

MARLITO G. PALERMO

E-mail: marlitopalermo07@gmail.com

Mobile No.: +09513650704
+09657026533



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

EMPLOYMENT HISTORY

Company : Department of Public Works and High Ways – Leyte 5th District
Engineering Office, Baybay City, Leyte, Philippines
Position : **Administrative Assistant I (Permanent) – Finance Section**
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 5th 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 5th 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 5th 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

- Computer- Literate
- Accurate in dealing with numbers
- Research and development
- Leadership and communication skills
- Basic accounting
- Farming management skill

SOCIAL SKILLS AND COMPETENCIES

- Good leadership and team-leading skills gained from being a leader on most of the school academic activities
- Good communication skills learned from formal schooling and manning our vegetable store in the market

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

- April 27, 2021
Updates on the Revised Chart of Accounts for National Government Agencies
Department of Public Works and High Ways – Leyte 5th 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 5th 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
5th District Engineering Office
09399344308

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

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


MARLITO G. PALERMO
Applicant