

## **SUSAN MORENO VALENCERINA**

# 711 Zone I, Sitio Naga, Baybay City

Mobile Number: 09982525798

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### **PERSONAL INFORMATION**

Birth Date : October 22, 1961  
Birthplace : Brgy. Gabas, Baybay, Leyte  
Religion : Roman Catholic  
Age : 59 years old and 6 months  
Sex : Female  
Weight: 62 kilos  
Height : 5'1  
Nationality : Filipino  
Civil Status : Married  
Languages : English, Arabic, Tagalog, Visayan

### **EDUCATION:**

COLLEGE : Bachelor of Science in Commerce-Major in Accounting – 1982  
Southwestern University, Cebu City  
Secondary : Franciscan College of the Immaculate Conception - 1978  
Primary : Baybay East Central School, Baybay, Leyte - 1974  
Others : Basic Computer “Powerpack 1.7”  
System Technology Institute, Ormoc City – (One month-2001)

### **WORK EXPERIENCE:**

- **Clerk: Accounting Division, Visayas State University, Baybay City, Leyte**

#### **Job Description:( 2011 up to present)**

1. Prepared balances of electricity, garbage, water and housing of VSU staff for salary deductions.
2. Posted monthly electric bills and miscellaneous of VSU staff, dormitories and concessionaires.
3. Recap all payments from report of collections.
4. Posted monthly payments of electricity and miscellaneous (soft and hard copies)
5. Monitor housing repairs of VSU regular staff offsetted to their house rental.
6. Prepared monthly balances for IGP.
7. Prepared quarterly financial reports for COA.
8. Prepared statement of accounts.
9. Assigned billing numbers to all kinds of billings.
10. Performs other functions as assigned by superior.

- **Accounting Clerk: Rubetan Finance Corporation/Baybay Lending Corporation Baybay, Leyte**

**Job Description (2002-2007)**

1. Concerned in handling monetary transaction that the branch undergoes day by day.
2. Conduct cash counts, bank reconciliation, replenishment and keep the record of financial transaction.
3. Process and release of loans, cash advances etc.
4. Prepare accounting reports and other general accounting works.
5. Encode customers data, loan transaction and payments

- **Overseas Filipino Workers: Prince Sultan Bin Abdulaziz Palace, Al-khobar K.S.A (1990-2000)**
- **Clerk/Bookkeeper: Hi-Quality Trading, Claveria St., Davao City (1986-1990)**
- **Clerk (Casual) Accounting Division, Visca, Baybay, Leyte (1985-1986)**

**Job Description**

1. To post wages of casual employees to individual salary cards.
2. To post voucher numbers to salary cards.
3. To assist in typing remittances, certifications, etc.
4. To file appointment of all casual employees.
5. To do other functions as maybe assigned from time to time.

- **Census Enumerator: National Census Office, Tacloban City (May 1985)**
- **Emergency Typist: Commission On Audit (October 1984-February 1985)**
- **Secretary/Clerk: LRT Project- LORC-ICSI, Metro Manila (1983-1984)**
- **Apprenticeship: Bureau of Forest Development (1982)**

**SKILLS:**

1. Computer Literate (Microsoft Office Word and Excel)
2. Typing
3. Cooking

**SEMINARS/ TRAININGS ATTENDED**

- Webinar: RA11313 Safe Space Act- December 10,2020- VSU-ISRDS
- Webinar ISO 9001:2015 Awareness/Re-awareness Seminar November 27,2020-Ms. Elvira E. Ongy
- Orientation Workshop Among JO, Clerks & Laboratory Technician January 15, 2018 – Dr. Lourdes B. Cano
- Frontline Orientation Customer & Work Values- Sept. 9, 2019-Dr. Lourdes B. Cano
- Target Setting Workshop (IPCR) Aug20-21,2018- Dr. Lourdes B. Cano
- Orientation Basic Customer Service – Sept. 5,2017 – Dr. Lourdes B. Cano
- ISO Orientation and Writeshop Among Clerk and Secretaries September 21, 2015- Dr. Lourdes B. Cano
- Five Days Service Staff Training (OFW) 1991-International Center Services Corp.
- Pre-departure Orientation Seminar (OFW) 1991-OWWA, Manila, Philippines
- One Week Training and Seminar at National Census Office-1991 Tacloban City

## **REFERENCES**

### **ERLINDA S. ESGUERRA, CPA**

Head, Accounting Office  
Visayas State University  
Visca, Baybay City  
Cell phone # 09176341538

### **SANDRA C. TIU**

Administrative Assistant III  
Accounting Office  
Visayas State University  
Visca, Baybay City, Leyte  
Cell phone # 09275331914