

CELSO FRADES SACRO

Brgy. Guadalupe, Baybay, Leyte
Philippines 6521 – A
09272734501
cfsacro@yahoo.com

Personal Data

Age	:	51
Sex	:	Male
Status	:	Married
Height	:	5'9"
Weight	:	80kgs.
Citizenship	:	Filipino
Birth date	:	May 28, 1972

Education**Gaas Community School**

Intermediate, 1983-1985

Baybay High School

Secondary, 1988-1989

Franciscan College of the Immaculate Conception

Bachelor of Science in Commerce
Major in Accounting
Baybay, Leyte, Philippines
March 1993

Franciscan College of the Immaculate Conception

Associate in Computer Science
Baybay, Leyte, Philippines
March 1996

Work Experience**Administrative Aide III**

VSU Accounting Office
ViSCA, Baybay, Leyte
December 1999 – May 31, 2012

- Prepares monthly remittances to different government & private agencies.
- Prepares Tax Remittance Advice (TRA) for submission to BIR, Baybay City, Leyte
- Submit monthly remittance of withholding tax to Bureau of Internal Revenue
- Encode GSIS Contribution & Loans to ERM Database for submission to GSIS, Tacloban
- Encode PAG-IBIG Contribution & Loans to Database for submission to PAG-IBIG, Tacloban

Administrative Aide III

VSU Cash Office

ViSCA, Baybay City, Leyte

June 1, 2012 – November 17, 2019

- Assess Student Fees
- Re-assess fees for encoded adding/dropping of subject
- Generate assessment slips
- Validate assessment/examination permit
- Prepares list of students enrolled
- Prepares list of students without examination Permit
- Checks & countersign clearances
- Prepares individual statement of accounts as requested
- Encode dorm fee, requested subject & other related school fees
- Prepares quarterly report for account receivables for all college students
- Prepares student scholarship billing to other agencies.

Administrative Aide VI

VSU Cash Office

ViSCA, Baybay City, Leyte

November 18, 2019 – Present

Collect fees and issue official receipts to students and clients

Deposit daily collection intact the next banking day and prepare deposit slips

Reviews and sign report of collections and deposits.

Maintain and handle the petty cash fund of the office

Computer Skills

Operating Systems:

- Windows 95/98, 2000, ME, XP, 7, 8, 10
- Linux (Ubuntu)

Software:

- Microsoft Word, PowerPoint, Excel, Open Office,
- Adobe Photoshop

Hardware:

- Troubleshoot and diagnose computer problems
- Setup and configure Local Area Network (LAN)
- Install new hardware and software
- Reformat Personal Computer

Trainings/Seminars Attended

Dates

Sponsored By

- | | | |
|---|-----------------|---------------|
| • Networking Productivity Tools Utilization | June 10-11 2003 | LSU-ICTU |
| • Orientation/Briefing of Diskette to
Diskette Collections/Remittance of
Pag-ibig Fund Premiums & Loans | Sept. 19, 2006 | Pag-Ibig Fund |

. On the Training on the Preparation Of Agency Remittance	Sept. 27, 2006	GSIS
. PMS-OPES Workshop	July 26, 2008	VSU Finance
. Seminar on Computer Maintenance Security and Appreciation on Open Source Application	March 18, 2009	VSU-ICTU
. Seminar Workshop on AGAP-EV and PICPA-EVR 2 nd Government's Forum	May 6-8, 2009	PICPA Region 8
GMIS Web-Based Application System	Oct. 29-30, 2012	VSU, Visca
Philhealth Employer's Engagement Representative (PEER) Summit	April 30, 2013	Pongos Hotel Ormoc City
2016 Regional Orientation on the Education Service Contracting (ESC) Program and ESC Information Management System	April 21-22, 2016	Hotel Alejandro Tacloban City
Frontline and Customer Service	Sept 24-27, 2019	POAP, INC
Know your Money and Counterfeit Detection	Sept 26, 2021	BANKERS INSTITUTE OF THE PHILS. INC
Working Towards Personal Effectiveness	Aug. 22-25, 2023	POAP, INC
IS 9001:2015 Awareness & Re-awareness Webinar	Aug. 29, 2023	VSU, VISCA BAYBAY CITY LEYTE
Cash Management and Control System	Nov. 21-24-2023	COA, RO No. VII CANDAHUG, PALO, LEYTE

References:

QUEEN-EVER Y. ATUPAN

VSU-Cash Office
Visca, Baybay City, Leyte
0998-337-2201

LOUELLA C. AMPAC

VSU-Finance Office
Visca, Baybay City Leyte
053-563-7189

ALICE M. FLORES

VSU-Budget Office Office
Visca, Baybay City Leyte
0917-634-1430