

MARIAN M. CASTRO

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Baybay City, Leyte
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Phone: 09175208740



OBJECTIVE

A highly motivated professional who would like to seek a position where extensive expertise will be further developed and utilized.

ACHIEVEMENT

Career Service Eligibility – Professional (October 26, 2014)

PROFESSIONAL EXPERIENCES

Administrative Officer II

Department of Education – Baybay City Division

November 9, 2020 – Present

- Responsible in the preparation of school monthly MOOE liquidation
- Preparation of District Monthly Payroll (Form7) 2 districts
- Responsible for the monthly segregation of Baybay City Division teachers/employees monthly payslips
- In-charge in the consolidation of district reports
- Personnel administration under the districts assigned
- Provides assistance to Schools/School Heads under the districts assigned as the need arises

Administrative Assistant III

Department of Education – Baybay City Division

October 30, 2017 – November 8, 2020

- Responsible in the preparation of school monthly MOOE liquidation
- Preparation of District Monthly Payroll (Form 7)
- In-charge of the procurement process of the schools assigned
- Prepares supplies and materials for issuance to the teachers
- Provides assistance to schools assigned as the need arises

Administrative Assistant II

Department of Education – Baybay City Division

July 25, 2016 - October 29, 2017

- Responsible in the preparation of school monthly MOOE liquidation
 - Performing administrative tasks e.g., consolidation of monthly and quarterly school reports
 - Responsible for the canvass, purchase and issuance of school monthly procured supplies
 - Preparation of school monthly payroll
 - Responds to queries and performs other related functions
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PROFESSIONAL EXPERIENCES***Administrative Aide III (Job Order Clerk)*****Department of Public Works and Highways (Leyte 5th District)**

April 1, 2016 – July 24, 2016

- Obligates various transactions into the government accounting system MYOB
- Responsible for the Project Cost (MOOE) Maintenance and Other Operating Expenses and Project Cost of the District Engineer and other budgetary personnel

Accounting Assistant**Fiber's Trading Inc./Tag Fibers Inc.**

November 21, 2011 – February 28, 2016

- Responsible in the preparation of operational budget plan and monitor cash flows
- Prepares daily cash position report, weekly funding request and suppliers cash advances
- Coordinate with branch manager and warehouse supervisor regarding daily operations report
- Audit of Buying Stations. Closely monitors the operations and ensures that cash and purchases are properly handled and accounted
- Handles payment to suppliers and other payables and checking of cash advances liquidation eg: workers, drivers, the proper attachments and amount incurred per travel
- Maintain good business relationships with customers and suppliers

Accounts Receivable Clerk**DH Global Marketing Inc.**

November 19, 2010 – October 31, 2011

- Responsible in handling receivables and vouchers
- Handling cash and cash related transactions
- Record information, figures and data using source documents
- Filed documents
- Checking prices of delivery receipts
- Perform other duties as assigned and as needed

Sales Clerk**Greenhills Shopping Center**

January 10, 2003 – May 10, 2005

- Entertained customers
- Receive payments

Senior Cashier**Golden Bee Food House**

January 10, 2003 – May 10, 2005

- Entertained customers and received payments
- Responsible in store petty cash fund

EDUCATION

Master in Public Administration (CAR)	College of Maasin	2019 – 2021
BSC Major in Management	FCIC, Baybay Leyte	2005 – 2008
AB Political Science	University of Makati	2001 – 2002
Secondary	Notre Dame of Abuyog Leyte	1996 – 2000

CHARACTER REFERENCES**Marilou M. Soria, PhD.**

Principal III
DepEd Baybay City Division

Leslie M. Arbiol

Principal IV
DepEd Baybay City Division

Doris F. Gloria

Principal II
DepEd Baybay City Division
09285021990

Julius Cesar L. DelaCerna

HRMO
DepEd Baybay City Division

I hereby certify that all the information(s) given above are true and correct to the best of my knowledge.

**Marian M. Castro**

Applicant