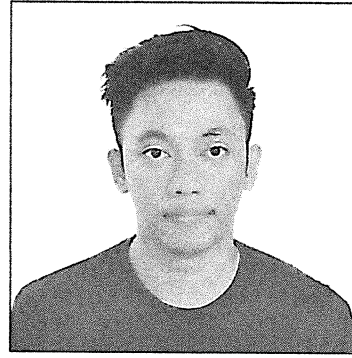


## MARLITO G. PALERMO

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+09657026533



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### **CAREER OBJECTIVE**

- To obtain a position of related field suited for my professional qualification and experience. Seeks an exposure to agribusiness works where I can learn and contribute in positive ways that promote continues success of the company;
- To work independently that would be able to utilize the master of my education and skills and at the same time, acquaint myself with the new techniques and information that would aid my growth and allow me to contribute to the company; and
- To work with a reputable organization where I can develop my working experience and my personal skill.

### **PERSONAL INFORMATION**

|                   |   |                                                 |
|-------------------|---|-------------------------------------------------|
| Date of Birth     | : | August 07, 1995                                 |
| Place of Birth    | : | Baybay, Leyte                                   |
| Age               | : | 26 years old                                    |
| Gender            | : | Male                                            |
| Height            | : | 5'4"                                            |
| Weight            | : | 64 kg                                           |
| Marital Status    | : | Single                                          |
| Nationality       | : | Filipino                                        |
| Religion          | : | Roman Catholic                                  |
| Languages Spoken  | : | English, Tagalog, Cebuano, Waray                |
| Permanent Address | : | Brgy. Candadam, Baybay City, Leyte, Philippines |

### **EDUCATION**

|                   |   |                                                                                                                                                                                                                                                      |
|-------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| School/University | : | <b>Bachelor of Science in Agribusiness</b><br>Visayas State University (VSU), Philippines<br>June 2012 – June 2017<br><i>(Passed the Career Civil Service Examination Professional Level<br/>given by the Civil Service Commission, Philippines)</i> |
| School/University | : | <b>Baybay National High School</b><br>Baybay City, Leyte, Philippines June<br>2008 – March 2012                                                                                                                                                      |
| School/University | : | <b>Hipusngo Elementary School</b><br>Baybay City, Leyte, Philippines June<br>2002 – March 2008                                                                                                                                                       |

## **EMPLOYMENT HISTORY**

Company : Department of Public Works and High Ways – Leyte 5<sup>th</sup> District  
Engineering Office, Baybay City, Leyte, Philippines  
Position : **Administrative Assistant I (Permanent) – Finance Section (Budget Unit)**  
Inclusive Date : January 2022 – Present  
Job Description :

- Monitor disbursement and accounts payable for current and prior years
- Verify availability of allotments and certify obligation slip for the availability of the funds.
- Updated the Project Cost Sheet Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO) Civil Works – GAA Obligation and Disbursement of the DPWH 5<sup>th</sup> DEO
- Prepare the Statement of Allotment, Obligation and Balances (SAOB) Disbursement for monthly reports
- Prepare the Financial Accountability Reports (FAR 1 and FAR 1-A)
- Prepare the Financial Accountability Reports (FAR 4 and FAR 5) Disbursement for monthly and quarterly reports
- Assign Memorandum Request number of OBR's Obligation for MOOE and Capital Outlay in E-BUDGET System
- Encode and Post the Disbursement of Capital Outlay in the Project Cost Sheet
- Record and Assign Contract Approval Form (CAF) number of Obligated Goods and Civil Works

Company : Department of Public Works and High Ways – Leyte 5<sup>th</sup> District  
Engineering Office, Baybay City, Leyte, Philippines  
Position : **Bookbinder I (Job Order) – Finance Section**  
Inclusive Date : October 2019 – December 31, 2021  
Job Description :

- Updated the Project Cost Sheet Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO) Civil Works – GAA Obligation and Disbursement of the DPWH 5<sup>th</sup> DEO
- Prepare the Statement of Allotment, Obligation and Balances (SAOB) Disbursement for monthly reports
- Prepare the Financial Accountability Reports (FAR 1 and FAR 1-A) Disbursement for monthly reports
- Prepare the Financial Accountability Reports (FAR 4 and FAR 5) Disbursement for monthly and quarterly reports
- Assign Memorandum Request number of OBR's Obligation for MOOE and Capital Outlay in E-BUDGET System
- Encode and Post the Disbursement of Capital Outlay in the Project Cost Sheet
- Record and Assign Contract Approval Form (CAF) number of Obligated Goods and Civil Works

Company : Visayas State University – University Computer Center Baybay City,  
Leyte, Philippines  
Position : **Administrative aide (Job Order)**  
Inclusive Date : April 2018 – August 2018  
Job Description :

- Takes charge and record Job Request from Departments and other units
- Prepares and track Purchase Request
- Prepares and records UCC's (VDSL Only, Leased Line not included) Internet Bill
- Check and Records Supplies, Materials and Equipment Delivered
- Organize and track paper works
- Process Payroll and DTR for UCC staff
- Perform other task and function designated by the head

Company : Du Ek Sam, Inc. DES - Marketing Baybay Yamaha  
 Baybay City, Leyte, Philippines

Position : **LTO Liaison**

Inclusive Date : September 2017 – December 2017

Job Description :

- Prepare all necessary documents in processing of Motor cycle (MC) Registration.
- Responsible for the custody of OR and CR of newly sold MC upon release from the LTO.
- Process Insurance payment of released MC unit to the official insurance agency of DU EK SAM.
- Process payment and authentication of Sales Invoice of sold out MC unit.
- Process payment of smoke emission test and up-loading for the renewal of customer's LTO registration.
- Liquidate all cash advance made used in the processing of registration as soon as possible with complete and valid supporting documents.
- Perform other task and function designated by the branch manager and company officers.

### **LANGUAGE(S)**

- English, Bisaya, Filipino, Waray

### **SKILLS AND COMPETENCIES**

- Fund budgeting and management
- Accurate in dealing with numbers
- Bookkeeping
- Basic accounting
- Computer- Literate

### **COMPUTER SKILLS AND COMPETENCIES**

- Competent with Microsoft Office Program (Word, Excel and PowerPoint) learned through hands-on experience
- Good in internet-related activities gained through school activities and experience

### **TRAININGS AND SEMINARS**

- October 19, 2022 – October 22, 2022  
 AGAP Convention-Seminar on Navigating the Challenges of Financial Technology and Digital Transformation  
 Department of Public Works and High Ways – Leyte 5<sup>th</sup> District  
 Brgy. Hipusngo Baybay City, Leyte
- June 16, 2022  
 AGAP Technical Seminar on e-Payment and e-Collection  
 Department of Public Works and High Ways – Leyte 5<sup>th</sup> District  
 Brgy. Hipusngo Baybay City, Leyte
- April 27, 2021  
 Updates on the Revised Chart of Accounts for National Government Agencies  
 Department of Public Works and High Ways – Leyte 5<sup>th</sup> District  
 Brgy. Hipusngo Baybay City, Leyte
- April 27, 2021  
 Updates on the Revised Chart of Accounts for Government Corporation  
 Department of Public Works and High Ways – Leyte 5<sup>th</sup> District  
 Brgy. Hipusngo Baybay City, Leyte
- August 2, 2019 – September 23, 2019  
 Training on National Certification on Bookkeeping NC III  
 ACLC College of Ormoc - Bridges Multi-Skill Training Center Ormoc City Inc.  
 Ormoc City, Leyte

- February 4-8,2019  
Training of Climate Resilient Farm Business School  
Agricultural Training Institute – Regional Training Center 8 VSU,  
Baybay City, Leyte
- April 29, 2019 – May 3, 2019  
Training on National Certification on Organic Agriculture NC II  
Agricultural Training Institute – Regional Training Center 8 VSU,  
Baybay City, Leyte
- September 10-11,2016  
Human Behavior in Organization Conference  
Centre of Continuing Education Building VSU  
Youth Business Conference  
Visayas State University, City of Baybay, Leyte
- March 26-27,2016  
Enterprise Resource Planning Seminar  
Centre of Continuing Education Building VSU  
Visayas State University, City of Baybay, Leyte

#### **FIELD PRACTICE CASE STUDY**

- Zacky's Farm Organic Arugula Production (*Eruca sativa*)  
Farm Production exposure  
Marketing exposure  
Finance
- Adviser: Loregin S. Pugosa, MS

#### **ELIGIBILITY**

- Civil Service Commission (CSC) Eligibility, Professional Level

#### **REFERENCES**

**WENYLUO R. LAGUNA, CPA**  
Section Chief Accountant III  
Department of Public Works and High Ways  
5<sup>th</sup> District Engineering Office  
09399344308

**MERZETH BLAIRE B. OLLERAS, CPA**  
Accountant II  
Department of Public Works and High Ways  
5<sup>th</sup> District Engineering Office  
09171138802

I hereby certify that the information stated above is true and correct.

  
**MARLITO G. PALERMO**  
Applicant