

CYRUS SISA GARDE II

Prk. Pepsi, Brgy. Tinampa-an, Cadiz City
Negros Occidental, Philippines, 6121
+63 950-4246-336

Borjsmith39@gmail.com

Eligibility: Napolcom (77.45%)

WORK EXPERIENCE

POLICE CORPORAL

PHILIPPINE NATIONAL POLICE

Police Regional Office 6

Camp Martin Teofilo B Delgado Fort San Pedro, Iloilo City Philippines
2017 – Present

Duties and responsibilities

- Provide leadership of patrol, investigations, traffic control, personnel training, and public
- relations for an assigned group of personnel as directed by the Sergeant.
- Assist in directing employees on designated shifts and assigns work.
- Provide advice and instructions on situations requiring expertise of an experienced officer as directed by the squad commander on shift activities and incidents.
- Assist in supervising employees on assigned shifts and provides work direction as authorized by the squad commander.
- Recommend commendations, disciplinary actions, discharges, and transfers to the squad commander.
- Assist in evaluating performance.
- Participate in training and complete related records as directed.
- Participate in the work of the department by patrolling areas of the city and enforcing
- Federal, State and local laws, and City ordinances through law enforcement.
- Assist in supervising or participating in investigations of theft, fraud, drug traffic, gambling, etc.

ENUMERATOR

Department of Social Welfare and Development (DSWD)
Field Office 6, M.H Del Pilar St, Molo, Iloilo City, 5000 Iloilo
May – July 2015

Duties and responsibilities

- Conduct interviews with individuals to collect census data.
- Follow census procedures and protocols in collecting and recording data.
- Verify data for accuracy and completeness.



OBJECTIVE

To get an opportunity where I can make the best of my potential and contribute to the organization's growth. Seeking a position in a company where I can launch my career and build a valuable skill set.

SKILLS

- Dedicated & Trusted
- Willing to be Trained
- Can work under Pressure
- Hardworking and Flexible

EDUCATIONAL BACKGROUND

Tertiary

John B. Lacson Colleges foundation-
Bacolod
Pauline Village, Brgy. Alijis, Bacolod City
Bachelor of Science in Customs
Administration
Graduated March 2013

SECONDARY

Holy Infant Academy
Sto. Nino St., Cadiz City
2004-2005

ELEMENTARY

Seventh Day Adventist Elementary School
Gustilo St. Cadiz City
2000-2001

- Ensure confidentiality and security of data.
- Conduct follow-up interviews as necessary to obtain missing or incomplete data.
- Utilize electronic devices to record data.
- Report any issues or concerns to the Census Supervisor.
- Work in an assigned geographical area, walking or driving to designated locations.
- Be available to work a schedule that is flexible, including weekends and evenings, as required.

SALES REPRESENTATIVE

Single Route Distribution System
 PEPSI Cola Products Phil. Inc
 Cadiz City Depot, Brgy. Tinampaan, Cadiz City Philippines
 May 2014- May 2015

Duties and responsibilities

- Generating leads.
- Meeting or exceeding sales goals.
- Negotiating all contracts with prospective clients.
- Helping determine pricing schedules for quotes, promotions, and negotiations.
- Preparing weekly and monthly reports.
- Giving sales presentations to a range of prospective clients.

WAREHOUSEMAN

Encoder/ Fuel Tender
 Dynamic Builders & Cons't Company Inc. (Phil.)
 Bacolod- Murcia Road, Brgy. Alijis, Bacolod City Philippines
 October 2013-March 2014

Duties and responsibilities

- Ensuring cleanliness, tidiness and safety of work environment.
- Loading and unloading delivery vehicles.
- Accepting delivery of inventory.
- Counting and confirming inventory.
- Inspecting inventory for damage and faults.
- Communicating errors to relevant parties.
- Marking and labeling stock.

SEMINARS/ TRAINING ATTENDED

FIELD TRAINING PROGRAM- OJT

National Police Training Institute (NPTI)
 Philippine Public Safety College
 Regional Training Center- 6
 Bakyas, Brgy. Mansilingan, Bacolod City
 Philippines
 February 27, 2018 –September 11, 2018

PUBLIC SAFETY BASIC RECRUIT COURSE (PSBRC)

Class 2017-02 (Masinag-Lahi)
 National Police Training Institute (NPTI)
 Philippine Public Safety College
 Regional Training Center- 6 Bakyas, Brgy.
 Mansilingan, Bacolod City Philippines
 July 16, 2017- February 27, 2018

BACHELOR OF SCIENCE IN CUSTOMS ADMINISTRATION ENHANCEMENT SEMINAR

JBLCF- Bacolod Conference room, Brgy.
 Alijis, Bacolod City Philippines
 February 19, 2013

PERSONAL DEVELOPMENT AND PRE-EMPLOYMENT SEMINAR

Pavilion Resort and Hotel, Bacolod City
 Philippines
 February 29, 2012

OFFICE ENCODER

Fast Cargo Logistics (FCL) Corporation
 Magsaysay Ave., Singcang, Bacolod City
 Philippines
 On- the- Job Training (OJT)
 Tel no. (034) 433-0689

LANGUAGE

- English
- Filipino