



CHANDIE RELENTE ANOJAN

Certified Public Accountant
License No. 0162619

"I am a result-oriented accountant with more than ten years of relevant accounting experience in non-profit and private entities interested to provide quality professional services."

TECHNICAL SKILLS

- General Accounting
- Accounts Reconciliation
- Accounts Receivable
- Accounts Payable
- Payroll Accounting
- Financial Reporting and Analysis
- Budget Preparation and Cost Control
- Insurance and Asset Accounting
- Advanced MS Excel
- Oracle E-Business Suite R12
- Electronic New Government Accounting System

PROFESSIONAL EXPERIENCE

ACCOUNTANT II

From January 17, 2022 to Present

Palompon Institute of Technology – Tabango (PITT)

Poblacion, Tabango, Leyte

- Prepare payroll for itemized faculty and employees, personnel under contract of service and job order, and students for their tertiary education subsidy
- Prepare monthly remittance list for the mandatory government contributions
- Compute withholding taxes on compensation and VAT/percentage taxes withheld on purchases of goods and services
- File tax returns through BIR Electronic Filing and Payment System (EFPS)
- Prepare disbursement vouchers for the payment to suppliers, cash advance, payroll, remittance, reimbursements, and other related transactions
- Prepare journal entry voucher in the electronic National Government Accounting System (eNGAS) for all the disbursements and receipts
- Prepare bank reconciliation for all the fund clusters – General Fund, Off-Budgetary Fund, Income Generating Project Fund, & Trust Receipts Fund
- Review reports prepared by the cashier – Report of Check Issued, Report of Advice to Debit Account Issued, Report of Collection, Report of Cash Disbursement, Accountability Report, Petty Cash Fund, and Fund Utilization Report
- Review reports/documents prepared by the budget officer – Obligation Request Status, Budget Utilization Request Status, Budget Proposals, Report of Obligations, Allotments, and Allocations
- Review reports/documents prepared by the supply officer – Purchase Order, Inspection and Acceptance Report, Report of Supplies and Materials Issued, and Report of Physical Count of Property, Plant, and Equipment

Others

- Parttime Instructor in Accounting and Finance

ACCOUNTANT, ASSET AND INSURANCE

From November 1, 2018 to December 20, 2021

Philippine Associated Smelting and Refining Corporation (PASAR)

Leyte Industrial Development Estate, Isabel, Leyte

Asset Accounting

- Responsible in updating fixed asset cost information and maintaining fixed asset records
- Ensure that transfer and disposal or retirement of assets are properly approved and documented
- Facilitate the regular physical count and inventory of fixed assets
- Prepare monthly depreciation entries for fixed assets, analyze asset movements, and explain depreciation expense variance
- Prepare PPE lapsing schedule matched with the trial balance figures as well as fixed asset register
- Prepare depreciation budget, load the budget in the Budget Online System, and explain significant/unusual increase/decrease in the budget

- Submit fixed asset reports/schedules as required by internal/external auditors and assist in the preparation/conduct of annual audit of fixed assets.
- Investigate any unaccounted assets during the count and discuss with end-users how to improve controls to avoid undocumented disposal.
- Analyze transactions for the month and provide explanation for any significant increase or decrease in additions, loss on disposal, depreciation expense any other related transaction.

Insurance

- Manage the insurance portfolio of the company which includes declaration of covers, claims filing and support, renewal of policies, and selection of insurers
- Maintain the car plan register to monitor car plan movements ensuring completeness and accuracy of details. This register is also used to monitor the cars due for LTO registration renewal each month
- Maintain the insurance claims log for group life, accident, and motor insurance for proper monitoring of all claims for the period covered
- Continuously improve monthly schedules and reports assigned with the objective of automating the same and/or lessen possible errors due to manual handling of data
- Compare and analyze the quotation submitted by the brokers and submit the comparison to the Financial Controller with recommendation on which Insurer to renew the policies. For motor insurance, an analysis of the effect in the premium payable for the change in numbers of cars and insured value will be submitted
- Accomplish the annual Comprehensive General Liability (CGL) Questionnaire required by Glencore Insurance Group mainly showing actual and forecast revenues, actual and forecast production, labor cost and manpower headcount, types of policies of the company and its coverage and updates on operations, claims and CAPEX projects.
- Provide annual list of foreign travels and domestic travels to Glencore Insurance Group showing the following information: no. of trips, inclusive dates, destination, total number of days and if the trip is scheduled or not
- Periodically as required by Glencore, submit an updated Property Damage (PD) and Business Interruption (BI) amount for declaration to Insurer through Glencore Insurance Group to ensure that the present assets of the company are well protected from loss
- Responsible for the recording and processing of insurance prepayments and preparing accounting entry to record the amortization of prepaid insurance
- Prepare insurance budget for the company, load the budget in the Budget Online System, and explain significant/unusual increase/decrease in the budget
- Monitor insurance expense by making insurance variance schedule and analysis every month
- Consolidate and analyse supporting documents for any insurance claim made by PASAR.
- Prepare statement of account for the said claim and follow-up payment.
- Act as liason between employee and the insurance company in relation to employee's insurance claim
- Act as coordinator for any external (such as IMIU) or Glencore audit with regards to insurance matter

Others

- Participate in the annual internal audit by the Integrated Management Systems (IMS) team and update
- the Risk and Opportunities (R&O) register and Context of the Organization (COTO) as part of the IMS Champion responsibility
- Review the disbursement and journal vouchers, program and expense monitoring report, variance report, and financial statements prepared by PFI Accountant for submission to the Treasurer.

ANALYST, ACCOUNTS PAYABLE AND PAYROLL

From June 4, 2018 to October 31, 2018

Philippine Associated Smelting and Refining Corporation (PASAR)

Leyte Industrial Development Estate, Isabel, Leyte

Accounts Payable

- Analyze and review the invoices or documents submitted and ensure all supporting documents are attached
- Check the accuracy of computation of billing, ensure transactions are charged to proper account and cost centers, and contact suppliers to correct billing or submit additional documents if there are exceptions to company policies
- Determine proper account charging (Opex/Capex) and proper tax to be withheld
- Check if approvers of billings conforms with company's Manual of Approval and validate and prepare vouchers for payments and approval
- Gather information from in-house contractors, marketing department and warehouse staff for expenses incurred for the month but unpaid
- Validate and prepare journal vouchers for approval and submit Accounts Payable Voucher (APV) and Journal Voucher (JV) to approvers
- Gather all transactions for the month through account analysis in Oracle and posts all transaction accurately and free from material error
- Analyze report and investigate unusual increase or decrease in accrual and balances

Payroll and Timekeeping

- Process employee data from timekeeping to payroll and reconciles variances utilizing tools in the payroll system

- Set up various payroll-related deductions and adjustments and ensure employee payroll is processed accurately and timely
- Analyze and resolve payroll-related problems and questions and ensure confidentiality of payroll and other employee's data
- Coordinate with HR and IT for proper maintenance of the payroll system

ADMIN AND FINANCE OFFICER

From October 16, 2017 to June 3, 2018

Pasar Foundation Inc. (PFI)

PASAR LIDE, Isabel, Leyte

- Assist the Executive Director in preparing the annual/ operating budget of the foundation.
- Review and check proper implementation of the budget.
- See the compliance of policy, internal control guidelines and procedures and Grant Agreement provision and guidelines.
- Prepare financial reports for programs and project such as budget, cash flow and expenditure reports, variance and ratio analysis, bank and inter-fund reconciliations, billing statements and other reports required by the management and or donors.
- Assist the executive director in the preparation of project financial proposal for resource mobilization.
- Assists in the preparation/conduct of annual statutory audit and project/recipient contracted audit.
- Ensure due diligence and compliance with Project Donors rules and regulations and project close out.
- Formulate and recommend financial policies and plans in consultation with the executive director.
- Process bi-monthly payrolls of employees, on the job trainees and in plant trainees.
- Process school tuition and other fees, monthly allowances and other approved fund requirements of PFI scholars and trainees.
- Prepare semi-annual financial report during the Board Meetings.
- Monitoring & close out of PFI Director's various advances.
- Ensure on time remittance & report compliance of BIR ruling & regulations, SEC, SSS, HDMF and PHIC.
- Point person/responsible in the submission of various financial reports/schedules as required by Internal/External Auditors.
- Compile Audited Financial Statements

JUNIOR ACCOUNTANT (Accounts Receivable)

From June 17, 2015 to June 20, 2017

Redland Industrial Services Arabia Ltd. (RISAL)

P.O. Box 32375, Al Khobar 31952, Saudi Arabia

- Prepare monthly billing statement/invoices to customers as per contract and purchase order
- Prepare monthly Statement of Account to reconcile receivables from customers
- Submit invoices, purchase orders, contracts and other relevant documents through online supplier's portal for Saudi Aramco, Saudi Basic Industries, Maaden Aluminium Company, & Maaden Phosphate Company
- Follow up payments to various customers like SaudiAramco, Sabic, Maaden & Sadara Chemica Company
- Create and post entries for the monthly invoices billed to customers in the ERP system
- Create and post entries for the monthly collection from customers in the ERP system
- Prepare regular bank deposits and monitor receipt issuance to collectors
- Prepare bank reconciliation for the collection accounts - Saudi Hollandi Bank, National Commercial Bank, Gulf International Bank
- Prepare monthly reports to management - Unbilled Revenue, Aging of Accounts Receivable, and Projected Collection Report.

EDUCATIONAL ATTAINMENT

LEVEL	SCHOOL AND ADDRESS	INCLUSIVE DATES	ACHIEVEMENT
TERTIARY	SAINT PAUL SCHOOL OF BUSINESS AND LAW Campetic, Palo, Leyte Bachelor of Science in Accountancy Bachelor of Science in Accounting Technology	June 2009 to May 2014	Cum Laude
SECONDARY	MARCELINO R. VELOSO NATIONAL HIGH SCHOOL Poblacion, Tabango, Leyte	June 2005 to March 2009	Valedictorian
ELEMENTARY	TABANGO CENTRAL SCHOOL Poblacion, Tabango, Leyte	June 2003 to March 2005	Second Honorable Mention

SEMINARS/TRAININGS

DATE	SEMINARS / TRAININGS ATTENDED
September 23-26, 2025	16th Annual National Convention and 2025 Membership Conference Organized by Government Financial Management Innovators Circle Inc. Held at the Bohol Tropics Resort, Tagbilaran City, Bohol
July 23-25, 2025	Capacity Development on Futures Thinking and Strategic Foresight Organized by Philippine Normal Univeristy & Palompon Institute of Technology at the Golden Peak Hotel & Suites, Cebu City
September 16-19, 2024	Laws and Regulations on Government Expenditures Conducted by Commission on Audit ROVIII at Leyte Government Center, Candahug, Palo, Leyte
October 17, 2023	Job Order Taxpayer's Requirements and Compliance by Philippine Institute of Certified Public Accountants thru webinar
October 5, 2023	Beyond Burnout: Mastering Stress Management for a Balanced Life by Philippine Institute of Certified Public Accountants thru webinar
September 23, 2023	ASEAN CPAs and ASEAN MRAs...the Opportunities for Filipino CPAs by Philippine Institute of Certified Public Accountants thru webinar
September 21, 2023	EWT and FWT: Deciphering Withholding Taxes on Local and Non-Resident Suppliers by Philippine Institute of Certified Public Accountants thru webinar
May 24-26, 2023	44th Annual National Convention and Seminars of the Government Association of Certified Public Accountants Held at the Subic Bay Exhibition and Convention Center, SBMA.
April 20-21, 2022	Online Seminar on the 2017 Rules on Administrative Cases in the Civil Service Conducted by the Civil Service Commission Region 8
March 2-4, 2022	Public Financial Management Seminar Conducted by the Department of Budget and Management Region 8 at PIT-CHIC, PIT Main Campus, Palompon, Leyte
September 16-24, 2019	18th Basic Non-Life Insurance Course Organized by Insurance Institute for Asia and the Pacific, Inc. at 26th Floor BPI-Philam Life Makati, 6811 Ayala Avenue, Makati City, Philippines
April 25-26, 2019	Financial and Accounting Standards for Non-Profits Organized by League of Corporate Foundations at Crown Regency Hotel, Makati City, Philippines

AFFILIATION / MEMBERSHIP

NAME OF THE ORGANIZATION	ROLE
Government Association of Certified Public Accountants (GACPA)	Member
Philippine Institute of Certified Public Accountants (PICPA)	Member
Parents, Teachers, and Employees Association (PTEA) - PIT Tabango	Vice-President

PERSONAL INFORMATION

Age : 32 years old
Date of Birth : June 8, 1993
Place of Birth : Palompon, Leyte
Gender : Male
Height : 5'6"
Weight : 105 kg.
Father's Name : Genaro Puno Anojan Jr. †
Mother's Maiden Name : Ma. Myrla Balunan Relente

REFERENCES

Atty. JAZMINE M. VIVERO

Legal Counsel

Philippine Associated Smelting and Refining Corporation, LIDE, Isabel, Leyte

Contact No.: +639172737853

Email: jazminevivero@gmail.com

Mr. ALBERT L. ALONZO, CPA

Accountant

Contact No.: +639088206113

Email: alonzoalbert29@gmail.com

Mrs. MARVIE MONTALBO-BOHOL, CPA

Accountant II

Palompon Institute of Technology

Contact No.: +639071905210

Email: marvie.monticalbo@pit.edu.ph