

WALTER ESTAMO

REGISTERED SOCIAL WORKER

OBJECTIVE

To be a part of any organized institution where I can develop and utilizes my skills and knowledge in obtaining a progressive performance towards work. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level position where I am qualified based on my experience and professional qualifications.

EXPERIENCE

SOCIAL WELFARE OFFICER II

January 2019 – Present
Local Government Unit of Manolo Fortich, Bukidnon

- Facilitates/Caters Children in Conflict with the Law (CICL) clients
- Prepares Social Case Study Reports, Court Status Reports
- Appears in Court for Cases which a Social Worker is Needed
- Conducts Family Counseling Sessions
- Gives Psychosocial Intervention to clients who are victims of Domestic Violence and make referrals for possible legal assistance
- Assist Clients in securing financial/medical/legal assistance through referral to other local and National agencies
- Prepares Project Proposals, Activity Designs
- Executes office other related tasks
- Attend Committee meetings and act as Secretariat to different committees and Local Special Bodies in the Local Government Unit
- Preparing activity documentations
- Conduct regular check on office equipment and basic computer and network troubleshooting
- Facilitates the aftercare services and programs of Recovering Persons Who Uses Drugs (RPWUDs) with Court Order
- Prepare and submits Quarterly Progress Reports to Court
- Conducts community and house visit to clients undergoing aftercare program and conducts needs assessment.
- Responds to Relief operations during calamities

COMMUNITY EMPOWERMENT FACILITATOR

November 2016 – January 2019
Department of Social Welfare and Development Field Office 10

- Empowering Barangay Assemblies, Design and implement strategies to engage the marginalized vulnerable groups in KC activities
- Conducts Technical Assistance to the Community Volunteers in regards with the Sub-Project Implementation -Conducts Monitoring in Environmental, Social, Financial and Physical aspects of the Project
- Facilitates and observe the community finance management and procurement processes -Assist the MAT Leader in all activities that needs my assistance.
- Utilized grant writing skills to secure additional program funding.



CONTACT

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Philippines 8703

EDUCATION

Bachelor of Science in Social Work
CHRIST THE KING COLLEGE –
Calbayog City
June 2010 – March 2016

High School Diploma
MANOLO FORTICH NATIONAL HIGH
SCHOOL
June 2006 – March 2010

SKILLS

Clerical Support
Interpersonal Communication
Verbal and written
Active Listening
Interpersonal Communication
Verbal and written
Active Listening

LANGUAGE

English
Filipino

AFFILIATIONS

Alumni Member, Alpha Phi Omega
International Service Fraternity and
Sorority, Philippines.

ASSISTANT RECORDS CLERK

April 2014 – March 2015

Registrar's Office, Christ the King College, Calbayog City

- Grades evaluator, undergraduate and graduate studies
- Encoder, High School and College Records Section.
- Demonstrated a high level of initiative and creativity while tackling difficult tasks.

OFFICE AIDE

June 2010 to March 2014

Registrar's Office, Christ the King College, Calbayog City

- Assisted the office personnel and students during enrollment, accommodating clients who are requesting to have their school records, making reports and other office-related works.
- Developed correspondence letters, memos, and emails.
- Managed office operations while scheduling appointments for department managers.