

ROLANDO ANTONIO B. MESIAS

Sitio Tugas I, Brgy. Hilapnitan
Baybay City, Leyte
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MESIAS, ROLANDO ANTONIO B.

CURRICULUM VITAE

OBJECTIVE : Highly motivated, reliable and goal-oriented employee that continue aspiring to improve skills in different field of work, an employee that always prioritize the common goal of the organization.

WORK EXPERIENCE:

DEPARTMENT OF EDUCATION (Baybay City Division Office)

November 9, 2020 – Present Administrative Officer II

Job Specification:

- **Personnel Administration**
Initial evaluation & selection of prospective applicants for teaching position
Check the completeness and authenticity of documents submitted by the applicants for promotion & for deployment of personnel, Process application for ERF , Monitor updates 201 files of personnel, Prepare monthly FORM 7 of personnel, Consolidate & monitor DTR , Process and consolidate applied FORM 6, Facilitate request of personnel
- **Property Custodianship**
Monitor procurement of supplies & materials of the school, Checked storage keeping of Learning materials, Assist in conducting inventory of Learning materials, Consolidate inventory of Learning Materials
- **Financial Management**
Process MOOE Liquidation of the school, Prepare Purchase & Job Order, Request for Quotation, Abstract of Canvass, Purchase Order, Acceptance & Inspection Report, Vouchers, Cash Disbursement Report, Liquidation Report, Check Issued Report, General Ledger, Bank Reconciliation
- **General Administrative**
Assist in the preparation of Annual & School Implementation Program, Submit Reports of the District, Assist activities of the District, Other matters.

DEPARTMENT OF EDUCATION (Baybay City Division Office)

June 24, 2019 – November 8, 2020 Administrative Assistant III (Senior Bookkeeper)

Job Specification:

- Record and submit school’s MOOE liquidation report
- Certify the completeness of attachment on school MOOE report
- Issue MOOE liquidation certification for the correctness of documents

- Prepare ledger account per school's MOOE
- Provide technical assistance regarding school MOOE disbursement
- Other task

DEPARTMENT OF EDUCATION (Baybay City Division Office)

October 30, 2017 – June 23, 2019 Administrative Assistant II (Disbursing Officer)

Job Specification:

- Administrative support
 - Encode & Reproduce school-related documents
 - Consolidate MTPA's of the School Head
- Records Management
 - Received, route and track documents the compiled communication to appropriate person
 - Systematized filing of school documents
 - Prepare liquidation reports
 - Prepare templates of canvass, purchase request and order
 - Prepare Inspection reports
 - Approved Cash Disbursement voucher
- Technical Assistance
 - Responding visitor's concern
 - Process requested form 137
 - Prepare travel order of Teacher's
- Other task and Assignments

QUEDAN AND RURAL CREDIT GUARANTEE CORPORATION

September 16, 2004 – June 30, 2012

Regional Accountant

Job Specification:

- Acts as Supervisor/Unit Head of the Administrative and Finance Services Group;
- Checks correctness/completeness of the Disbursement Vouchers;
- Signs Box B of Disbursement Vouchers;
- Prepares the Income Statement, Balance Sheet and Other Financial Reports;
- Prepares Bank Reconciliation;
- Certifies Correctness of all Financial Reports; and
- Reconcile adjustments in books
- Performs other duties that may be assigned from time to time.
- Conducts cash counts to cashiers

Administrative Officer

Job Specification:

- Maintains safeguards, prepares employees' employment records/files of employee;
- Prepares monthly payroll with pre-audit of time cards;
- Monitors/processes/posts/types leave credit balances on the Application of Leave for Absence and leave card of employee
- Acts as canvasser/purchaser

- Undertakes the distribution, safekeeping and inventory of QUEDANCOR properties within the Region and District Offices;
- Acts as dispatcher/custodian;
- Monitors the medicine availability of each officer/employee;
- Performs other duties on administrative concerns that may be assigned from time to time.

Account Analyst

Job Specification:

- Prepares adjustment/error made in recording of books;
- Prepares Bank Reconcile on different bank account;
- Reconcile negative balances recorded in the books;
- Perform other duties that may be assigned from time to time

District Accountant

Job Specification:

- Prepares Books of Original Entry (monthly)
- Prepares Books of Final Entry (monthly)
- Prepares Financial Statements
- Signs Box B of Disbursement Voucher – which certifies that Funds are available for such disbursements, expenditure properly certified, supported by documents, account codes are proper, and previous Cash Advance liquidated/accounted for
- Monitors Funds on Three (3) Bank Accounts namely; Collection Fund, Loan Fund, Corporate Operating Fund. (daily)
- Prepares Bank Reconciliation Statements on each of the mentioned Accounts (monthly)
- Prepares Subsidiary Schedules on some Accounts that needs Internal Control (monthly)
- Prepares Schedule of Payables (monthly)
- Prepares Weekly Collection Report (per Voucher) – (weekly)
- Processes Death Claims (as required)
- Processes Insurance Premium Remittances for Loan Releases (monthly)
- Closely Monitors and complies on Mandatory Remittances for Region & CO (weekly)
- Chairman of the District Credit & Guarantee Committee (DCGC) which approves and disapproves Loan applications
- Makes Schedule of BIR Remittances (monthly)
- Conducts Surprise Cash Count to the Cashier at least twice a month.
- Prepares Monthly Observation Report (Audit Report) to be submitted to RAVP (monthly)
- Prepares Statement on Report of Disposition of Funds (SRDF) (monthly)
- Other reports as mandated by the District Supervisor or RAVP

Operation Officer I (Loan Management Group)

Job Specification:

- Conducts program promotion/training/seminar;
- Conducts pre-evaluation of loan applications/projects and assist borrowers in complying with the loan requirements;
- Verifies and authenticates submitted loan documents/requirements;
- Prepares loan vouchers, Loan Proposal Memo/Guarantee Proposal Memo (LPM/GPM) and related documents;
- Prepares loan amortization schedule in four (4) copies before release of loan;
- Monitors renewal of insurance by concerned borrower and requires them to issue Post Dated Checks (PDC's) for premium payment of renewal of insurance sixty (60) days before anniversary of the loan;

- Performs other duties that may be assigned/require from time to time.

Operation Officer I (Credit Assessment Group)

Job Specification:

- Conducts loan/project evaluation, financial analysis, background/credit investigation and appraisal of collateral;
- Prepares reports on BI/CI, credit evaluation, appraisal, etc.
- Endorses/recommends loan accounts to DCGC/DS;
- Performs other duties that may be assigned/require from time to time.

Accounting Clerk II

Job Specification:

- Processes the disbursement vouchers;
- Journalizes the transaction of a disbursement vouchers/payrolls by indicating the correct entry using the prescribed chart of accounts;
- Prepares and maintains subsidiary ledgers of all nominal and real accounts;
- Prepares Statement of Remittance and Disposition Funds (SRDF);
- Prepares individual Loan Ledgers (Index Cards);
- Prepares borrower’s statement of accounts (SOA);
- Performs other duties that may be assigned/require from time to time.

ELIGIBILITY:

Career Service Professional

81.08%

February 27, 2002

Candahug, Palo, Leyte

SEMINARS ATTANDED:

- Accounting for Non-Accountants
- Capability Building of Administrative Assistants and Officers on Personnel Actions
- 1st Quarter Convergence Meeting of Regional, School, Division Offices and Implementing Units Administrative Officials
- Virtual Conference on Inspections and Acceptance Protocols for the Procurement of Goods in the Department of Education:
- Seminar on Republic Act No. 9184 and Its Revised Implementing Rules and Regulations

EDUCATION:

Graduates Studies:

July 2019 – June 11, 2021	College of Maasin Tunga-tunga, Maasin City
❖	Masters of Public Administration
June 2019 – October 2019	Saint Michael College Hindang, Leyte
❖	Units in Secondary Education

College

1998 - 2001 - Saint Paul's School of Professionals
Pawing Palo, Leyte
♣ Bachelor of Science in Accountancy

Secondary

1989 - 1993 - Manila High School
Intramuros, Manila

Elementary

1982 - 1988 - Tanauan I Central School
Tanauan, Leyte

REFERENCES:

VIRGILIO B. DAGORO

School Head
Makinhas National High School
Makinhas, Baybay City, Leyte

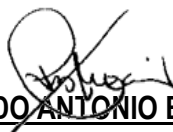
EFREN G. CUASITO

Principal III
Bunga Elementary School
Bunga, Baybay City, Leyte

ATTY. TARCISIO Z. LABITAD

PAO Lawyer
Public Attorney's Office
Regional Office VIII

I hereby certify that all information accomplished by me is true and correct to the best of my knowledge.



ROLANDO ANTONIO B. MESIAS
Applicant