

NORIETA B. BUSTILLO

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SUMMARY OF QUALIFICATIONS

- More than twenty two (22) years' experience in bookkeeping/various field in VSU-Accounting Office.
- Flexible in responding to constantly changing assignments
- Enthusiastic and willing to assume bigger responsibility
- Able to coordinate multiple projects and meet deadlines under pressure
- Willingness to learn and adapt to new things for personal and professional growth

EDUCATIONAL BACKGROUND

1. GRADUATE STUDIES- Earned 34 units (2017-2018 Summer)

Master of Management
Major in Business Management
Visayas State University
Visca, Baybay City, Leyte

2. TERTIARY LEVEL (1979-1981)

Bachelor of Science in Liberal Arts
Franciscan College of the Immaculate Conception
Baybay City, Leyte

(1981-1984)

Bachelor of Science in Commerce
Major in Accounting
Divine Word University
Tacloban City, Leyte

3. SECONDARY LEVEL (1975-1979)

Franciscan College of the Immaculate Conception
Baybay City, Leyte

4. ELEMENTARY LEVEL (1969-1975)

Baybay East Central School
Baybay City, Leyte

EMPLOYMENT HISTORY

Administrative Assistant III (Senior Bookkeeper) Visayas State University (November 7, 2022 to Present)

- Prepares Journal Entries for Fund Cluster-05 (IGF) Internally Generated Funds
 - a. Received vouchers and payrolls from Cash Office (Report of Checks Issued)
 - b. Check documents for complete attachments
 - c. Encodes check numbers
 - d. Post entries to BAOM system
- Generates Reports of Disbursements
 - a. Check the entries made
 - b. Review the amount and balances
- Prepares Journal Entry Vouchers
- Consolidates Check Disbursement Journals (VSU Main & CSI's)
- Consolidate Cash Receipt Journals (VSU Main & CSI's)
- Consolidates ADA (Advice to Debit Account) Journals
- Prepares Financial Reports
 - a. General Journals (GJ)
 - b. Trial Balance (TB)
- Prepares Financial Statements
 - a. Statement of Financial Performance
 - b. Statement of Financial Positions
 - c. Statement of Changes in Net Assets/Equity
- Posts entries to General Ledgers (GL)
- Posts & Maintains Subsidiary Ledgers for cash accounts (CIB, Advances, Receivables and other accounts).
- Prepares Bank Reconciliations
- Prepares Quarterly Schedules for:
 - a. Petty Cash
 - b. Advances to Operating Expenses
 - c. Advances to Special Disbursing Officers
 - d. Advances to Officers & Employees
 - e. Accounts Receivables
 - f. Other Receivables
 - g. Accounts Payables
 - h. Due to/from Officers & Employees
 - i. Other accounts need to be monitored
- Prepares quarterly disbursements at net
- Prepares financial reports needed for management as requested by higher authorities and other agencies.

Member Inspectorate Team for the Infrastructure Projects of VSU (July 12, 2023 to present)

Administrative Aide VI - Visaya State University- Accounting Office (2018-2022)

- Prepares Cash/Check Disbursement Journal
- Prepares Journal Entry Voucher
- Maintains subsidiary ledgers of four Ched Supervise Institutions (External Campuses)
- Consolidate all Cash Disbursement Journal and make a Summary of Account due to Officers and Employees.

Administrative Aide IV-Visayas State University-Accounting Office (2010-2017)

- Post Salaries & Wages of Casual, laborers and Student Assistants
- Maintains subsidiary ledger of Equipment
- Answer queries from clients

Administrative Aide III-Visayas State College of Agriculture-Accounting Office (2002-2010)

Clerk I-Visayas State College of Agriculture-Supply Property Management Division (1988-2002)

- Conducts Inventories of Equipment and semi-expendable items for offices/department and centers.
- Prepares Inventory reports submitted to COA

Additional Employment History

Assistant Bookkeeper- Administrative Personnel Association-ADPA (2015-2018)

- Prepares vouchers & payrolls for financial assistance of members
- Requests Cash balances from VSUCC for reconciliations
- Prepares withdrawal slip
- Printing of Financial documents

SEMINARS, WORKSHOP & TRAININGS ATTENDED/PARTICIPATED

Seminars/Trainings	Nature of Participation	Place	Date	No. of Hrs.
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POAP- Working Towards Personal Effectiveness	Participant	POAP, Cagayan de Oro	September 24-17, 2024	28
Cash Management and Control System	Participant	COA, Region VIII	Nov. 21-23, 2023	24
Training Workshop of NCT Programs	Participant	Bureau of Plant Industry, Malate Metro, Manila	Nov 15-17, 2023	24
GPPB Basic Course Training on the RA 9184 and its Revised Implementing Rules and RA 2016 of VSU	Participant	VSU, Baybay City, Leyte	August 22-24, 2023	24
ISO 9001:2015 Awareness/Re-awareness Webinar	Participant	VSU, Baybay City, Leyte	August 29, 2023	8
AGAP Convention Seminar on “Navigating the Challenges of Financial Technology and Digital Transformation”	Participant	Baguio Country Club, Baguio City	Oct. 19-22,2022	32
ISO 9001:2015 Awareness/Re-awareness Seminar	Participant	VSU RDE Hall, Baybay City, Leyte	August 30-31, 2022	16
In-House Training on Public Financial management	Participant	VSU CCE, Baybay City, Leyte	August 3-5, 2022	24
AGAP Technical Seminar via Zoom	Participant	VSU, Baybay City, Leyte	June 16, 2022	8
Hands-Only Cardiopulmonary Resuscitation	Participant	VSU, Baybay City, Leyte	July 21, 2022	4
2021 Membership conference of GFMIC with a theme” Financial Trends and Transformation in the Normal”	Participant	VSU, Baybay City, Leyte Via Zoom	Nov. 18 to 19, 2021	16
Training on Identification of proper and complete items Tech Spec and parameters and	Participant	VSU, Baybay City, Leyte Via Zoom	August 28, 2020	8

orientation of the PR Module of SPPMIS				
Awareness/Re-awareness Webinar on ISO 9001:2015	Participant	VSU, Baybay City, Leyte	Nov. 27 2020	8
Financial Literacy Seminar	Participant	GSIS Maasin Branch	January 16, 2020	4
Laws and Rule on Government Expenditures	Participant	COA REGION VII	October 1-4, 2019	32
AGAP-Convention Seminar "Maginhawa, Matatag at Panatag na Buhay; Ambisyon Nating Tunay"	Participant	Technical AGAP-Association of Government Accountants of the Philippines, Inc Ilo-ilo City	Oct. 17-20, 2018	32
Implementation on the Use of Government Accounting Manual (GAM)	Participant	COA REGION VIII	August 14-18, 2017	40
Phil. Public Sector Accounting Standards (PPSAS) and the Revised Chart of Accounts (RCS)-National	Participant	COA Region VIII	May 29-June 2, 2017	40
OVPAF Strategic Planning Workshop	Participant	OVPAF, VSU	February 15-16, 2017	16
Unified Accounts Code Structure (UACS) Application Course Training Program	Participant	PRCRTC Training Hall	November 4-6, 2014	24
Values Orientation Workshop (VOW)	Participant	FARMI Training Hall, Visca, Baybay, Leyte	June 24 to 26, 1998	24
Team Building Seminar-Workshop for ViSCA Administrative Staff	Participant	FARMI Training Hall, Visca, Baybay, Leyte	Feb. 7 to 8, 1997	16

