



IAN MIGUEL DELA CRUZ



Home Address:

Road 622, Block 906, West Riffa
Kingdom of Bahrain



virgodsept@gmail.com



+973 3966 2971

PERSONAL DATA

Date of Birth: September 22, 1996

Sex: Male

Civil Status: Filipino

Languages: English and Filipino

PROFESSIONAL ELIGIBILITY

Passer, Career Service Examination (Professional), Certification No. 0445. Given by the Republic of the Philippines' Civil Service Commission dated March 2018.

General Average: 80.28%

HIGHEST EDUCATION ATTAINMENT

Bachelor of Science in Agricultural Engineering, March 2018

Capiz State University, Burias Campus
Burias, Mambusao Capiz

HONORS AND AWARDS RECEIVED

- ❖ Academic Award (Cum Laude Graduate)
- ❖ University Student Researcher of the year 2018.
- ❖ Student Leadership Awardee for year 2016, 2017 and 2018.

CAREER ASPIRATION

A Bachelor of Science in Agricultural Engineering degree holder from the Philippines that possesses dedication, enthusiast and passion for work. Aiming to be employed in outstanding working environment where I could contribute my skills and core competencies and discovering and honing my unknown potentials particularly in office management and field operations while embodying the ethical standards to deliver excellent working outputs.

WORK EXPERIENCES

DESIGNATED FOREMAN- AGRICULTURAL DEVELOPMENT SECTION
H.H. Sh. Ali Bin Isa Bin Salman Al Khalifa's Palace and Private Office
West Riffa, Kingdom of Bahrain | January 2020 up to present

- Maintained and established the agricultural development and environment protection on assigned areas.
- Applied and introduce theoretical knowledge on agricultural engineering and technology to carry out and identify the environmental strength and weaknesses of the area of assignment.
- Responsive and keen approach on the process of material request, analyze item's specifications on the supplier's quotations, inspection of accuracy of procured materials, proper and efficient utilization of needed items, and deployment of workforce in day-to-day activities and during field operations.
- Planning and organizing working calendar to avoid backlogs on developing projects.
- Supervised and promote camaraderie within the organization despite multi-cultural differences.

PART TIME DATA ENCODER- ACCOUNTS AND FINANCE SECTION
H.H. Sh. Ali Bin Isa Bin Salman Al Khalifa's Palace and Private Office
West Riffa, Kingdom of Bahrain | As needed arises

- Doing part-time work as requested by the palace General Manager.
- Receiving pertinent document of procured items.
- Writing receipts on the Palace Petty Cash Vouchers Form.
- Encoding data on the Palace Petty Cash Vouchers' Data Base.
- Analyzing finished output to ensure complete set of attachments on the required documents.
- Preparing the Petty Cash Vouchers' Entry for the review of the Palace Designated Accountant and approval of the Palace General Manager.

CLERK III- AGRI AQUA TECHNOLOGY BUSINESS INCUBATOR PROJECT

Sponsoring Agency: Department of Science and Technology- Philippine Council for Agricultural, Aquatic and Natural Resources Research and Development (DOST-PCAARRD)

Implementing Agency: Capiz State University (CAPSU)

Dayao, Roxas City, Capiz, Philippines | February 2019- November 2019

- Direct reporting and support assistance of the Office of the University Vice President for Research, Development and Extension with regards to the project.
- Assisted the Project Development Officer in the operations and management in following the sponsoring and implementing agency's ISO procedure, and attaining its mission, vision and goals.
- In-charged on clerical and financial procedures, making science related articles, reports and updated for the development of the project.
- Assisted the strong linkages between government and private agencies that will help for the development of the project.
- Facilitated various related trainings to provide knowledge and foundation courses for the project's incubates.

JOB ORDER CLERK

National Food Authority- Sigma Warehouse

Mangoso, Sigma, Capiz, Philippines | November 2018

- Direct support staff for the Designated Warehouse Supervisor.
- In-charged on the control of documents and valuable properties of the warehouse.
- Responsible of making daily, weekly and monthly reports.

SKILLS AND PERSONALITIES

Technology and Microsoft Operation	★★★★★★★★
Office Management and Operation	★★★★★★★★
Clerical Knowledge	★★★★★★★★
Document Filing and Control	★★★★★★★★
English Language Communication and Understanding	★★★★★★★★
Professional Ethics	★★★★★★★★
Team Player	★★★★★★★★
Can work with less supervision	★★★★★★★★

REFERENCES

Personal character references will be provided when required to be submitted.

IAN MIGUEL DELA CRUZ

Applicant



Capiz State University

(FORMERLY PANAY STATE POLYTECHNIC COLLEGE)

BURIAS CAMPUS

MAMBUSAO, CAPIZ

TEL. NO. (036) 647-0145

ACCREDITED: AACUP (ACCREDITING AGENCY OF CHARTERED COLLEGES AND UNIVERSITIES OF THE PHILIPPINES)
MEMBER: PASUC (PHILIPPINE ASSOCIATION OF STATE UNIVERSITIES AND COLLEGES)
ACAP (AGRICULTURAL COLLEGES ASSOCIATION OF THE PHILIPPINES)



OFFICIAL TRANSCRIPT OF RECORDS

NAME: DELA CRUZ IAN MIGUEL
(Last Name) (First Name) (Middle Name)

COURSE: BACHELOR OF SCIENCE IN AGRICULTURAL ENGINEERING

Preliminary Education:

Intermediate Mangoso Elementary School

High School Vicente Andaya Sr. National High School

Entrance Credits from Vicente Andaya Sr. National High School, Sigma, Capiz

Admission Credential Form 137-A

Address: Mangoso, Sigma, Capiz

Date of Birth: September 22, 1996

School Year: 2008-2009

School Year: 2012-2013

Date of Admission: May 27, 2013

S U B J E C T S			Final Grade	Unit Credit
Course Number		Descriptive Title		
FIRST SEMESTER, AY 2013-2014				
Math	11.1	College Algebra	1.75	5
Chem	11a	Inorganic Chemistry	1.75	3
Engl	11	Study & Thinking Skills	1.50	3
Fil	11	Komunikasyon sa Akademikong Filipino	2.25	3
Hum	11	Introduction to Humanities	1.75	3
Soc Sci	11a	Society & Culture with Family Planning	1.25	3
Engl	+	Intensive English	1.75	0
PE	11	Gymnastics	1.50	2
NSTP	11	Civic Welfare Training Service	1.50	3
SECOND SEMESTER, AY 2013-2014				
Math	12.2	Plane Trigonometry	1.75	3
Chem	12a	Organic Chemistry	1.50	3
Engl	12a	Writing in the Discipline	1.75	3
Fil	12a	Pagbasa at Pagsulat Tungo sa Pananaliksik	1.50	3
Hum	12	The Literatures of the Philippines	1.75	3
Bio	12	General Biology	2.25	3
CE	12	Introduction to Computer Education	1.75	3
PE	12	Rhythmic Activities	1.50	2
NSTP	12	Civic Welfare Training Service	1.75	3
SUMMER, 2014				
Math	12.3	Solid Mensuration	1.75	3
Math	12.4	Analytic Geometry & Calculus I	1.50	3
FIRST SEMESTER, AY 2014-2015				
Math	21.5	Analytic Geometry & Calculus II	1.75	3
Physics	21a	General Physics I	1.75	3
An Sci	21	Introduction to Animal Science	1.75	3
Crop Sci	21	Principles of Crop Science	1.75	3
Soils	21	Principles of Soil Science	1.75	3
Soc Sci	21a	General Economics with Taxation & Land Reform	1.50	3
Stat	01	Elementary Statistics	2.00	3
PE	21	Individual & Dual Sports & Games	1.75	2

*** Over ***

ENGR. ARLYN C. OLMO
Registrar





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NAME: **DELA CRUZ** **IAN** **MIGUEL**
(Last Name) (First Name) (Middle Name)
COURSE: **BACHELOR OF SCIENCE IN AGRICULTURAL ENGINEERING**

Course Number		SUBJECTS Descriptive Title	Final Grade	Unit Credit
<u>SECOND SEMESTER, AY 2014-2015</u>				
Math	22.6	Analytic Geometry & Calculus III	1.75	3
AE	22.1	Engineering Graphics	1.50	3
AE	22.2	Surveying	1.75	3
Physics	21b	General Physics II	1.75	3
Engl	22	Speech Communication	1.25	3
Soc Sci	22	Philippine History	1.00	3
Hum	22	Philosophy & Ethics	1.25	3
PE	22	Team Sports & Games	1.75	2
<u>FIRST SEMESTER, AY 2015-2016</u>				
AE	31.3	Engineering Mechanics I (Static)	1.50	3
AE	31.4	Principles of Electricity & Electronics	1.50	3
AE	31.5	Farm Shop Practice	1.50	2
AE	31.6	Computer Applications in Engineering I	1.50	3
AE	31.7	Engineering Economy	1.50	3
FS	31	Principles of Fishery Science	1.75	3
Soc Sci	31	Philippine Politics & Governance with Philippine Constitution & Current Issues	2.00	3
Soc Sci	41	Life & Works of Rizal	1.25	3
<u>SECOND SEMESTER, AY 2015-2016</u>				
AE	32.8	Engineering Mechanics II (Dynamic)	2.00	3
AE	32.9	Thermodynamics	1.75	3
AE	32.10	Computer Applications in Engineering II	1.50	3
AE	32.11	Fluid Mechanics	2.00	4
AE	32.12	Agricultural Electrification	1.75	3
Ag Mgt	32	Agricultural Entrepreneurship & Management	1.75	3
<u>FIRST SEMESTER, AY 2016-2017</u>				
AE	41.13	Mechanics of Def Bodies	1.50	3
AE	41.14	Heat Transfer	1.75	3
Ag Ext	41	Agricultural Extension & Communication	1.00	3
AE	41.15	Agricultural Power & Energy Sources	1.75	3
AE	41.16	Hydrology	1.75	3
AE	41.17	Aquaculture Engineering	1.75	3
Res	41	Methods of Research & Experimental Statistics	1.75	3
<u>SECOND SEMESTER, AY 2016-2017</u>				
AE	42.18	Materials of Engineering	1.75	3
AE	42.19	Irrigation & Drainage Engineering	1.75	3

*** Over ***

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(Last Name) (First Name) (Middle Name)

COURSE: **BACHELOR OF SCIENCE IN AGRICULTURAL ENGINEERING**

Course Number		SUBJECTS Descriptive Title	Final Grade	Unit Credit
SECOND SEMESTER, AY 2016-2017 Cont'd				
AE	42.20	Agricultural Machinery Design	2.50	3
AE	42.21	Refrigeration Engineering	2.00	3
AE	42.22	Forest Products Engineering	1.75	3
AE	42.23	AE Law & Professional Ethics	1.75	1
Engl	32	Scientific & Technical Writing	1.50	3
FIRST SEMESTER, AY 2017-2018				
AE	51.24	Agricultural Structures Engineering	1.75	3
AE	51.25	Introduction to Operations Research	1.75	3
AE	51.26	Processing, Handling & Storage of Agricultural Products 1	2.00	3
AE	51.27	Agricultural Tractor & Agricultural Equipment Operation	1.25	3
AE	51.28	Agricultural Waste Management	1.75	3
AE	99	Undergraduate Thesis	1.50	3
SECOND SEMESTER, AY 2017-2018				
AE	52.29	Des & Mgt of Ag Bldg & Structures	2.00	3
AE	52.30	Processing, Handling & Storage of Agricultural Products II	1.75	3
AE	52.31	Soil & Water Conservation Eng'g	1.75	3
AE	52.32	Agricultural Mechanization & Machinery Management	1.75	3
AE	52.33	Undergraduate Seminar	1.75	1
AE	100	Undergraduate Thesis	1.25	3
Thesis Title: "Modification and Evaluation of Hand Operated Household Type Saba Banana Chipper."				
GRADUATED with the degree of BACHELOR OF SCIENCE IN AGRICULTURAL ENGINEERING				
on March 26, 2018 as per CapSU Board of Regents Resolution No. 13, series of 2018.				
(CUM LAUDE)				
Capsu-Burias Capsu-Burias Transcript Closed Capsu-Burias Capsu-Burias				

REMARKS: *** FOR EMPLOYMENT PURPOSES ONLY ***

RA No. 9273 dated March 21, 2004 exempts Capiz State University from the issuance of Special Order (S.O.) by the Commission on Higher Education.

Grading System:	1.0 - 99 to 100%	2.50 - 81 to 83%
	1.25 - 96 to 98%	2.75 - 78 to 80%
	1.50 - 93 to 95%	3.0 - 75 to 77%
	1.75 - 90 to 92%	5.0 - Failed
	2.0 - 87 to 89%	INC - Incomplete
	2.25 - 84 to 86%	DRP - Dropped

Prepared by: *Grace I. Andaya*

DATE: April 17, 2018

Not Valid Without University Seal.

Arlyn C. Olmo
ENGR. ARLYN C. OLMO
Registrar





CSC RO VI
03182018 CSEPPT (P)
Certification No. 0445, s. 2018

CERTIFICATION

This certifies that **IAN M. DELA CRUZ** took and passed the **CAREER SERVICE EXAMINATION (PROFESSIONAL)** held at the **Capiz National High School, Roxas City**, on **March 18, 2018** with a general rating of **Eighty and 28/100 (80.28)**. The resulting **CAREER SERVICE PROFESSIONAL ELIGIBILITY** takes effect on **May 16, 2018**.

This further certifies that the name of Mr./Ms. **DELA CRUZ** has been entered in the corresponding Register of Eligibles from which appointment to positions requiring the eligibility shall be made, provided the eligible possesses the qualifications and other requirements for the position.

Finally, this Certification temporarily replaces the Certificate of Eligibility in view of the transition to the use of the CSC Eligibility Card, and the same shall be valid for two (2) years from date of issue.

Mandurriao, Iloilo City, May 16, 2018.


ATTY. RODOLFO B. ENCAJONADO
Director IV

Date of Birth : September 22, 1996
Place of Birth : MAMBUSAO CAPIZ
Examinee No. : 269778
School Code : 06040544

2006180304451801

Bawat Kawani, Lingkod Bayani



Republika ng Pilipinas
Republic of the Philippines

Pamantasang Estado ng Capiz

CAPIZ STATE UNIVERSITY

BURIAS CAMPUS
Mambusao, Capiz

Ang Lupon ng mga Rehente sa tagubilin ng mga kaguruan
The Board of Regents upon the recommendation of the faculty

ay ipinagkaloob kay
has conferred upon

Jan M. Dela Cruz

Cum Laude
ng titulong
the degree of

Bachelor of Science in Agricultural Engineering

at sa bisa nito ay nagpapatibay sa katuparan ng lahat ng kinakailangan sa titulong hinaukulan.
and hereby gives testimony to the fulfillment of all requirements for the degree.


Bilang katunayan nito, inilagda namin dito ang aming mga pangalan
In witness whereof, we have hereunto subscribed our names

at ikinintal ang tatak ng Unibersidad.
and have affixed the seal of the University.

Iginawad sa Burias, Mambusao, Capiz, Pilipinas, ngayong ika-26 ng Marso
Given at Burias, Mambusao, Capiz, Philippines, this 26th day of March
taon ng ating Panginoon, Dalawang Libo't Labing-Walo.
in the year of our Lord, Two Thousand Eighteen.




ENGR. ARLYN C. OLMO
Tagatala
(Registrar)


RAMISES N. SOLANTE, PhD
Tagapangasiwa
(Administrator)


SUSAN O. DANGAN, EdD
Pangalawang Pangulo Pang-Akademiko
(Vice President for Academic Affairs)


EDITHA C. ALFON, PhD
Pangulo
(President)