

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: October 2022 – Present
- Position: eSRE Focal Person (JO)
- Name of Office/Unit: Municipal Treasurer’s Office
- Immediate Supervisor: Ronnie A. Agus, Municipal Treasurer – LGU Mercedes
- Name of Agency/Organization and Location: LGU Mercedes, Pob. 01, Mercedes, Eastern Samar
- List of Accomplishments and Contributions (if any):
 - Wrote and sent letters, notices & other communication to delinquent taxpayers of RPT and Business Tax to increase collection and meet desired targets, in accordance with LTOM DOF-BLGF Issued and R.A. 7160 of 1991.
 - Adjusted various accounts in Statements of Receipts and Expenditures per instructions from Provincial and Regional eSRE Focal Persons.
- Summary of Actual Duties:
 - Preparation of electronic Statement of Receipts and Expenditures (eSRE) report through local host portal.
 - Submission of electronic Statement of Receipts and Expenditures (eSRE) report to DOF-BLGF central.
 - Assist on the electronic Remittance/Online payment of Philhealth and Pag-Ibig contribution.
 - Write and prepare letters, notices & other office communication papers.
 - Encode and prepare Abstract of General Collection, Abstract RPT Collection, Abstract Trust Fund Collection, Consolidated Report of Accountability for Accountable Forms, and Form 60.
 - Generate and submit Bank Statement to Accounting Office for accounts ending 64 (GF), 72 (SEF), 80 (TF) and 50 (STF) thru landbank viewing access.
 - Perform other related task assigned by the direct supervisor.


RONNIE S. AGUS JR., CPA
Applicant

Date: November 30, 2023