



City of Talisay
Cebu

Technical Education &
Skills Development
Authority-Cebu



present this

Certificate of Training to

ROLANDO C. MIAÑA

for having successfully completed the Competency-based Training in

BOOKKEEPING NC III

From August 02, 2024 to October 20, 2024
for a total of 292 training hours

given this 24th day of October 2024
at Talisay City, Cebu, Philippines

C. Enajada
COLEEN O. ENAJADA
Center Administrator

[Signature]
GERALD ANTHONY V. GULLAS JR.
City Mayor, City of Talisay

Certificate No. 24-TCLTAAC-BKPNCH-017

TRAINING COMPETENCIES

I. BASIC COMPETENCIES

- > Lead Workplace Communication
- > Lead Small Teams
- > Develop and practice negotiation skills
- > Solve problems related to work activities
- > Use mathematical concepts and techniques
- > Use relevant technologies

II. COMMON COMPETENCIES

- > Apply Quality Standards
- > Perform Computer Operations
- > Maintain Effective Relationship with clients and costumers
- > Manage own performance

III. CORE COMPETENCIES

- > Journalize Transactions
- > Post Transactions
- > Prepare Trial Balance
- > Prepare Financial Statements
- > Review Internal Control System

Training program on the above competencies
conducted by:

[Signature]
EMEL LOINDES SOCORNO O. AZNAR
Trainer

