



Jay Mark F. Tan

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

Basic Information

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

Work Experience

January 2024 – Present (11 months)	<p><b>Architect</b> Private Practice Architectural Services, Consultant, San Francisco, Agusan Del Sur</p> <ul style="list-style-type: none"><li>Supervise Residential and Commercial Building Project and Renovation Project</li><li>Did Consultation Services to Residential and Commercial Project</li></ul>
June 2022 – December 2023 (1year, 6 month)	<p><b>Technical Facilitator</b> Department of Social Welfare and Development- KALAHI CIDSS Government Loon, Bohol, Philippines</p> <ul style="list-style-type: none"><li>Facilitate the Local Government Unit by guiding and teaching the Barangay officials, Community Volunteers, about DSWD KALAHI-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 KALAHI-CIDSS</li></ul>

June 2021 – June 2022 (1year, 1 month)	<b>Senior Architect</b> Oculus Constructores y Desarrollo Corporation Construction/Planning/ Engineering Alona Land Building, Ubujan, Tagbilaran City, Bohol <ul style="list-style-type: none"> <li>Designed Architect (residential, Commercial and Subdivision plan)</li> <li>Site Architect</li> </ul>
November 2019 – June 2021 (1year, 7 month)	<b>Junior Architect</b> Oculus Constructores y Desarrollo Corporation Construction/Planning/ Engineering Alona Land Building, Ubujan, Tagbilaran City, Bohol <ul style="list-style-type: none"> <li>Designed Architect (residential, Commercial and Subdivision plan)</li> <li>Site Architect</li> </ul>
May 2019 – Nov. 2019 (7months)	<b>Architect</b> Private Practice Architectural Services Agusan Del Sur <ul style="list-style-type: none"> <li>Designed Residential Building</li> <li>Project Supervisor</li> </ul>
July 2017 – May 2019 (1year, 10 months)	<b>Site Supervisor / Designer</b> Glen Miguel Construction Construction/Building/Engineering Pasig City, Manila, Philippines <ul style="list-style-type: none"> <li>EL NIDO, PALAWAN project – MEPFS Site Supervisor</li> <li>CAVITE project – Site Supervisor</li> <li>MAKATI project – Site Supervisor, Designer,</li> <li>LAGUNA project – Designer, Site Supervisor</li> </ul>
November 2015 – August 2016 (9 months)	<b>Architect Apprentice/Site Supervisor</b> Design ME Architects Architectural Services Tagbilaran City, Bohol, Philippines <ul style="list-style-type: none"> <li>MALAYBALAY, BUKIDNON project - Drafting Works, Site Supervisor, purchase project materials</li> <li>Cad operator, Renderer</li> </ul>
Jan. 2015 – May 2015 (5 months)	<b>Architect Apprentice</b> G Works Architectural Services Architectural Services Tagbilaran City, Bohol, Philippines <ul style="list-style-type: none"> <li>Cad Operator</li> <li>3D design / 3D renderer</li> <li>Planned and Designed Small Spaces</li> </ul>

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

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-KALAHYAN CIDSS REGION VII
September 6, 2022 – September 8, 2022	ORIENTATION ON PHILIPPINE GREEN BUILDING DSWD-KALAHYAN 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-KALAHYAN 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-KALAHYAN 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

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**Languages**

English / Tagalog / Bisaya

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**Character References**

Engr. Christopher V. Sanchez

Owner / General Manager  
*Glen Miguel Construction*  
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[Glenmiguel2017@gmail.com](mailto:Glenmiguel2017@gmail.com)

Arch. Mikil Erano

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Design ME Architects  
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Engr. Anthony Jay Ongcoy

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