

Jericho Barican Ylen

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WORKING EXPERIENCES

Administrative Assistant III – November 5, 2019 – up to present

Schools Division Office / Department of Education – Muntinlupa: Human Resource Management Office

- Transmit electronically to GSIS, all membership updating request forms;
- Handle the administration of the Biometric system and Daily Time Record or DTR;
- Accomplish the proper membership updating form for employees in their agencies;
- Coordinate with the agency's AAO to ensure that membership updating forms are forwarded to the GSIS membership coordinators before the monthly remittance is paid;
- Prepare other reports in relation to these duties and responsibilities for submission to the DepEd Regional Office, Central Office, and concerned.

Unemployed – February 16, 2019 – November 4, 2019

- Processed my application for local and overseas job opportunities while working as a part time delivery rider.

Butcher – December 2018 – February 15, 2019

MONTEREY - Salitran 3, Dasmariñas City, Cavite, 4114 Salitran, Philippines (w/ attachment: SSS contribution)

- *Worked for 3 months and gave up due to struggle in transportation from Muntinlupa to Dasmariñas Cavite.*
- Cutting, grinding and preparing meats for sale;
- Cleaning and maintaining tools and equipment and ensuring displays and signage are accurate and attractive;
- Adhering to food safety and sanitation controls.

Unemployed – May 17, 2018 – December 2018

- Attended Butcher training in Rublou Bayanan, Muntinlupa City (w/ NCII certificate)
- Tried to put up small business like; Wet Market in San Pedro and as Quail Egg supplier in Sta Cruz Laguna.

Production Staff – March 24, 2015 – May 16, 2018

Defect-Free Technology – Polishing and Sand Blaster Department

Cheongju-Si, Chungcheongbuk-Do, South Korea (361-290) +82-43-272-1421 / +82-43-272-1423

Summary of Actual Duties

- Quality inspection and data record for incoming and/or in-process materials.
- Create barcode stickers as identification and to easily monitor the status of each merchant.
- Coordinates with delivery drivers for the priority items based on customer needs.
- Setup & operate production equipment in accordance with standard operating procedures.
- Perform smooth surface sand blasting and polishing (with the use of electric grinder) to maintain color and smoothness of products.
- Comply with safety standard procedures and Occupational Health and Safety Regulations

List of Accomplishments and Contributions

- Awarded as Most Outstanding Employee of the year 2016 (우수사원)
- Passed the 2nd Level of Korean Language thru KIIP (www.socinet.go.kr)

Manufacturing Worker – Dec 20, 2013 to Mar 16, 2015 Onsite video: <https://tinyurl.com/JerichoUnkwang>

Unkwang Company (Iksan Branch) – Laser Cutting and Press Brake Machine Operator
(306-801) Daehwa-dong Daedeok-gu Daejeon South Korea Tel#: +82-42-633-5701

Summary of Actual Duties

- Reassemble equipment and performs operational and functional tests such as trial strikes and make required adjustments to ensure proper operation of machines.
- Using of forklift and hoist crane for lifting heavy merchandises for indoors and outdoors.
- Operates CNC Laser Cutting Machine and Metal Bending Machine for metal sheets.

Machineries: *Hankwang FL3015 Laser Cutting Machine* - used for superior cutting speed, based on the material width and thickness, the device is designed to realize the product's optimal quality.
Automatic Press Machine – is used for faster punching or cutting of thin metal sheets.
KMC Hydraulic Press Machines – used for punching and bending thicker metal sheets.
Hyosung 2.8T Overhead Hoist Crane – used for indoor lifting heavy merchandises.
Hyundai 30D-9 (3T) Forklift – used for outdoor lifting heavy merchandises.

Customer Service Representative / Data Analyst / Product Data Specialist: Aug 9, 2010 – Dec 13, 2013

US Auto Parts Network Incorporated – Auto MD / Data and Catalog

Summary of Actual Duties

- Identifying data sources and collecting data.
- Organizing data in to usable formats.
- Analyzing data to find answers to specific questions.
- Assessing quality of data and removing or cleaning data.

Unemployed – July 14, 2010 – August 8, 2010

- Processed my application for local job.

Customer Service Representative – October 13, 2009 – July 13, 2010

Teleperformance Philippines – Adobe Products

2/F Santana Groove Dr A Santos Ave, Sucat Road, Parañaque City Tel #: (632) 8857-3222

Summary of Actual Duties

- Troubleshoot problems and drive resolutions;
- Escalate unresolved issues to relevant internal teams;
- Collect prompt and accurate customer feedback;
- Document knowledge as solution articles.

Junior Supervisor – May 11, 2009 – October 8, 2009

My English Learning Center Incorporated – Resident Teacher

510 Alpap Bldg. II, Acacia Ext, Trade St. Cor. Investment Dr, Madrigal Business Park, Alabang, Muntinlupa City

Summary of Actual Duties

- Responsible for accessing and following lesson plans
- Providing instruction, classroom management
- Promoting student learning in the absence of the regular classroom teacher when covering.

Unemployed – April 19, 2009 – May 10, 2009

- Attended Call Center Training for 100 hours (with certificate)

Process Technician1: March 15, 2007 – April 18, 2009

TFPC - TDK Fujitsu Philippines Corporation – Slider Manufacture Engineering Department

Laguna Technopark Biñan Laguna City Philippines 4024 Tel #: (632) 845-3892, (6349) 541-2510

Summary of Actual Duties

- Prepare and examine production documents, materials, or products and monitor work processes to assess completeness, accuracy, and conformance to standards and specifications.
- Calibrate or adjust CNC Machines when necessary and other equipment to ensure quality production, using tools such as calipers, micrometers, height gauges and ring gauges.
- Perform Engineering Evaluations for improving production yield using CNC Lapping, Buffing, Polishing, and Point Scribing or Etching machines and prepare summary report and evaluation results.
- Write reports or record data on testing techniques, laboratory equipment, or specifications to assist engineers and changeover reports to shift supervisors.

Machineries:

Okamoto Lapping Machines – used for lapping, buffing, and polishing electromagnetic resistive head in rowbar form.

SAE (Diamond Needle) Etching Machine – used for scribing rowbar to separate each electromagnetic resistive head.

Machine Operator: May 5, 2006 – March 6, 2007

Best Electronics and Components Company, Inc. – Test Department

South Superhighway, Bicutan, Parañaque City Tel #: (632) 838-8790 / 838-8118

Summary of Actual Duties

- Operate specialty machineries for testing or identifying good components, marking and packaging.
- Maintain and monitor machines to make sure it functions properly.
- Adjust machine as needed for changeovers, different functions, or other varying needs of production.

Machineries:

Wafer prober /Inker – used for testing and marking to identify good vs. reject die in wafer form.
Different types of Test Handlers – used for testing components and segregate good vs. rejects.
Different types of Tape and Reel – used for sealing and or packaging finished products.

Unemployed – September 5, 2005 – May 4, 2006

- Processed my application for a new employer while working as a jeepney driver.

Machine Operator: October 14, 2002 – September 4, 2005

Dry Laboratory Technician: September 5, 2005 – November 9, 2005

NMPH - Nikko Metals Philippines, Incorporated – Electro-Forming Cell Department
Laguna Technopark Biñan Laguna City Philippines 4024 Tel #: (632) 520-8110, (6349) 541-1606

Machine Operator - Duties:

- Oversee machines, belts, any moving pieces during production process and adjust speed, pressure and/or movements as needed.
- Run test products to ensure quality and accuracy of production to meet the set standard.
- Finish pieces by grinding, smoothing or shaping as necessary.

Machineries:

Electro-forming cell (Anode & Cathode with PLC – Programmable Logic Control)
5 Tons Overhead Crane – for lifting heavy equipment indoor.
2.5 and 5 Tons Forklift Truck and Manual Forklift Pallet Truck (outdoor)

Dry Laboratory Technician - Duties:

- Receiving, labeling and analyzing copper foil samples all roll changes and start-ups.
- Conduct routine and non-routine analysis of in-process materials, raw materials, environmental samples, finished goods, or stability samples and stop production if serious defects are present.
- Participate in out-of-specification and failure investigations and recommend corrective actions.

Machineries:

Multiple Laboratory Apparatus used for physical and mechanical properties. (Peel strength test, bendability test, tensile strength tests for room temp and high temp, roughness test, etc.)

Machine Operator: November 8, 2000 - October 10, 2002

Best Electronics and Components Company, Inc. – Test Department
South Superhighway, Bicutan, Parañaque City Tel #: (632) 838-8790 / 838-8118

Summary of Actual Duties

- Operate specialty machineries for testing or identifying good components, marking and packaging.
- Maintain and monitor machines to make sure it functions properly.
- Adjust machine as needed for changeovers, different functions, or other varying needs of production.

Machineries:

Wafer prober /Inker – used for testing and marking to identify good vs. reject die in wafer form.
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Different types of Tape and Reel – used for sealing and or packaging finished products.

Bagger – September to October 2000

Western Target Corporation – Department Store
BDO A SANTOS St JAMES. Dr A Santos Ave, Sucat Road, Parañaque City - Tel #: (632) 2449-2973

Unemployed – October 4, 1999 – September 2000

- Processed my application for a new employer while working as a jeepney driver.

Sales Utility Clerk – May 4, 1999 – October 3, 1999

Home World Shopping Corporation – Furniture Department
SM Makati Annex, Ayala Center, (MCC), Makati City - Tel #: (632) 867-4227 to 29

Unemployed – December 1998 – April 1999

- Processed my application for local employment.

Manufacturing Worker – August 1998 – December 1998

Kawasaki Motors Philippines Corporation – Assembly Line
Km. 23 East Service Road, Cupang, Muntinlupa City - Tel #: (632) 8842-3140

Summary of Actual Duties

- Operate production equipment.
- Maintain the warehouse's machines.

- Assemble machinery parts.
- Store products and materials.

Unemployed – April 1998 – August 1998

- Processed my application as a first time employee. Fresh Graduate

EDUCATION

Pamantasan ng Lungsod ng Muntinlupa	2020 - Present
• BS Information and Technology	Enrolled: 4 th Yr
Tolentino Technical Institute of Muntinlupa	1996 - 1998
• 2-year course Computer Technician	(Graduate)
Saint Louise Anne Academy San Pedro Laguna	1992 - 1996
• Secondary Education	(Graduate)
Bayanan Elementary School Unit-1	1986 - 1992
• Primary Education	(Graduate)

CERTIFICATIONS & LICENSURE

Civil Service Professional Eligibility	August 7, 2022
Quezon City High School	Rating: 85.03%
Professional Driver’s License	June 8, 2022
Land Transportation Office Muntinlupa	Rating: N/A
Civil Service Sub-Professional Eligibility	July 26, 1998
Civil Service Commission, Quezon City	Rating: 83.38%

LANGUAGE

Tagalog	–	Mother tongue
English	–	Intermediate
Korean	–	Beginner

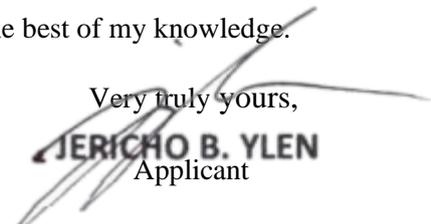
HOBBIES & INTEREST

- Playing basketball, billiard, darts, chess, badminton;
- Exercise, like jogging, curl up, push up and jumping rope;
- Surfing internet, funny videos, new ideas and practical life hacks.

REFERENCES

Noemi A. Valdez Administrative Officer V Human Resource Management Office Schools Division Office - Muntinlupa angela.francisco@deped.gov.ph 02-8829-2308 / 8478-2846 loc 110	Madeline Ann L. Diaz Chief Education Supervisor Curriculum Implementation Division Schools Division Office – Muntinlupa Madeline.diaz001@deped.gov.ph 02-8829-2308 / 8478-2846 loc 131
Ms Ji Sun Lim Human Resource Secretary Defect Free Technology - South Korea jisun.lim@dftech.co.kr (+82)43-272-1421 to 23	Mr. Lee Dong Ho President / Owner Unkwang Company (South Korea) (+82)42-6335701

I hereby certify that the above statements are true and correct to the best of my knowledge.

Very truly yours,

JERICO B. YLEN
 Applicant

JOBSITE	AGENCY	PRINCIPAL	JO CLASS	POSITION	JO BALANCE	DATE APPROVED	DATA AS OF
NEW ZEALAND	STB-DJL HUMAN LINK INC (FORMERLY DJL MANPOWER INC)	AIS ENERGY LIMITED	REGULAR ACCREDITATION	ADMINISTRATIVE ASSISTANT	3	01-30-2024	02-13-2024





 Republic of the Philippines
 CITY GOVERNMENT OF MUNTINLUPA
 PAMANTASAN NG LINGGOD NG MUNTINLUPA
 ASSOCIATION OF LOCAL COLLEGS AND UNIVERSITIES

CERTIFICATION

February 21, 2023

TO WHOM IT MAY CONCERN:

This is to certify that **Mr. JERICHO B. YLEN** has enrolled in this university from A.Y. 2020-21(1st) up to A.Y. 2022-23(2nd) and has taken subjects leading to BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (BSIT)

SESSION	CODE	DESCRIPTIVE TITLE	Final Grades	UNITS
2020-2021(1st)	CCI101	Introduction to Computing	1.25	3
	CCI101	Introduction to Computing	1.50	3
	CCI101	Konsektatadong Komunikasyon sa Filipino	1.50	3
	FCP12	Fundamentals of programming	1.50	3
	FCP12	Readings in Philippine History	1.50	3
	GE2	Mathematics in the Modern World	2.50	3
	GE4	Understanding the Self	1.50	3
	GEI	National Service Training Program 1	1.00	(2)
	P01	Professional Development 1	2.00	2
	PED11	Physical Education 1	1.75	3
	VED101	Values Education 1: Character Formation	1.75	3
2020-2021(2nd)	BN24	Technical Writing	2.00	3
	GE3	The Contemporary World	2.25	3
	GE3	Art Appreciation	1.00	3
	GE7	Science, Technology and Society	1.00	3
	GE8	Etiquette	2.25	3
	IMP23	Intermediate Programming	1.50	3
	IMP23	Intermediate Programming	1.50	3
	NSFP12	National Service Training Program 2	1.50	(2)
	PE2	Professional Development 2	1.00	1
	PE2	Physical Education 2 (Recreational)	2.00	2
	WTS21	Web Technologies	1.50	3
	WTS21	Web Technologies	1.50	3
2020-2021(Summer)	GES3	Purposive Communication	1.75	3
	ICT102	Business Software and Tools	1.75	3
	ICT102	Business Software and Tools	1.75	3
	SPH14	Social and Professional Issues	1.00	3
	SPH14	Social and Professional Issues	1.00	3
2021-2022(1st)	EDP21	Emerging Programming	1.75	3
	EDP21	Emerging Programming	1.75	3
	EM102	Speech Communication	1.75	3
	EM102	Speech Communication	1.75	3
	IM211	Information Management	1.75	3
	IM211	Information Management	1.75	3

Not valid without School Seal


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 UNIVERSITY REGISTRAR

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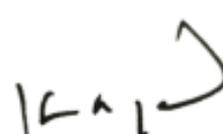


PRE - EMPLOYMENT ORIENTATION SEMINAR

NAME YLEN, JERICHO BARICAN

COMPLETION DATE April 16, 2023

201801190007


HANS LEO J. CACDAC

UNDERSECRETARY
WELFARE AND FOREIGN EMPLOYMENT

DECLARATION

I declare that:

I have read and understood the eight (8) learning modules of the DMW - PEOS Online; and I have completed all the modules without the help of anybody else.

I attest to the truth of the foregoing declaration.

(sgd). JERICHO BARICAN YLEN

10 REMINDERS TO AVOID ILLEGAL RECRUITMENT

1. APPLY ONLY WITH LICENSED RECRUITMENT AGENCIES. DO NOT APPLY CONSULTANCY FIRMS, TRAINING CENTERS, TRAVEL AGENCIES, AND FOUNDATIONS THAT PROMISE JOBS ABROAD.
2. CHECK WITH DMW WHETHER THE POSITION YOU ARE APPLYING FOR HAS AN APPROVED JOB ORDER.
3. TRANSACT ONLY WITH AUTHORIZED REPRESENTATIVE OF A LICENSED AGENCY.
4. TRANSACT BUSINESS ONLY AT THE REGISTERED ADDRESS OF THE AGENCY.
5. PAY ONLY THE ALLOWABLE PLACEMENT FEE. IT SHOULD BE EQUIVALENT TO ONE MONTH SALARY, EXCEPT IN CASES WHERE CHARGING OF PLACEMENT FEES IS PROHIBITED.
6. PAY THE PLACEMENT FEE ONLY AFTER YOU HAVE SIGNED AN EMPLOYMENT CONTRACT. DEMAND AN OFFICIAL RECEIPT REFLECTING THE ACTUAL AMOUNT PAID AND PURPOSE FOR WHICH PAYMENT WAS MADE.
7. BE WARY OF JOB OFFERS THROUGH THE INTERNET THAT REQUIRE APPLICANTS TO REMIT IMMEDIATELY PAYMENT FOR INTENDED VISA, AIRFARE, AND PROCESSING COSTS.
8. BE WARY OF ADS OR BROCHURES REQUIRING YOU TO REPLY AND TO ENCLOSE PAYMENT FOR APPLICATION FORMS AND PROCESSING OF PAPERS.
9. MAKE SURE THAT YOU HAVE THE APPROPRIATE WORK / PERMIT, BE WARY OF JOB OFFERS USING TOURIST OR VISIT VISAS.
10. TRANSACT DIRECTLY WITH GOVERNMENT OFFICES / PERSONNEL, NEVER DEAL WITH FIXERS.