

1152 San Salvador Street
Brgy. San Miguel
Palo, Leyte

Cell # 09458776511
09164068513

Derlina Canayong Valdeo

Objective : To secure a responsible office position with an opportunity for growth.

Experience : November 2014 to Present – **Part-time Bookkeeper**

- Do Companies Report like SSS, BIR, PHIC and PAG-IBIG, Business Permit Licensing and SEC to be submitted to the government.
- Do internal and external Financial Statements.

March, 2011 – **Lupel Marketing Corporation**
October, 2014

Senior Accountant and Assistant to the Comptroller

- Do, Supervise and In-charge for the overall Accounting and Treasury Department.
- Perform other duties as maybe assigned by the Comptroller and Board of Directors.

March, 2008 -- **Philippine Tyrannus International Academy**
September 2010

Accountant

- Do all the tasks regarding Accounting/Payroll Master and help assist the Administrative Officer to do her tasks, also in dealing with the government agencies . Help and assist the students' need.

April 16, 2007 - **Alamo Transport Leasing Services, Inc.**
February 28, 2008 **Rent A Car – Airport Taxi** Parañaque City

Accounting and Treasury Supervisor

- Control ALAS Accounting system (Software)

- Supervise and assist each Accounting Staff with their work in Entering their report in the ALAS accounting system.
- In-charge of the over-all Accounting Division
- Prepare monthly financial Statement and related schedules and analysis required by management.
- Prepares monthly bank reconciliation for various bank accounts.
- Supervise the credit and collection, such as cycle of billings monitoring of Accounts Receivable, collection and other transactions, related to credit and collections.
- Supervise Accounts Payable, such as cycle of Voucher Payable scheduling of projected disbursements, and other transactions related to accounts payable.
- Supervise Audit Staff and Cashiers.
- Conduct internal audit together with the audit staff (operations in the airport, within the office for the overall department).
- Update Tax Exposure such as VAT, W/HOLDING TAX and other BIR Taxes, also with other government agencies, (SSS, PHIC, PAG-IBIG).
- Check Cash Voucher, disbursement Vouchers, Intenal Vouchers by checking all the documents attached and checking the voucher entries.
- Compute confidential semi-monthly payroll.
- Do Corporate Budget for the whole year.
- Perform other duties as maybe assigned by the Managing Director and the Board of Directors.

June 1, 2006 to **Villanueva, Giorla & Associates**
 April 15, 2007 **Accounting Firm**

Quezon City

Auditor/Accountant

- Review and reconstruct the clients past accounting processes.
- Prepare necessary documentation to post and record transactions.
- Recommend on how to further strengthen current audit and control practices.
- Analyze information flow within the corporate structure.
- Recommend information solution approaches.
- Prepare Financial Statements.
- Review and recommend further improvements on your current accounting cycle.
- Prepare audit report.

- Monitored General Accounting cycle leading to the Preparation of the Financial Statements & Exception Reports to the clients.
- Prepare Monthly/Quarterly/annual Mandatory reports for SSS, Phil Health, PAG-IBIG and returns for BIR.
- Assist the clients in meeting government requirements in management advisory services, on taxes and Accounting system and in liason work with BIR in case of audit.

February 2001 - **Chreon Consultants, Inc./**
 April 15, 2006 **Air Katipunan**

Quezon City

Accountant

- Control ALAS Accounting System (Software).
- Supervise and assist each Accounting Staff with their work in entering their report in the Fox-Pro Database/Alas accounting system.
- In-charge of the over-all Accounting Division.
- Prepares monthly Financial Statement and the related schedules and analysis required by management.
- Prepares monthly bank reconciliation for various bank accounts.
- Liase with external auditor on audit requirements and communicate with bank personnel and government regulatory agencies.
- Monitors Daily Cash Position Report (DCPR).
- Perform other duties as maybe assigned from time to time.
- Supervise the credit and collection, such as cycle of billings, monitoring of Accounts Receivable, collection and other transactions, related to credit and collections.
- Supervise Accounts Payable, such as cycle of voucher Payable, scheduling of projected disbursements, filing and other transactions related to accounts payable.
- Update Tax Exposure such as SSS, VAT, W/HOLDING Tax and other reports that must be submitted to various government agencies.
- Check Cash Voucher, Disbursement Vouchers, Journal Vouchers by checking all the documents attached and checking the voucher entries.
- Compute semi-monthly payroll.
- Monitors Cash advances of Officers and Employees.
- Performs other duties as maybe assigned from time to time.

June 1999 to November 2000 **Framers Supplies, Inc.** Quezon City

Accounting Supervisor (Wholesale Trading)

- Payroll Master

- In-charge for the over-all Accounting division
- Prepare daily and monthly sales report and submit the same directly to the President.
- Prepare monthly Financial statement Reports and supporting schedules.
- Attend in the weekly management meeting.
- Control Quick Books and Fox-Pro accounting system (Software).
- Supervise all disbursement by checking its accuracy and veracity of each transaction.
- Update Framers Supplies, Inc. Tax Exposure such as SSS, W/holding Tax, PAG-IBIG and other reports that must be submitted to various government agencies.
- Monitor Cash Advances of Officers & Employees.
- Performs other duties as maybe assigned from time to time.

May 1998 to June 1999 **Fabricare Cleaners City, Inc.**

Quezon City

Bookkeeper (Junior Accountants)

- In-charge for the over-all Accounting division.
- Prepares monthly financial Statement reports and supporting schedules.
- Attend in the monthly financial meeting with the executive of the company.
- Evaluates effectiveness of existing internal control.
- Control Solomon Accounting system (software)
- Monitors Daily Cash Position Report (DCPR)
- Prepares monthly Bank Reconciliation for various Bank Accounts.
- Supervises all disbursements by checking its accuracy and veracity of each transactions.
- Update city cleaners Tax Exposure such as SSS, W/holding Tax, Pag-ibig and other reports that must be submitted to various government agencies.
- Monitors cash advances of Officers and Employees.
- Perform other duties as maybe assigned from time to time.

1993 – 1997 **Platinum Plans Phils., Inc.**

Makati City
(Tacloban Branch)

Secretary/General Cashier – Tacloban City Branch

- Handling all company funds in the Marketing Center (Collection, petty cash fund, revolving fund, checks for release).

- Responsible for the acceptance of all payments whether in cash or in checks.
- Custodian of all accountable & non-accountable forms, supplies and materials.
- Responsible for all disbursements.
- Responsible for the accurate preparation & prompt submission of all regular reports such as Daily Collection and Remittance Report, Licensing Report and Monthly Cashier's Report.
- Responsible for the upkeep/maintenance. Maintenance and safeguarding of all company assets.

April 1992 to Feb 1993 **Unimasters Conglomeration, Inc.** Tacloban City
Accounting Clerk (auto Parts – Sales)

- Receiving and checking the correctness of entries made by the cashier.
- Issuing check to the supplier.
- Maintaining accounts receivable book, cash disbursement book, accounts payable book (includes posting and recording).
- Custodian of all accountable and non-accountable forms, supplies and materials.

June 1988 to March 1992 **Divine Word University** Tacloban City

Office Clerk (Working Student Scholar) - College of Engineering - Dean's Office

- Assistant of the Dean's Secretary
- Evaluator of the Grades of all Engineering Students (ME, EE, ChE, and CE)
- Route all important communications. In the absence of the Secretary if it has work to be done, were the one who do it.
- Assist during enrolment time. Perform other duties at maybe assigned.

Education	1996 – 1998	Asian Development Foundation (School of Business & Management) Masters in Business Administration	Tacloban City March 1998
	1994 – 1995	Divine Word University Masters in Business Administration, 24 units	Tacloban City
	1988 – 1992	Divine Word University Bachelor of Science in Commerce Major in Accounting	Tacloban City

Personal :

Position Desired : Preferably accountant or any position that suits my Qualification.

Date of birth : December 1, 1971

Place of Birth : Tacloban City, Leyte

Age : 52 years old

Sex : Female

Civil status : Married

Citizenship : Filipino

Height : 5'4"

Religion : Roman Catholic

Father's Name : Dalmacio Terencio Canayong
Deceased

Mother's Name : Fortunate Saldaña Canayong
Retired School Teacher

Language : Can speak English, Tagalog, Cebuano and Waray-waray.

Reference :

1. WILSON F. LOAYON 0998 980 1595
Comptroller
No. 6 Diode Street, Light Industry
And Science Park, Cabuyao, Laguna
2. RONALD V. CLAVANO 321-3372
Managing Director/Finance Officer
Alamo Transport Leasing Services, Inc.
Parañaque City
3. NOEL M. VILLANUEVA 435-5293
Certified Public Accountant
Villanueva, Giorla and Associates
One Beatriz Tower
Project 3, Quezon City
4. ARTURO DE SAN MIGUEL (088)8574029
Secretary of the City Counsel (legal)
Municipality of Cagayan de Oro City

I hereby certify that the above information is true and correct to the best of my knowledge and capacity.

A handwritten signature in blue ink, appearing to read "Derlina C. Valdeo". The signature is fluid and cursive, with the first name "Derlina" being more prominent than the last name "Valdeo".

DERLINA C. VALDEO

Applicant