

## VIRLY MAE MATEO VAÑO

Address: Concepcion Malitbog, Southern Leyte

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### WORK EXPERIENCE

#### ASSISTANT BOOKKEEPER

March 16, 2023-PRESENT  
Department of Agriculture  
Philippine Carabao Center  
Visayas State University  
ViSCA, Baybay City, Leyte

##### DUTIES:

- Submit required documents and reports to facilitate processing of payment in the milk feeding program.
- Prepares disbursement paid thru check, record issued check and maintain records of various PCC funds to cash books.
- Monitor PCC Trust Funds and Revolving Funds, GAA Fund & PL 480 Fund, and CBIN/CCDP Fund.
- Segregate and compile of monthly disbursed vouchers paid thru check including its supporting documents, into original copy to duplicate and triplicate copy.
- Monitor and maintain reports of unclaimed, stale and cancelled check(s) and generate a report to be submitted to COA Resident Office.
- Assist in routing of documents (e.g. DV, checks, LDDAP-ADA & generated ACIC)
- Perform other task that may be assigned by the immediate supervisor.

#### ADMINISTRATIVE AIDE II

August 13, 2021- June 30, 2022  
Municipal Budget Office  
Local Government Unit- Malitbog  
Malitbog, Southern Leyte

##### DUTIES:

- Assisting the supervisor in preparing the Annual and Supplemental Budget.
- In charge of the Status of Appropriations, Allotments, and Obligation entry and reconciliation.
- Prepare procurement documents such as Project Procurement Management Plan (PPMP), and Supplemental Procurement Plan (SPP).
- Prepare reports (SRE and Statement of Comparison of Budget and Actual Amounts)

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**LABORER**

April 1, 2018-August 12, 2021  
Municipal Budget Office  
Local Government Unit- Malitbog  
Malitbog, Southern Leyte

**DUTIES:**

- Assisting the supervisor in preparing the Annual and Supplemental Budget.
- In charge of the Status of Appropriations, Allotments, and Obligation entry and reconciliation.
- Prepare procurement documents such as Project Procurement Management Plan (PPMP) and Supplemental Procurement Plan (SPP).
- Data Encoding and other tasks assigned by the supervisor.
- Maintaining the cleanliness of the office.

**JOB ORDER**

November 11, 2016-March 31, 2018  
Municipal Planning and Development Coordinator Office  
Local Government Unit- Malitbog  
Malitbog, Southern Leyte

**DUTIES:**

- Maintaining the cleanliness of the office.
- Data Encoding and other tasks assigned by the supervisor.

**GOVERNMENT INTERNSHIP PROGRAM**

May 2, 2016-October 31, 2016  
Local Government Unit- Malitbog  
Malitbog, Southern Leyte

**JOB DESCRIPTION & TASKS:**

- Maintaining the cleanliness of the office.
- Data Encoding and other tasks assigned by the supervisor.

**PSA ENUMERATOR**

August 10, 2015-September 10, 2015  
Philippine Statistic Authority  
Maasin City, Southern Leyte

**DUTIES:**

- Conduct a Population Survey in the assigned barangays

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## EDUCATIONAL BACKGROUND

|                   |  |
|-------------------|--|
| <b>TERTIARY</b>   | <b>Visayas State University (Main Campus)</b><br>Visca, Baybay, City, Leyte<br><b>Bachelor of Science in Agribusiness</b><br>2014-2015 |
| <b>SECONDARY</b>  | <b>Concepcion National High School</b><br>Concepcion, Malitbog, Southern Leyte<br>2010-2011  |
| <b>ELEMENTARY</b> | <b>Malitbog Central School</b><br>Cabul- Anunan, Malitbog, Southern Leyte<br>2006-2007   |

## TRAINING/WORKSHOP ATTENDED

|                             |   |
|-----------------------------|---|
| <b>November 15-18, 2023</b> | 2023 3rd PAGBA Quarterly Seminar and Meeting  |
| <b>May 17-18, 2023</b>      | Risks and Opportunities Assessment (ROA) Training Workshop  |
| <b>May 16-17, 2023</b>      | Awareness Seminar on ISO 9001:2015- Quality Management System   |
| <b>May 15-16, 2023</b>      | Root Cause Analysis (RCA) Training Workshop   |
| <b>February 26-27, 2020</b> | 2020 REGIONAL CONGRESS OF HRMPs   |
| <b>November 18-19, 2019</b> | FY2020 Procurement Preparation with Early Procurement Activities  |
| <b>November 12-15, 2019</b> | CDP+ELA CAPDEV Formulation Training Workshop  |
| <b>September 9-13, 2019</b> | Training for Responders on Basic First Aid, Basic Life Support, and Water Search and Rescue (WASAR)                 |
| <b>January 17-18, 2019</b>  | Writeshop on Preparation of Agency Plantilla of Personnel, Qualification Standards, And System of Ranking Positions |
| <b>October 24-25, 2018</b>  | 2018 Eastern Visayas Human Resource Management Practitioners Excellence Summit                                      |
| <b>January 10, 2018</b>     | Entrepreneurial Development Seminar, And Basic Costing and Pricing on Scented Candle Products                       |
| <b>August 3-4, 2016</b>     | Training on Organic Vegetable Production  |

## CHARACTERISTICS AND SKILLS

- Skilled on Microsoft Office, Excel and PowerPoint
- Dedicated to work
- Can do multi-tasking with minimum supervision
- Honest
- Ability to manage and coordinate assigned tasks
- Willingness to be trained
- Maintain professional relationships with people

## REFERENCES

**CINETTE O. UY**

Municipal Budget Officer-OIC  
Malitbog, Southern Leyte  
Contact No: 0951-802-7708

**ENGR. ALAN L. GO**

San Antonio, Malitbog, Southern Leyte  
Contact No:0928-555-5480

**ENGR. RANIEL R. CABASISI**

Bliss Abgao, Malitbog, Southern Leyte  
Contact No:0970-057-2867

"I hereby declare that all the above information is correct and accurate."

  
VIRLY MAE M. VAÑO  
Applicant