



Celso F. Sacro

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EMPLOYMENT

Administrative Aide VI

Cash Office, Visayas State University
November 18, 2019 – At present

Job Description for Admin. Aide IV and Admin. Aide VI

1. Payments
 - a. Receives and receipts all income of the university (by fund) being designated as the Assistant/Special collecting officer and OIC-collecting officer of the university.
 - b. Deposits daily collections intact to our depository bank (by fund) on the following banking day.
 - c. Priorities senior citizen/PWD and pregnant women in paying school fees and other services. Does other related jobs as mandated by the supervisor.
 - d. Request Bank Statement to the depository bank for verification of fund releases from other agencies and deposited payments from students and clients.
2. Monitoring
 - a. Post collections and deposits to the cash book by fund
 - b. Monitors and prints transaction slips and deposit slips emailed/sent by clients and students online through the cash office official email accounts.
 - c. Summarize and reconcile payment transactions through remittance agencies like Palawan pawnshop, etc.
 - d. Keeps the Cash Book updated.
 - e. Maintain the back-up files of the office through the created university server.

Administrative Aide III

Cash Office, Visayas State University

June 1, 2012 – November 17, 2019

Job Description:

1. Assess Student Fees
2. Re-assess fees for encoded adding/dropping of subject
3. Generate assessment slips
4. Validate assessment/examination permit
5. Prepares list of students enrolled
6. Prepares list of students without examination Permit
7. Checks & countersign clearances
8. Encodes dorm fee, requested subject & other related school fees
9. Prepares quarterly report for account receivables for all college students
10. Prepares student scholarship billing to other agencies

Administrative Aide III

Accounting & Finance Office, Visayas State University

March 1, 2002 – May 31, 2012

Job Description:

1. Prepares monthly remittances to different government & private agencies.
2. Prepares Tax Remittance Advice (TRA) for submission to BIR, Baybay City, Leyte
3. Submit monthly remittance of withholding tax to Bureau of Internal Revenue
4. Encode GSIS Contribution & Loans to ERM Database for submission to GSIS, Tacloban
5. Encode PAG-IBIG Contribution & Loans to Database for submission to PAG-IBIG, Tacloban.

Administrative Aide III

Accounting & Finance Office, Visayas State University

December 1, 1999 – February 28, 2002

1. Receives documents from other offices and department.
2. Records all documents received to their respective funds.

SEMINARS & TRAININGS ATTENDED

- ISO 9001:2015 Awareness/Re-awareness Seminar – August 30-31, 2022
Visayas State University
- Typhoon Awareness & Calamity Readiness - June 29, 2022
Visayas State University
- Know Your Money and Counterfeit Detection, 6-hour webinar– February 26, 2021
Visayas State University
- Frontline and customer Services – September 24-27, 2019
Harbor Lights Hotel, Cagayan de Oro City
- Target Setting Workshop – August 20-21, 2018
Visayas State University

EDUCATION

Tertiary	Graduated, Bachelor of Science in Commerce, Major in Accounting Franciscan College of Immaculate Conception Academic Year: 1989-1993
Vocational Trade course	Graduated, Associate in Computer Science Franciscan College of Immaculate Conception Academic Year: 1984-1996
Secondary	Graduated, High School Baybay High School Academic Year: 1985-1989

SKILLS

- Computer literate in MS Office operation (MS Word, MS Powerpoint, MS Excel and MS Publisher)
- Adobe Photoshop
- Computer Troubleshooting, Reformat, Software Installation

ELIGIBILITY

- Passed the Civil Service Sub-Professional Exam with the rating of 80.85 %. April 1, 2011
Maasin City

PERSONAL DATA

- Born on May 28, 1972, Filipino, Roman Catholic member, married with 2 children.

CHARACTER REFERENCES**Ms. QUEEN-EVER Y. ATUPAN**

Office of the Head of Cash
Visayas State University

Ms. LOUELLA C. AMPAC

Office of the Director of Finance
Visayas State University

RAQUEL H. DOHILING

Office of the Vice President for Administration
and Finance
Visayas State University

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


CELSO F. SACRO
Admin. Aide VI