**CURRICULUM VITAE**

**TEOFILO SAGANDOY LANGATO JR.**

**OBJECTIVE :** To work as LEGAL SECRETARY or any position that renders administrative, clerical or secretarial job; personnel supervision work or; occupational health, safety and environment implementation & monitoring task in a private or government organization and provide utmost courteous and quality service to the organization and its client and contribute, in the process, to the success of the organization and the development of the community where it is situated; to always maintain my workplace a friendly working environment to both employees and clients and; to continually improve myself to further render better service.

**EDUCATIONAL : *IOSH Managing Safely***

**ATTAINMENT** CERTIFICATE

Safety Zone International - Abu Dhabi, United Arab Emirates

October, 2014

**: *NEBOSH Occupational Health, Safety and Environment Practitioner***

TRAINING CERTIFICATE

OHSEC Safety Consultancies - Dubai, United Arab Emirates

June to July 2014

**: *Real Estate Management Service Officer***

PROFESSIONAL LICENSE

Philippine Professional Regulatory Commission & National Real Estate Association Inc.

Baguio City, Philippines

April to June 2011

**: *Bachelor of Laws***

FOUR YEAR POST GRADUATE EDUCATION

Cordillera Career Development College, La Trinidad, Benguet, Philippines

June 1999 to April 2004

**: *Civil Service Career Professional***

ELIGIBILITY TO WORK IN GOVERNMENT AGENCY OF THE PHILIPPINES

Civil Service Commission of the Philippines

March 13, 2001

**: *Liberal Arts major in Philosophy***

FOUR YEAR UNDERGRADUATE EDUCATION

Adamson University - Manila, Philippines

June 1995 to March 1999

**SKILLS : *Computer literate***

1. Vocational Course on **Basic Computer Operation**

from Helping Foundation Inc. and the Provincial Government of Benguet, Philippines

1. Vocational Course on **Computer Hardware Servicing**

from Benguet Vocational School - La Trinidad, Benguet, Philippines

1. Vocational Course on **Advanced ICDL (Word processing, Excel spreadsheet, Power Point presentation and, Access database)**

from FACE (Filipino Association for Computer Excellence)

Al Ain, Abu Dhabi, United Arab Emirates

**: *Licensed Driver***

1. **Driving License** both from Licensing Authority of United Arab Emirates and Philippines.
2. **National Certification II for driving**

From Technical Education & Skills Development Authority (TESDA), Philippines

1. **Vocational course on Automotive Troubleshooting**

BSBT College - 434 Magsaysay Avenue, Baguio City, Philippines

**WORK EXPERIENCE : (Jan. 15, 2015 - Present)**

**PART-TIME**

British Council

Abu Dhabi, United Arab Emirates

**: ADMINISTRATIVE OFFICER V (February 2012 – April 2014)**

**FULL TIME**

Office of the Municipal Mayor

Municipal Government of La Trinidad

Km. 5 Pico, La Trinidad, Benguet, Philippines

**: ADMINISTRATIVE OFFICER IV (January 2007 – February 2012)**

**FULL TIME**

Office of the Municipal Mayor

Municipal Government of La Trinidad

Km. 5 Pico, La Trinidad, Benguet, Philippines

**: LEGAL CLERK III (March 2004 – January 2007)**

**FULL TIME**

Office of Legal Services

Municipal Government of La Trinidad

Km. 5 Pico, La Trinidad, Benguet

**: LEGAL RESEARCHER (January 2002 to March 2004)**

**PART TIME**

1. Cabansag, Bacuso & Osting Law Offices (2002-2003)

at Poblacion, La Trinidad, Benguet, Philippines

1. C. B. Bacduyan Law Offices (2003-2004)

at Betag, La Trinidad, Benguet, Philippines

**FUNCTIONS & REPONSIBILITIES UNDERTAKEN:**

**I – CURRENT WORK.**

**(part-time):**

1. To be available at the assigned date, time and, venue and be part of a team to invigilate in an examination;
2. To ensure that all instructions of the Examination Staff and /or Supervisor were followed fully and effectively during examination;
3. To ensure the security and confidentiality of all examination papers, candidates’ answer sheets and other documents and uphold the integrity of the examination and British Council;
4. To extend utmost courteous service and assistance to all candidates by all legal and appropriate means while firmly upholding the policy, rules and regulations of the examination and British Council;
5. To observe at all times the Invigilator’s Code of Practice.

**II – PREVIOUS WORK.**

**ADMINISTRATIVE OFFICER V: (functions 1 to 9)**

1. As point person for solid waste management program, I was able to assist in coming up with and implementing projects for a more timely and efficient collection, transportation and, disposal of municipal solid waste and, as head of a dynamic secretariat of the Municipal Solid Waste Management Board, I was able to lead the team and provided an excellent administrative and secretarial assistance to the board. This leads the municipality to win awards and recognitions on municipal solid waste management;

**ADMINISTRATIVE OFFICER IV: (functions 2 to 9)**

1. As supervisor of the personnel of the General Services Office (GSO), I and the employees were able to address operational issues like the need to update garbage collection route, uneven distribution of work schedule of personnel, unauthorized and/or unpaid overtime work, complaint against and shortage of personnel, non-observance of generally accepted occupational health, safety and environment in the performance of work and operation and maintenance of equipment and facilities. Likewise, we were able to establish and maintain a coordinated effort with the engineering office and Department of Environment and Natural Resources (DENR) for the operation and use of the sanitary landfill in accordance with environmental laws;
2. As head of GSO, I was able to provide the management with annual plans and programs of our section department and justified our annual budget for the purchase and / or maintenance of garbage trucks, equipment and tools, allocation for gas and oil and, operating expense for the execution of special projects. At the end of each year, I was able to submit an annual report (accomplishment report based on targets set in our annual plans and programs); assessed our achievements and failures; conducted inventory of the facilities, vehicles, equipment and tools under our care and, monitored the flow of our supplies at the supply office (warehouse);

**LEGAL CLERK: (functions 4 to 9)**

1. I was able to assist the treasury office in the collection of unpaid taxes, fees and charges and the licensing office in making business owners secure their business permit by preparing demand letters and drafting legal pleadings with the necessary documents to support a case in court for those who ignored the demand letter;
2. I was able to assist in the implementation of various memoranda, administrative and executive orders of the chief executive of which I personally drafted;
3. I was able to provide administrative and secretarial assistance to various committees, boards and councils which secretariat I either headed or acted as a member by managing records, entertaining clients, receiving and serving communications, processing documents, arranging and taking notes during meeting and/or conference, drafting and following-up resolution and correspondence. Among these were the Traffic Management Task Force (2010-2014), Anti-Illegal Structure Committee (2005-2014), Bids and Awards Committee (2007-2014) and, Municipal Development Council (2007-2014);

**LEGAL RESEARCHER: (functions 7 to 9)**

1. I was able to entertain and meet the needs of the daily clients of the office and liaised successfully for the office in following up pleadings and communication in courts and other offices;
2. I was able to use and develop my knowledge and skills in legal research and assisted in the drafting of pleadings and legal communications that were positively acted upon by the court or office on which they were submitted;
3. I was able to perform other various functions as requested by my immediate superior.

**Job Seeker First Name / CV No: 1799634**

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