



DESIGNATED PROVINCIAL ACCOUNTANT
DESIGNATED PROVINCIAL SUPPLY
OFFICER
ADMINISTRATIVE AIDE VI

PROFILE

Designated accountant and supply officer with over 4 years of experience providing administrative and IT support to a National Government Agency. I possess strong multi-tasking skills, with ability to simultaneously manage several projects and schedules. Excellent public-facing point person for clients, stakeholders, and service providers. Tech savvy and efficiency focused.

CONTACT

ACTIVITIES AND INTERESTS

Travel, Hiking, Long Drive, Books, Environmental Conservation, Cats, Dogs

KEY SKILLS AND CHARACTERISTICS

Strong interpersonal and communication skills, MS Office, Ability to work collaboratively as part of a team, Problem Solving, Leadership, Meticulous attention to detail, Excellent Organizational skills, Poised under pressure

EXPERIENCE

DESIGNATED PROVINCIAL ACCOUNTANT; DESIGNATED PROVINCIAL SUPPLY OFFICER, DEPARTMENT OF TRADE AND INDUSTRY-PALAWAN PROVINCIAL OFFICE

NOVEMBER 5, 2019 – PRESENT

Reviews the propriety and completeness of documentary requirements for each financial transaction; certifies to the availability of funds and correctness of obligations; maintains accounting journals and ledgers; and prepares monthly financial reports and bank reconciliation statements.

Acts as a custodian and primarily accountable for supplies, materials, and equipment; conducts physical inventory, prepares reports on unserviceable assets and inventory; coding of equipment and properties; maintains records of all accountable properties and supplies, contracts, insurance, and registrations; recommends modes of procurement; advises proper use and maintenance of property; acts on repairs and other facilities; and issues clearance and certificates to employees separated from service.

Acts as secretary; prepares calendar of appointments and office activities; maintains incoming and outgoing communications; reports Client Satisfaction Feedback for Finance and Administrative Division.

DESIGNATED PROVINCIAL COUNCIL FOR SUSTAINABLE DEVELOPMENT OFFICER

JANUARY 2017-DECEMBER 2018

Prepares the following: monthly Journals such as ADA, Check, General, Cash Receipts and Cash Disbursements, monthly trial balance of General Fund 101, Special Wildlife Management Fund 151 and ADB-Japan Fund for Poverty Reduction, monthly Tax Remittance Advice of all funds and remitted the same to BIR via eFPS, BIR AlphaList, Tax Schedules and Adjustments, monthly bank reconciliation statements of all funds, checks for payment in ADB-JFPR Activities, Disbursement Vouchers, Obligation Request Status Forms, and Journal Entry Vouchers, Certificate of Compensation Payment/Tax Withheld, quarterly financial reports for all funds, Division Monthly Accomplishment Report, Schedule of Salaries and Wages, subsidiary ledger for all UACS object code used in all transactions

EDUCATION

BACHELOR OF LAWS

PALAWAN STATE UNIVERSITY
JUNE 2020 - PRESENT

MASTER IN PUBLIC ADMINISTRATION

PALAWAN STATE UNIVERSITY
DECEMBER 2019, GRADUATED

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT

PALAWAN STATE UNIVERSITY
NOVEMBER 2016, GRADUATED

COMPUTER SYSTEM DESIGN AND PROGRAMMING

AMA COMPUTER LEARNING CENTER
APRIL 2011, GRADUATED