



Jay Mark F. Tan

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+639771538777

Present Address
0003, Pusta Drive, Stanai, Booy,
Tagbilaran City, Bohol, Philippines

Basic Information

| | | | |
|---------------------------|--|--------------------------------|-----------------------------------|
| Age 32 | Birth Date December 22, 1991 | Gender Male | Civil Status Single |
| Height (cm) 169 | Weight (kg) 80 | Nationality Filipino | Religion Roman Catholic |

Work Experience

June 2022 – December 2023
(1year, 6 month)

Technical Facilitator

Department of Social Welfare and Development- KALAHYAN CIDSS
Government
Loon, Bohol, Philippines

- Facilitate the Local Government Unit by guiding and teaching the Barangay officials, Community Volunteers, about DSWD KALAHYAN-CIDSS process, from process of Identifying their Sub-Project to Procurement process, up to the process of Implementation, and lastly the process of Turnover of Sub Project to the Barangay Local Government Unit, in line with the principle of DSWD KALAHYAN-CIDSS

June 2021 – June 2022
(1year, 1 month)

Senior Architect

Oculus Constructores y Desarrollo Corporation
Construction/Planning/ Engineering
Alona Land Building, Ubujan, Tagbilaran City, Bohol

- Designed Architect (residential, Commercial and Subdivision plan)
- Site Architect

November 2019 – June 2021
(1year, 7 month)

Junior Architect

Oculus Constructores y Desarrollo Corporation
Construction/Planning/ Engineering
Alona Land Building, Ubujan, Tagbilaran City, Bohol

- Designed Architect (residential, Commercial and Subdivision plan)
- Site Architect

May 2019 – Nov. 2019
(7months)

Architect
Private Practice
Architectural Services
Agusan Del Sur

- Designed Residential Building
- Project Supervisor

July 2017 – May 2019
(1year, 10 months)

Site Supervisor / Designer
Glen Miguel Construction
Construction/Building/Engineering
Pasig City, Manila, Philippines

- EL NIDO, PALAWAN project – MEPFS Site Supervisor
- CAVITE project – Site Supervisor
- MAKATI project – Site Supervisor, Designer,
- LAGUNA project – Designer, Site Supervisor

November 2015 – August 2016
(9 months)

Architect Apprentice/Site Supervisor
Design ME Architects
Architectural Services
Tagbilaran City, Bohol, Philippines

- MALAYBALAY, BUKIDNON project - Drafting Works, Site Supervisor, purchase project materials
- Cad operator, Renderer

Jan. 2015 – May 2015
(5 months)

Architect Apprentice
G Works Architectural Services
Architectural Services
Tagbilaran City, Bohol, Philippines

- Cad Operator
- 3D design / 3D renderer
- Planned and Designed Small Spaces

Educational Attainment

June 2009 - October 2016

Bohol Island State University
BS Architecture

June 2005 – March 2009

Trento National High School
High School Diploma

Licenses / Certifications

February 18, 2019

License Architect
45569

Government Documents

Passport

ID Number: P0725948B
Place of Issue: DFA NCR EAST
Date of Expiration: February 18, 2029

Driver's License

ID Number: G03-15-0006111
Date of Expiration: December 22, 2032

Trainings / Seminar

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|---------------------------------------|---|
| April 20, 2024 – April 20, 2024 | THE PRACTICE OF CONSTRUCTION PROJECT MANAGEMENT: GUIDE FROM PLANNING TO COMPLETION ZOOM VIDEO CONFERENCE/ PROGRAM ACCREDITATION NO. ARC-2021-032-1006 |
| June 24, 2023 – JUNE 24, 2023 | BATAS PAMBANSA BILANG 344 CPD SEMINAR JJ'S SEAFOOD VILLAGE, TAGBILARAN CITY / UNITED ARCHITECT OF THE PHILIPPINES |
| November 28, 2022 – November 30, 2022 | ENGINEERING AND PROCUREMENT FIELD VISIT AND TECHNICAL SESSION DSWD-KALAHI CIDSS REGION VII |
| September 6, 2022 – September 8, 2022 | ORIENTATION ON PHILIPPINE GREEN BUILDING DSWD-KALAHI CIDSS REGION VII |
| August 23 2022 – July 26, 2022 | PROJECT MANAGEMENT TRAINING FOR ACT-TWG (GROUP1 AND GROUP 2 RETAINED) REYNA'S THE HAVEN AND GARDENS, TAGBILARAN CITY / DSWD-KALAHI CIDSS REGION VII |
| July 27 2022 – July 29, 2022 | Capability Building Activity on Preparation of Technical Documents for Engineer One Central Hotel, Cebu City / DSWD-KALAHI CIDSS REGION VII |
| April 9, 2022 – April 9, 2022 | Through The Lens: Photography for Beginners and Enthusiasts Webinar PRC Accredited No. ARC-2021-032-376 |
| August 16, 2021 – August 20, 2021 | Beginner to Advance Premiere Pro Video Editing Training Graphics Media Training Philippines |
| July 20, 2018 – July 20, 2018 | Negotiating for Result Joey Mallari F1 Hotel, BGC, Taguig, Metro Manila |
| March 22, 2018 – March 25, 2018 | Construction Occupational Safety and Health Training Course Rogelio J. Custodio Makati Development Corporation On-Site Office, El Nido, Palawan |

Skills

AutoCAD / Sketch Up / Photoshop / Lumion / MS Word (Excel, Word, Power Point) / Can Work Under pressure (Sometimes) / can do Payroll / Good Driver

Languages

English / Tagalog / Bisaya

Character References

Engr. Christopher V. Sanchez

Owner / General Manager
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Arch. Mikil Erano

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Design ME Architects
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