

DECA VARIÑA GALVEZ-MONTAJES

Zone-1, Alajas St., Brgy. Caridad, Baybay City, 6521 Leyte

0935 750 1772

gdeevc@gmail.com



OBJECTIVE

Administrative Officer III position under the Procurement Office of the Visayas State University-Main Campus

AFFILIATIONS

Internal Auditing Assistant

Internal Audit Services Office

February 2016 – Present

Local Government Unit of Baybay City

R. Magsaysay Ave., Baybay City, 6521 Leyte

- Aids the local government unit in verifying the extent of compliance with auditing procedures and policies, operating procedures and government regulations
- Assist the Internal Audit Services Officer in conducting audit observations, orientations, and reports in various offices and departments of the local government unit

Accounting, Internal Audit Staff (Job Order)

January 2015 – February 2016

Local Government Unit of Baybay City

R. Magsaysay Ave., Baybay City, 6521 Leyte

- Check the accuracy, authorization, completeness, and validity of the transaction of disbursement vouchers received
- In charge of the control function of the pre-audited list of transactions as to allocated funds through a computerized encoding system of entries into a Microsoft Excel file

Accounting Staff (Probationary)

October 2013 – 2014

Virginia Food, Inc.

Gorordo Ave., St. Moritz Rd., Cebu City

- Assigned in encoding accounting entries into the company database for product sales on hotdogs on sticks in stalls located in Cebu City
- Communicate with the marketing team for information regarding sales specifically on hotdogs on sticks company product

Bookkeeper (Student Intern)

November 2012 – February 2013

R. B. Catacutan and Associates

E.L., Osmeña Bldg., Pelaez St., Cebu City

- Assists in the manual recording and bookkeeping of financial transactions of the firm
- File documents, run errands, and perform other related duties as authorized by supervising personnel

CERTIFICATE

Career Service (Professional) Eligibility

Passer (81.28%), Civil Service Commission

Venue: University of Cebu, Sanciango St., Cebu City, 6000

Date: April 14, 2013 Effectivity: May 27, 2013

SEMINARS

COA Guidelines and Procedures: One-Time Cleansing of Property, Plant and Equipment (PPE) Account Balances for all Government Institutions via Zoom (6 hrs.)

June 6-7, 2023

Center for Global Best Practices

Muntinlupa City, Metro Manila

Rules and Regulations on Settlement of Accounts (RRSA) and Revised Rules of Procedure of COA (RRPC) (16 hrs.)

August 19-20, 2019

Commission on Audit (COA)

Region VIII, Palo, Leyte

Operations and Management Audit (24 hrs.)

December 11-13, 2018

Association of Government Internal Auditors, Inc. (AGIA)

Malate, Manila

Government Procurement Reform Act (R.A.9184) and its Revised IRR and Updates (24 hrs.)

November 22-24, 2017

Association of Government Internal Auditors, Inc. (AGIA)

Malate, Manila

Laws and Rules on Government Expenditures (32 hrs.)

October 3-6, 2017

Commission on Audit (COA)

Region VIII, Palo, Leyte

Internal Control Structure (32 hrs.)

September 19-22, 2017

Commission on Audit (COA)

Region VIII, Palo, Leyte

EDUCATIONAL BACKGROUND

SY June 2009 – March 2013

Graduate, Bachelor of Science in Management Accounting

University of San Carlos

P. del Rosario Street, Cebu City 6000 Cebu

SY June 2005 – March 2009

With Honors

Visayas State University Laboratory High School

VSU, Baybay City, 6521 Leyte

SY June 1999 – March 2005

2nd Honorable Mention

VISCA Foundation Elementary School

VSU, Baybay City, 6521 Leyte

REFERENCES

Carl Nicolas C. Cari

Congressman

Fifth District of Leyte

House of Representatives

0949 112 2752

Grace J. Tripoli

Management Audit Analyst III

Head Officer – Designate

Internal Audit Services Office

Local Government Unit

City of Baybay, Leyte

0999 904 7629

Filemon F. Avila

Councilor

Sangguniang Panlungsod

City of Baybay, Leyte

0939 425 2332

PERSONAL INFORMATION

Name : Deca Variña Galvez-Montajes

Age : 28

Birthdate : December 17, 1992

Birthplace : Baybay City, Leyte

Gender : Female

Height : 1.61 m

Weight : 50 kg.

Civil Status : Married

Nationality : Filipino

Religion : Seventh Day Adventist

I certify that the statements made in this resume are true and correct.


DECA VARINA GALVEZ MONTAJES

Applicant