



Republic of the Philippines  
**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**

## **NATIONAL CERTIFICATE III**

in

### **BOOKKEEPING**

is hereby awarded to

**RONALD H. NACION**

*for having completed the competency requirements under the Philippine TVET  
Competency Assessment and Certification System in the following units of competency:*

Unit Code Unit Title

**BASIC COMPETENCIES**

500311109 Lead workplace communication

500311110 Lead small team

500311111 Develop and practice negotiation skills

500311112 Solve problems related to work activities

500311113 Use mathematical concepts and techniques

500311114 Use relevant technologies

Unit Code Unit Title

**COMMON COMPETENCIES**

HCS315202 Apply quality standards

HCS311201 Perform computer operations

HCS913201 Maintain an effective relationship with clients  
and customers

HCS913202 Manage own performance

Unit Code Unit Title

**CORE COMPETENCIES**

HCS412301 Journalize transactions

HCS412302 Post transactions

HCS412303 Prepare trial balance

HCS412304 Prepare financial reports

HCS412305 Review internal control system



**SEC. SUHARTO T. MANGUDADATU, Ph. D.**  
TESDA DIRECTOR GENERAL

Issued on: **June 14, 2024**

Valid until: **June 13, 2029**



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