



VICENTE ESTRAEL RUPA JR.

ELIGIBILITIES:

- CIVIL SERVICE – PROFESSIONAL
- P.D. NO. 907 (HONOR GRADUATE)
- NAPOLCOM PNP EXAM PASSER
- CERTIFIED TAX TECHNICIAN
- TAX ASSISTANT

CONTACTS

- ☎ 0915 212 3718
- ✉ vicenterupa@gmail.com
- 📍 Brgy. Canvertudes,
Alangalang, Leyte

EXPERTISE / SKILLS

MICROSOFT OFFICE
(Word, Excel, PowerPoint, Access, etc.)

FRONTLINE SERVICES

LEADERSHIP & INTERPERSONAL SKILLS

CLEAR COMMUNICATION

HIGHLY ORGANIZED & KEEN TO
DETAILS

ACCOUNTING & MANAGEMENT

CREATING & INTERPRETING FINANCIAL
REPORTS

FILLING UP BIR TAX FORMS

QUICK BOOKS & ADOBE LIGHTROOM

BASIC ADOBE PHOTOSHOP

PAINTING AND DOODLE ART

PHOTOGRAPHY

CALLIGRAPHY

LANGUAGES

ENGLISH

FILIPINO

WARAY-WARAY

BISAYA

EDUCATION

MASTERS IN PUBLIC RESOURCE MANAGEMENT

Eastern Visayas State University, Tacloban City, Leyte
year 2020 - Present

BACHELOR OF SCIENCE IN ACCOUNTANCY

Saint Paul School of Professional Studies, Palo, Leyte
year 2018

BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY CUM LAUDE

Saint Paul School of Professional Studies, Palo, Leyte
year 2018

HIGH SCHOOL: Leyte National High School, Tacloban City
year 2013

ELEMENTARY: Rizal Central School, Tacloban City
year 2009

WORK EXPERIENCE

BACKROOM SERVICES ASSISTANT

**INTERN - PHILIPPINE HEALTH
INSURANCE CORPORATION
LOCAL HEALTH INSURANCE OFFICE**
Fatima Village, Tacloban City, Leyte
March 2017 - May 2017

- Enrolling, updating, and printing PhilHealth members' information in the system and computer files
- Printing and releasing PhilHealth ID Cards
- Sending and receiving documents to/from hospitals through e-mail

BACKROOM SERVICES ASSISTANT

Continuation:

- Office inventory sorting, listing, and disposal
- Office document processing - create, edit, print, scan, edit, etc.
- Performing secretariat functions for internal and external meetings
- Handling and creating inter and intra office communications
- Updating profiles of different LGUs concerned - excel
- Office documents sorting and filing
- Contacting rural health units for updates related to PhilHealth
- Doing frontline services and manages public assistant and complaints desk - entertaining and answering stakeholders' concerns, etc.
- Making PowerPoint presentation for internal and external use
- Updating, listing, and printing employees' attendance sheets, business slips, and pass slips
- Performs other functions as directed by management

RECOGNITIONS & AWARDS

OUTSTANDING STUDENT AWARDEE, YOUNG MEN'S CHRISTIAN ASSOCIATION (YMCA) OF LEYTE

March 2018

SENATOR, PAULINIAN STUDENT GOVERNMENT

Saint Paul School of Professional Studies
2016-2018

DEAN'S LISTER AWARD

School of Business and Accountancy
Saint Paul School of Professional Studies
2013-2017

CHAIRMAN, STUDENT CRIME PREVENTION

Saint Paul School of Professional Studies
2017

PRESIDENTIAL AWARDEE AS JUNIOR CLASS ORGANIZATION PRESIDENT

Saint Paul School of Professional Studies
August 2015

FIRST AIDER OF THE YEAR AWARDEE

Red Cross Youth Organization
Leyte National High School Chapter

SEMINARS & TRAININGS

SEMINAR ON TAX UPDATES AND TAX PRACTICE

Philippine Association of Certified Tax Technicians
August 29 - September 20, 2020

SEMINAR ON TAX UPDATES

National Association of Certified Public Accountants
Palo, Leyte - January 12, 2019

SEMINAR ON NEW CONCEPTUAL FRAMEWORK

National Association of Certified Public Accountants
Palo, Leyte - January 12, 2019

STUDENT CRIME PREVENTION COMMITTEE SEMINAR-WORKSHOP

National Police Commission RO8
Palo, Leyte - September 30, 2017

JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS CONFERENCE

with Philippine Institute of Certified Public Accountants
Palo, Leyte - August 15, 2017

BASIC CUSTOMER SERVICES

PhilHealth Local Health Insurance Office
Tacloban City, Leyte - April 3, 2017

LEADERSHIP SEMINAR-WORKSHOP

Lead Like Jesse Organization
Palo, Leyte - March 22, 2017

LECTURE SERIES ON INCOME AND BUSINESS TRANSFER TAX

by Rex Banggawan, CPA, MBA, Author
Palo, Leyte - March 17, 2017

SEMINARS & TRAININGS

Continuation:

WAS IT I OR ME? AVOIDING GRAMMAR PET PEEVES IN BUSINESS WRITING

Saint Paul School of Professional Studies, Palo, Leyte
July 13, 2016

5TH REGIONAL BUSINESS SUMMIT

DOST, DOLE, CHED, DTI, DOT, DAR, ETC.
Tacloban City, Leyte - September to October, 2015

MTALKS – SEMINAR ON MARKETING AND BUSINESS DEVELOPMENT

Saint Paul School of Professional Studies
Palo, Leyte - January 30, 2015

ORGANIZATIONS

JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS

JUNIOR INSTITUTE OF ACCOUNTING TECHNICIANS

NATIONAL FEDERATION OF JUNIOR PHILIPPINE
INSTITUTE OF ACCOUNTANTS

YOUNG MEN'S CHRISTIAN ASSOCIATION (YMCA)
OUTSTANDING STUDENT AWARDS ALUMNI ASSOCIATION

MIND, ART, AND SOUND OF KINDRED INTRINSIC (MASKI)

SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES
ALUMNI ASSOCIATION

PHILIPPINE ASSOCIATION OF CERTIFIED TAX TECHNICIAN,
INC.

ROYAL INSTITUTE OF TAXATION, SINGAPORE

REFERENCES

Dir. JOSEPHMAR B. GIL, MPSA, CESO IV
Regional Director
National Police Commission RO5
Regional Government Center Rawis,
Legazpi City 4500 Albay, Philippines

Prof. MARILOU E. MALQUISTO, CPA
Chair, Accountancy Department
Saint Paul School of Professional Studies
Palo, Leyte
0919 286 3292

MARIA CHARITO L. SUYOM, MSECON
AVP for Student Affairs and Academic
Services and School Registrar
Saint Paul School of Professional Studies
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