

JONATHAN A. PANDO, REE, RME

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CAREER OBJECTIVE

To be able to meet the standard and possible work flow of an institution that I may partake to its growth and development. Further, to broaden one's knowledge on various related job, enhance skills and acquire necessary training to develop and be a competitive professional.

CAREER SUMMARY

Northern Davao Electric Cooperative Inc. (NORDECO Inc.)
Formerly Davao del Norte Electric Cooperative (DANECO Inc.)

Area Services Chief
Area Services Department III
July 2022 – Present

- Supervises day to day operations of the Consumer Accounts Section, Consumers Services Section, and Operations and Maintenance Section.
- Recommends to the Area Manager actions and programs to improve collection efficiency, reduce system loss, and ensure quality consumer services.
- Reviews the consolidated reportorial requirements for timely submission to the Main Office.
- Implements strictly the coop policy on collection and disconnection and new application of electric services.
- Supervises materials stocking intended for the area and recommends purchase / replacement of needed materials / equipment.
- Checks and reviews Daily Time Report and Daily Accomplishment reports of the Area Office personnel;
- Maintains reliable records of the Area office operation;
- Ensures availability of personnel 24/7 to respond to consumers' complaints / concerns.
- Performs other related tasks that are assigned from time to time.

Technical Audit Division Chief
Internal Audit Department
January 2020 - July 2022

- Prepares the technical audit program, workplan, and budget of the department.
- Plans, and establishes audit programs to carryout audit objectives.
- Ascertain the checking of issuance of line materials and equipment in the MCTs against RIVs and reviews costing of MCTs, MCTs and MST's in the material registry.
- Ascertain that the approved audit program is carried out unless deviations are both justified and authorized.
- Reviews and Reconciles reports on inventory of jointly used poles, transformer

rentals against contracts, agreements and checks subsidiary ledgers if all are accounted for and paid.

- Checks and reviews the result of inventory of line materials, special equipment, and other assets and reconciles against recording in the general ledger.
- Provide suitable instructions to Technical Audit Team during the conduct of the audit.
- Determines that audit working papers adequately support the audit findings, recommendations, and reports.
- Prepares audit reports on activities that were undertaken.
- Makes sure that audit reports are accurate, objective, clear, concise, constructive and timely.
- Ascertains the conduct of monitoring, inspection/evaluation of ongoing and/or completed construction of electrical lines, upgrading and rehabilitation of distribution/transmission and other projects
- Ensures observance of safety procedures for subordinate where appropriate.
- Attends meetings, conferences, trainings and other gatherings at any level where directed to.
- Performs other duties that may be assigned from time to time.

Technical Auditor

Internal Audit Department

December 2016 - December 2020

- Ascertains/reconciles perpetual inventory record with the physical count; state the difference between total physical inventory and the book.
- Checks all transactions such as purchasing, receipts and insurances, salvage entries and adjustments for the selected period.
- Reviews and notes down manners of handling and accounting for scrap items and ascertain that they are no longer usable.
- Ensures that all assets are located as indicated and ascertains that retired and unserviceable properties are properly recorded; examines the treatment of obsolete and idle plant, if any.
- Assures that subsidiary plant records are reconciled with the general ledger plant assets.
- Sees to it that standard work order procedure is implemented.
- Recommends immediate close-out of all completed construction projects.
- Inspects purchases/received/replaced materials and supplies are in conformity with specification on authorized purchased orders.
- Conducts inspection on work order projects (as-built) replacement of rotten poles, rehabilitation and construction of lines and sees to it that all retrieved materials are returned to the warehouse.
- Conducts inventory of all streetlights in the whole coverage area.
- Conducts inventory of transformer installed on the distribution system together with representative from Technical Services Department.
- Conducts random checking of KWH meters and service drops installed to consumers.
- Assists inspections of Residential, Commercial and Primary metering to determine its accuracy of load.

Lineman/Driver (Heavy Maintenance and Construction Section / Operation and Maintenance Operation)

Technical Services Department

September 1999 – December 2016

- Carries out the instruction of the Operation and Maintenance Unit Foreman/Head in performing works required in the maintenance and construction of electric lines and facilities including action to complaints and request received.
- Performs operation and maintenance works in a neat and orderly manner as directed

by Section Head.

- Ensure that line construction is in accordance with NEA standard, PEC, PGC and PDC.
- Performs maintenance work to assure adequate and continuous electric service to consumers.
- Assists service dropping installation, and clearing of line as need arises.
- Assists the Section Head in keeping materials and equipment safe and in orderly manner.
- Responsible in the regular maintenance of coop vehicle including minor repair and engine tune-up.
- Keeps vehicles and tools clean and with proper care.
- Reports to the supervisor accidents and other irregularities during trips;
- Practices absolute safety as primary consideration in the performance of his job.
- Works harmoniously as a member of a team which requires coordination among its members
- Ensures availability of personnel 24/7 to response to consumers need.
- Performs other related tasks that are assigned from time to time.

EDUCATIONAL ATTAINMENT

College:	Bachelor of Science in Electrical Engineering MATS College of Technology R. Castillo St., Agdao Davao City	October 2015
Vocational:	Electrical Technology Tagum National Trade School Apokon, Tagum City	March 1998
Secondary:	Tagum National Trade School Apokon, Tagum City	March 1996
Primary:	Don Ricardo Briz Central Elementary School Briz District, Magugpo East, Tagum City	March 1992

LICENSE AND CERTIFICATE

- International English Languages Test System (Band Score: 5.5) October 2022
- Butcher/Slaughterman / NC-1 July 16, 2022
- Registered Electrical Engineer September 2016
- Registered Master Electrician September 2016
- 3rd Class Electrician October 1997

SEMINARS & TRAININGS

Certificate of Training / Slaughtering Operation

Tagum City Slaughterhouse
June 13, 2022 – July 16, 2022

22nd IIEE Southern Regional Conference – Research Colloquium 2019
SMX Convention Center, SM Premier, Lanang, Davao City

August 22-24, 2019

5th IIEE Northern Davao Congress

Atrium, New City Hall of Tagum, Ayala Avenue, Tagum City
December 1, 2018

17th IIEE Southern Mindanao Regional Conference

SMX Convention Center, SM Premier, Lanang, Davao City
August 15-17, 2013

1st IIEE Upgrading Course Seminar (Southern Davao Chapter)

“Introduction to Recloser” and “The Basic of Electrical Motor, A Refreshing Maintenance Methodology”

Grand Men Seng Hotel, Magallanes St., Davao City
February 6, 2015

DANECO Team Building Seminar

Conducted by National Electrification Administration (NEA)

D’Leonor Inland and Adventure Park, Davao City
December 1-2, 2014

Power Distribution System Skills Enhancement Course

Conducted by National Electrification Administration (NEA)

Comval Hotel, Poblacion Nabunturan, Comval Province
September 27-29, 2015

SKILLS AND ABILITIES

- Computer proficient in MS Word, Excel and PowerPoint.
- Tenacity and diligence during challenging assignments.
- Versatility, adaptability and willingness to tackle new responsibilities
- Able to work with less supervision.

PERSONAL INFORMATION

Age	:	44
Birth date	:	November 16, 1978
Birth Place	:	Tagum City, Philippines
Civil Status	:	Maried
Height	:	5’6”
Weight:	:	70 kls.
Religion	:	Roman Catholic
Language	:	English, Filipino
Wife Name	:	Bebelita D. Pando
Father’s Name	:	Julio A. Pando
Mother’s Name	:	Ursula A. Pando (deceased)

REFERENCES

JOY P. DETOMAL, CPA

BAC Secretary
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Mobile No. +63942-674-2601

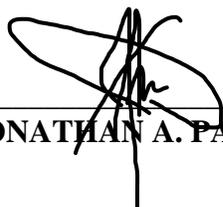
EDMUND ZABALO, RME

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Businessman
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ENGR. NIELO A. JAPAY, REE, MMPA

Area III Manager
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This is to certify that the above-mentioned information is true and correct.



JONATHAN A. PANDO