017 up to present

Work Description

- **Prepares and verifies the registration of Court Orders/Decrees, Supplemental Reports, R.A. 9048/10172 Clerical Errors, Change of First Name and migrant petition.**
- **Records Change of First Name, Court Decision/Decrees and Migrant Petition in the Registry Book**
- **Index documents Migrant Petition, Clerical Error R.A. 9048/10172, Change of First Name and Migrant Petition**
- **Prepares and transmits report every end of the month to the PSA/NSO Cabanatuan Branch**
- **Prepares certification of legal instruments**
- **Performs related jobs from time to time. Making communications to make people satisfied and comfortable**
- **In charge and act as the signatory to all Civil Registry transactions except petition, in the absence of the Municipal Civil Registrar**

Company Name	Local Government Unit – San Isidro, Nueva Ecija
Department	Municipal Civil Registry Office
Position	Registration Officer I
Specialization	Providing Civil Registry Services
Date Joined	July 16, 2009 – January 2017

Work Description

- **Prepares and receives registered civil registry documents e.g.: birth, death and marriage certificates**
- **Verifies and transcribes birth, death, and marriage certificates**
- **Records birth, death and marriage certificates in the Registry Book**
- **Index birth, death and marriage certificates**
- **Performs related jobs from time to time**

Company Name Jan William Marketing Corporation
Position Branch Cashier
Date Joined June 1997 to June 2009

Work description

- In charge and in control to the vault combination as well as the in and out flow of current assets in the daily transaction
- Responsible in receiving and handling cash/checks collection
- Updates passbook and cash position report daily
- Prepares fund transfer report
- Prepares and submit reports to the head office.
- Validates receipts issued to the customer by the collectors
- Responsible for the release, safekeeping and replenishment of petty cash and commission fund
- Deposits daily receivables (cash/checks) in the bank
- In charge for the monthly inventory of Official Receipts and office supplies

Skills:

- Typing and computer literacy
- Clerical Works

Trainings Attended:

- Seminar-Workshop on A Tool for Building Management Employee Relationship (CSC/LGU San Isidro)
- Seminar-Workshop on coaching and mentoring (CSC/LGU-San Isidro)
- Revised Implementing Rules and Regulation of R.A.9255 (Philippine Statistics Authority)
- Strategic Performance Management System (SPMS) (CSC/LGU San Isidro)
- Basic Customer Service Skills Training (CSC/LGU – San Isidro)
- A Team Virtue-Based Leadership Training (NEUST – Graduate School)
- Practical and Theoretical training for Supervisor (Jan William Mktg. Corp.)
- Dealing with Customers (Royce Mktg. Corp.)
- Salesmanship (Royce Mktg. Corp.)

References :

Name Hon. VINA E. LOPEZ
Position Municipal Mayor
Company LGU-San Isidro
Address Poblacion, San Isidro, Nueva Ecija

Name Mr. NAPOLEON L. OCAMPO
Position Municipal Administrator
Company LGU-San Isidro
Address Alua, San Isidro, Nueva Ecija

Name Mrs. ROBERTA D. VILLADIEGO
Position Municipal Civil Registrar
Company LGU-San Isidro
Address Sto. Cristo, San Isidro, Nueva Ecija

JESSICA C. CUNANAN
Applicant