

ALICIA MUAÑA FLORES

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SUMMARY OF QUALIFICATIONS

- More than ten (10) years' experience in bookkeeping in **private** establishments both sole proprietorship and corporation.
- More than ten years' experience in various field of accounting.
- Manages the operation of three (3) Income Generating Projects for more than Five (5) years including the supervision of sixteen (16) personnel/workers
- Flexible in responding to constantly changing assignments
- Enthusiastic and willing to assume bigger responsibility
- Able to coordinate multiple projects and meet deadlines under pressure
- Willingness to learn and adapt to new things for personal and professional growth

EDUCATIONAL BACKGROUND

1. GRADUATE STUDIES- Earned 36 units (2000-2002)-

Master of Arts in Education
Major in Public Administration
Western Leyte College
Ormoc City

2. TERTIARY LEVEL (1987-1991)

Bachelor of Science in Commerce
Major in Accounting
Franciscan College of Immaculate Conception
Baybay, Leyte

3. SECONDARY LEVEL (1981-1985)

ViSCA Experimental Rural High School (ERHS)
Visca, Baybay, Leyte

4. ELEMENTARY LEVEL (1975-1981)

Guadalupe Community School
Guadalupe, Baybay, Leyte

EMPLOYMENT HISTORY

Administrative Officer II/Designated head Supply and Property Management Office (SPMO)- Visayas State University (December 1, 2020 to Present)

- Directly supervises the operation of Supply and Property Management Office
- Introduce innovations for effective and efficient supply and property management services
- Revisits policies on the management and custody of VSU properties
- Signs official documents
- Evaluates performance of external providers of goods.
- Assist the VSU Disposal Committee as member in the conduct of public auction of unserviceable properties
- Implements and enforces COA rules and regulations and effective Internal Control

Administrative Officer II/Designated head Supply and Property Management Office (SPMO)- Visayas State University (July 1, 2020 to November 30, 2020)

Administrative Officer II/Designated head Supply Procurement and Property Management Office (SPPMO)- Visayas State University (February 2015 to June 2020)

- Supervises, evaluates performance of staff of Supply Procurement and Property Management Office (SPPMO)
- Check, review, and sign administrative and financial documents
- Prepares reports for submission to COA, ODF and OVPAF

Administrative Officer-Visayas State University- OVPAF (Aug.2009-January 2015)

- Supervises the staff under OVPAF
- Check and countersigns administrative, financial and other related documents for signature of VPAF.
- Prepares answer to official communications received by OVPAF
- Records and monitors the status and financial transactions of infrastructure projects under the supervision of OVPAF
- Prepares Memoranda and circulars issued by OVPAF
- Attends important meetings of VPAF
- Records minutes of meetings
- Prepares and monitors the working appointments of VPAF

Project Manager- Income Generating Projects:

VSU Spring Water (2009-2015);

VSU Computer Center (2009-2015)

VSU Apartelle and Core Value Cottages (2012 –March 2016)

- Oversee overall operation of the projects
- Supervises 16 Workers
- Checks supplies needed for daily operation
- Prepares Monthly Financial Statements

- Prepares and presents Accomplishments and Plans & Programs of the projects during the Project Review

Secretariat Member- BIDS AND AWARDS COMMITTEE (BAC) (2010 to 2014)

Head, BAC Secretariat (Feb 1, 2015 to March 30, 2019)

- Records minutes of BAC Meetings, Pre-Procurement Conference, Pre-Bid Conference and Bid Opening
- Post Advertisement to Newspaper of general circulation nationwide
- Assists the BAC Chairman in the preparation of Bidding documents
- Prepares BAC Resolution.

Secretariat- VSU Disposal Committee (2012 to 2014)

- Prepares Notice of Meeting
- Records minutes of meetings
- Arranges schedules of meetings
- Facilitates publication of Unserviceable properties for Public Auction
- Prepares Abstract of Proposals, Notice of Award
- Prepares VDC Resolution
- Computes Appraisal Value of properties for public auction.

Member-VSU Disposal Committee (2015 to present)

Administrative Aide III - Leyte State University- Accounting Office (2000-2009)

- Prepares Cash Disbursement Journal
- Prepares Journal Entry Voucher
- Maintains subsidiary ledgers of four Ched Supervise Institutions (External Campuses)
- Consolidate all Cash Disbursement Journal and make a Summary of Account due to Officers and Employees.

Clerk I-Visayas State College of Agriculture-SPMO (1996-2000)

- Prepares general voucher and other supporting documents of all college payables
- Maintains subsidiary ledger of suppliers
- Facilitates processing of payment to suppliers
- Answer queries from suppliers and end-users

Manager/Bookkeeper-Baybay Forest Products Inc. (January 1993- June 1996)

- Manages overall operation and supervises personnel and workers
- Prepares Financial Statement (Monthly, Quarterly & Annually)
- Monitors daily cash flow
- Monitor stock levels and perform inventory reconciliations

- Represents the company as bidder/supplier in public bidding of different government agencies

Bookkeeper- Baybay Forest Products, Inc. (November1991-December1992)

- Prepares Financial Statement (Monthly, Quarterly & Annually)
- Maintains subsidiary and general ledger
- Maintains daily cash flow
- Prepares Bank reconciliation
- Monitor stock levels and perform inventory reconciliations
- Prepares Monthly Percentage Tax Return
- Prepares Quarterly and Annual Income Tax Return
- Perform other related duties as directed

Accounting Clerk- Wood Builders & Innovators, Inc. (July 1991-November1991)

- Post all creditors/suppliers Invoices into the financial system
- Update all creditors/suppliers transactions
- Prepares payments to creditors/suppliers
- Received debtors/customers Invoices for payment processing
- Maintains supplier's ledger of accounts.
- Prepares payroll and pay slips of employees

Accounting Clerk- Baybay Forest Products, Inc. (April 1991 to July 1991)

- Checks and verifies Production Report
- Maintains supplies ledger card
- Prepares payroll and pay slips of employees

Additional Employment History

Part time Bookkeeper- to various private business establishments

- Prepares Financial Statements, monthly, quarterly and Annual
- Prepares Monthly Percentage Tax Return
- Prepares Quarterly and Annual Income Tax Return

Bookkeeper- Administrative Personnel Association-ADPA (2008-2011)

- Maintains Cash Receipt Journal (CRJ) and Cash Disbursement Journal (CDJ)
- Prepares Financial Statements
- Prepares financial documents like Disbursement Vouchers and withdrawal slip
- Maintains Cash Flow

SEMINARS, WORKSHOP & TRAININGS ATTENDED/PARTICIPATED

Seminars/Trainings	Nature of Participation	Place	Date	No. of Hrs.
Awareness/Re-awareness Webinar on ISO 9001:2015	Participant	VSU, Baybay City, Leyte	Sept. 13, 2021	4
WEBINAR FOUNDATION COURSE ON INFORMATION SECURITY MANAGEMENT SYSTEM (ISMS)	Participant	Technical AGF CONSULTING GROUP	Sept 14, 2020	8
Seminar on the Revised Implementing Rules and Regulations (IRR) of the Republic Act 9184	Participant	Technical GPPB TSO Recognized Trainer VSU, Baybay City, Leyte	March 20 to 22, 2019	24
Seminar Workshop on Procurement: Rationalizing the Process and Impact to SUCs	Participant	Technical PASUC-Phil. Association of State Universities and Colleges-Quezon City	March 5-7, 2019	24
AGAP-Convention Seminar "Maginhawa, Matatag at Panatag na Buhay; Ambisyon Nating Tunay"	Participant	Technical AGAP-Association of Government Accountants of the Philippines, Inc Ilo-ilo City	Oct 17-20, 2018	32
Seminar on Property and Supply management System	Participant	Technical Commission On Audit Region VIII, Palo, Leyte	Sept 4-7, 2018	32
Seminar -Workshop on Coaching for Effective Performance	Participant	VSU, Baybay City, Leyte	Feb 22-23, 2018	16
Seminar on the Preparation of Project Procurement Management Plan and Annual Procurement Plan	Participant	Technical SCCE Training Center, Cebu City	Nov 14-17, 2017	32
Seminar/Workshop on the PHILIPPINE BIDDING DOCUMENT	Participant	Technical Association of Government	June 28 to 30, 2017	24

		Internal Auditors, Inc. (AGIA), Malate, Manila		
Training Workshop on the 2016 Revised IRR of Republic Act No. 9184	Participant	Technical Government Procurement Policy Board-Technical Support Office (GPPB-TSO), Cebu City	May 17 to 19, 2017	24
ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	Participant	VSU, Baybay City, Leyte	March 2-3, 2017	16
Seminar-Workshop on 5S & Records Management	Participant	VSU, Baybay City, Leyte	Feb 18, 2017	8
OVPAF Strategic Planning Workshop	Participant	VSU, Baybay City, Leyte	Feb 15-26, 2017	16
Full Awareness Training Course ISO 9001:2015	Participant	VSU, Baybay City, Leyte	Jan 26-27, 2017	16
Appraisal and Disposal of Government Properties	Participant	COA XI, Davao City	June 7-9, 2016	24
Training on RA 9184 or Government Procurement Reform Act (GPRA) with updates on APCPI and OPPCIS	Participant	Madapo Hill, Davao City	April 11-12, 2016	16
Change Management Workshop	participant	CSC Tacloban City	Sept 22-24, 2015	24
ISO 9001:2008 Quality Management Systems Documentation Course	participant	Makati City	August 17-18, 2015	16
ISO 9001:2008 Quality Management Systems Internal Audit Course	participant	Makati City	August 19-20, 2015	16
Planning-Workshop on the preparation & processing of documents relative to procurement	Resource person	OVPAF Conference Room, VSU, Visca, Baybay, Leyte	May 27, 2015	4
Training Program- Unified Accounts Code Structure (UACS) Application	Participant	PhilRootcrops Training Hall, VSU, Baybay City, Leyte	Nov. 4 to 6, 2014	24

Philippine Government Electronic Procurement System (PhilGEPS) v1.1 Training for Buyers	Participant	Shaw Blvd., Mandaluyong City	September 3-4, 2014	16
GACPA: "Sustaining Public Trust through Accountability, Credibility and Transparency" with the following topics: 1. Updates on Public Financial Management (PFM) Reforms 2. Disaster Risk Reduction Management: Facing the Challenges of Climate Change 3. Enhancing the Values & Spirituality of the Public Servant: Key to Improve Public Service 4. Financial Management and Accountability for Sustainable Local Governance 5. The PPSAS & the Revised Chart of Accounts: Tools to Enhance Accountability & Transparency in Financial Reporting Harmonized with IPSAS	Participant	Puerto Princesa City, Palawan	May 21-24, 2014	32
ICT Resource Acquisition Seminar (Project terms of Reference)	Participant	National Computer Institute, Carlos P. Garcia Avenue, Diliman Q.C.	July 29 to Aug. 2, 2013	40
Full Length Training on RA 9184 and its Revised IRR	Participant	Campetic Palo, Leyte	July 22 to 24, 2013	24
AGAP: "Accounting, Budgeting and Calculating Risks: Factors which Government Must Deal With"	Participant	Lahug Cebu City	Oct. 24 to 27, 2012	32
Personality Development Seminar for Front liners	Participant	Visca, Baybay, Leyte	Sept. 20, 2012	8

Philippine Government Electronic Procurement System (PhilGEPS) v1.1 Training for Buyers	Participant	Station Recto Internet Café, Manila	April 14-15, 2011	16
Annual VSU IGP and STF PROJECTS REVIEW	Presentor	CCE Building VSU, Visca, Baybay, Leyte	February 28 to March 2, 2011	24
Training on RA 9184 and its Revised IRR (Modules I, II and V	Participant	VSU, Baybay, Leyte	July 29, 2010	8
Seminar Workshop: “Building on the Dream: Creating a Culture of Accountability”	Participant	Balyuan Convention Center, Tacloban City	May 6 to 8, 2009	24
PMS-OPES Workshop	Participant	Sabin Resort Hotel, Ormoc City	July 26, 2008	8
Team Building Workshop of Staff Involved in the Preparation and Processing of Documents Relative to Procurement	Participant	CCE, Visca, Baybay, Leyte	June 26 to 27, 2001	16
Seminar on Leadership	Participant	Pongos Hotel, Ormoc City	October 14, 2000	8
Seminar on Educational Leadership particularly on Personnel Selection and Effective Interviewing	Participant	Education Dept. W.L.C. Ormoc City, Leyte	Sept. 23, 2000	8
Seminar-Workshop on Performance Evaluation (PES)	Participant	Convention Center, ViSCA, Baybay, Leyte	May 3 to 4, 2000	16
Planning-Workshop on Accounting Updates and Procedures	Participant	FARMI Training Room, Visca, Baybay, Leyte	June 24 to 25, 1999	16
Planning- Workshop on Improving the Efficiency in the Processing of Documents Involving Purchase of Supplies and Materials	Participant	HRMDO Training Room, Visca, Baybay, Leyte	May 18, 1999	8
Seminar-Workshop on CSC Law and Rules, and VISCA 's Policies	Participant	Visca, Baybay, Leyte	January 7, 1999	8
Seminar on New Withholding Tax Laws	Participant	STP building, Ormoc City	Sept. 17, 1998	8

and Regulations (RR 2-98 & RR 3-98)				
Values Orientation Workshop (VOW)	Participant	FARMI Training Hall, Visca, Baybay, Leyte	June 24 to 26, 1998	24
Performance Target Setting/Evaluation and Team Values Integration Seminar	Participant	Visca Office Lahug Cebu City	April 5, 1997	8
Team Building Seminar-Workshop for ViSCA Administrative Staff	Participant	FARMI Training Hall, Visca, Baybay, Leyte	Feb. 7 to 8, 19997	16

