



JHONAVEL ROMBLON CASTIL

Apartment No. 1, Kilbourne St., Lower Campus, VSU

Baybay City, Leyte

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Objective:

To continue securing a responsible career opportunity to fully utilize and enhance my trainings and skills while making a significant contribution to the success of the institution.

Skills & Abilities:

- Excellent communication and customer service skills
- Good analytical and logical approach
- Competent with data management and record keeping tasks
- Proficient with the MS Excel MS and Word

Experiences/Qualifications:

Designation: **Administrative Assistant III (Regular)**

Name of Office/Unit: Accounting Office

Name of Agency/Organization and Location: Visayas State University

Duration: Feb. 2024 – Present (Regular)

Summary of Actual Duties:

- Prepares monthly bank reconciliation for General Fund.
- Prepares and consolidates monthly & quarterly disbursement journals, general journals & journal entry vouchers for Trust Receipts and Business Related Funds for Main and External Campuses
- Post journals to General Ledgers and Subsidiary Ledgers.
- Prepares monthly & quarterly financial reports & statements for submission to COA.

Designation: **Administrative Aide III (Job Order)**

Name of Office/Unit: Accounting Office

Company/Organization: Visayas State University

Duration: August 16, 2018 – May 31, 2020

Summary of Actual Duties:

- Processes and records vouchers for disbursement.
- Prepares and files financial reports/statements.
- Monitors fund utilization and disbursements.
- Provides administrative assistance in the day to day transaction.
- Performs other tasks as maybe assigned.

Designation: **Production Assistant**

Company/Organization: MQ Mediazone Productions

Duration: February 2017-March 2018

Summary of Actual Duties:

- Prepares and files financial reports/documents.
- Provides administrative assistance in the day to day operations.
- Communicate and provides assistance to company's clients.

Designation: **Financial Analyst I (COS)**

Company/Organization: Department of Social Welfare and Development - NCR

Duration: October 2015 – December 2016

Summary of Actual Duties:

- Processes and records vouchers for disbursement.
- Prepares and files financial reports/documents.
- Monitors fund utilization and disbursements.
- Provides support in tracking communications and maintaining central filing of documents.
- Provides administrative assistance in the day to day Program Operations;

Designation: **Customer Service Assistant (A)**

Company/Organization: Market Strategic Firm (SM Fairview Branch)

Duration: May 2015 – October 2015

Summary of Actual Duties:

- Receive payment by cash, check, credit cards, vouchers and automatic debits.
- Resolve customer complaints.
- Answer customer questions, and provide information on procedure and policies.
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Education:

Bachelor of Science in Business Administration major in Financial Management

Metro Manila College (MMC)

Jordan Plains, Novaliches, Quezon City

Graduated: 2015 – Magna Cum Laude

Seminars and Trainings Attended:

- One Time Cleansing of the Property, Plant and Equipment Account Balances of Government Agencies (COA Circular No. 2020-006 dated January 31, 2020)

Rizal Technological University, Boni Ave., Mandaluyong City
July 27-28, 2023

- Laws and Rules on Government Expenditures
Commission on Audit Region VIII
COA Regional Office, Palo Leyte
September 13-16, 2022
- In-House Training on Public Financial Management
Department of Budget and Management Region VIII
CCE Building, VSU, Lower Campus
August 3-5, 2022
- AGAP Technical Seminar (Virtual)
Association of government accountants of the Philippines
June 16, 2022
- 2021 Membership Conference of Government Financial Management Innovators
Circle (Virtual)
November 18-19, 2021

Personal Information:

Age	:	28
Date of Birth	:	February 23, 1995
Gender	:	Female
Civil Status	:	Single (Solo Parent)
Child	:	Eros Gavin Castil
Height	:	158 cm
Weight	:	64 kg
Nationality	:	Filipino
Religion	:	Roman Catholic

Character References:

Nick Freddy R. Bello

Accountant II
OIC-Head, Office of the Head of Accounting
Contact No.: 0929-225-5015

Wilma V. Napiere

Administrative Assistant II
Bookkeeping Section, Accounting Office
Visayas State University
Contact No.: 0935-963-3220

Amalia O. Armada

Brgy. Gabas, Baybay City, Leyte
Contact No.: 09395530982