



ANGEL LACABA

Local Government Operations Officer II

EDUCATION

- **MASTER IN BUSINESS ADMINISTRATION**
Saint Joseph College
2017-2020
- **BACHELOR OF SCIENCE IN ACCOUNTANCY**
Saint Joseph College
2010-2014

● PROFESSIONAL EXPERIENCE

LOCAL GOVERNMENT OPERATIONS OFFICER II

April 2020 – Present

Department of the Interior and Local Government-
Southern Leyte Provincial Office (DILG-SLPO)

Responsibilities:

1. **Gender and Development (GAD) and Women Empowerment**

- Review the GAD Plans and Budgets to ensure LGUs' compliance with the legal requirement of allocating at least 5% of their annual budget to gender-related programs. This accountability check helps ensure that funds dedicated to advancing gender development are used effectively and transparently. Through this oversight, DILG mitigates potential misallocation of resources, fostering a culture of accountability in the utilization of public funds for gender programs.
- Provide technical support to LGUs, helping them enhance program effectiveness, build capacity, and ensure that GAD programs address local gender issues inclusively and sustainably. Through monitoring and guidance, this fosters a unified approach to gender equality that integrates community voices and aligns local initiatives with broader national goals.

Result: For 2024, all LGUs have submitted their 2025 GAD Plan and Budget promptly, which have been reviewed and endorsed for inclusion in their respective Annual Investment Plans (AIPs).

2. **Child-Friendly Local Governance Audit (CFLGA)**

- Facilitate the preparation, submission, and assessment of LGUs' CFLGA performance reports.
- Provide guidance to LGUs in meeting child-friendly standards in areas like health, education, and child protection.
- Monitor LGUs' compliance with CFLGA indicators and support improvements to meet national child-friendly governance criteria.
- Coordinate training and capacity-building activities to enhance LGU understanding of child-friendly governance requirements.

Result: All (100%) Local Government Units of Southern Leyte have passed the Child-Friendly Local Governance Audit, with the Means of Verification documents uploaded to the Seal of Child-Friendly Local Governance Knowledge Management System.

Contact

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09532533943

Sta. Cruz, Macrohon, Southern Leyte

AWARDS

- **First Place in the EVHRDC Consortium Poster Contest**
Eastern Visayas Health Research and Development Consortium
July 29, 2024
- **Best Feature Story**
Best Serbisyo Stories Entries of the DILG Regional Office VIII
May 20, 2024

SKILLS

- **Performance Management:** Familiarity with Performance Evaluation Methods (Strategic Performance Management System (SPMS) and Program on Awards and Incentives for Service Excellence (PRAISE))
- **Experience in promoting leadership development initiatives and capacity-building programs.**
- **Attention to Detail and Accuracy:** Demonstrates strong attention to detail to ensure the accuracy of data input.
- **Expertise in Bank Reconciliation and Fund Tracking:** Skilled in reconciling bank accounts and maintaining the status of funds to ensure accuracy, completeness, and proper tracking in financial statements.

Reference

ALAN JOSE K. AROY, MDMG
Mayor of Macrohon, 09177954961

JHONEL M. AÑAVESA, Ph.D.
LGMD Chief of DILG RO VIII, 09173245217



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Department of the Interior and Local Government–
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Responsibilities:

3. Local Council for the Protection of Children (LCPC)

- Support LGUs in establishing and strengthening LCPCs at provincial and municipal levels.
- Assist LCPCs in developing and implementing local plans, policies, and programs for child protection and welfare.
- Monitor the allocation and utilization of funds for child protection programs and projects.
- Provide technical assistance for the organization of child-focused programs, such as child rights advocacy and protection services.

Result: For 2024, Eighteen (195%) Local Government Units of Southern Leyte have passed the LCPC Functionality Assessment.

4. Local Committee on Anti-Trafficking and Violence Against Women and their Children (LCAT-VAWC)

- Guide LGUs in establishing functional LCAT-VAWC committees and formulating anti-trafficking and anti-VAWC plans.
- Oversee the implementation of initiatives to prevent and address trafficking and VAWC cases in the province.
- Facilitate capacity-building workshops and training for LGUs on handling trafficking and VAWC cases.
- Monitor and report the status of anti-trafficking and VAWC programs, ensuring compliance with national laws and policies.

5. Health and Nutrition Compliance and Responsiveness

- Support LGUs in formulating health and nutrition action plans, focusing on maternal and child health.
- Assist in the monitoring and evaluation of LGUs' health and nutrition programs to ensure effectiveness and compliance with national standards.
- Provide technical guidance to improve nutrition services, immunization coverage, and health care access, especially for children and mothers.
- Coordinate with local health and nutrition councils to address gaps and enhance service delivery, particularly in underserved communities.

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Responsibilities:

5. Seal of Good Local Governance (SGLG)

Ensuring Compliance with SGLG Criteria:

- Ensure that all validated documents align with the SGLG standards and criteria set for financial administration, social protection, and sustainable education.
- Provide recommendations for areas that need improvement based on the findings during document validation.
- Assist in preparing reports summarizing the findings and assessment results for submission to the appropriate authorities.

6. Provincial Bids and Awards Committee (PBAC) starting July 26, 2022

● ACCOUNTING/BUDGET OFFICER-DESIGNATE ADMINISTRATIVE AIDE VI

July 26, 2016 – April 16, 2020

Department of the Interior and Local Government-
Southern Leyte Provincial Office (DILG-SLPO)

Responsibilities:

1. Preparation and Review of Vouchers:

- Prepare payment vouchers, ensuring all supporting documents are complete and in accordance with financial policies.
- Review vouchers for compliance with accounting standards, internal controls, and approval requirements.

2. Preparation of Journal Entry Vouchers:

- Prepare journal entry vouchers to record financial transactions, ensuring proper documentation and classification according to government accounting standards.
- Updating Subsidiary Ledgers:
- Regularly update subsidiary ledgers for proper tracking of accounts, ensuring consistency with the general ledger and accuracy in financial reporting.

3. Formulation and Maintenance of the Alphalist:

- Prepare and maintain the alphalist of payees in compliance with government regulations, ensuring accuracy for disbursements and tax compliance.

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July 26, 2016 – April 16, 2020

Department of the Interior and Local Government-
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Responsibilities:

5. Bank Reconciliation:

- Reconcile bank statements with the general ledger monthly to ensure the accuracy and completeness of financial records, identifying and resolving discrepancies.

6. Fund Utilization Reports:

- Prepare and submit fund utilization reports regularly to monitor budget performance, ensuring funds are used in line with approved plans and regulations.

7. Participation in the Formulation of the Operations Plan and Budget (OPB):

- Assist in the preparation of the Operations Plan and Budget (OPB), providing necessary financial data and ensuring compliance with budgetary guidelines and regulations.

These responsibilities ensure compliance with government accounting principles, proper documentation, and effective financial management.

8. During this period, I had the privilege of handling diverse tasks and responsibilities while contributing as a member of the following teams and committees:

- DILG-Southern Leyte Provincial Local Governance Innovative Solutions Bank (LGISB) Team – July 5, 2017
- Provincial Federalism Advocacy Team (PFAT) – July 24, 2017
- Performance Review and Analysis Presentation Committee – December 4, 2017
- Provincial Strategic Performance Management System (SPMS) – February 15, 2017
- Contributing Writer for the Provincial Bimonthly Newsletter – August 31, 2016

TELLER/SAVINGS ACCOUNT CLERK

January 16, 2016 – June 30, 2016

RURAL BANK OF MALITBOG

Responsibilities:

- Assist customers with opening, closing, and managing savings accounts, ensuring accurate and complete documentation and compliance with banking regulations.
- Process deposits, withdrawals, and transfers, ensuring accurate recording of all transactions in the system and providing customers with the necessary receipts.

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