

ATTY. MARY JANE FERNANDEZ DIAGRO-GERONIMO, CPA

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Work Experiences

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

February 6, 2017 - Present

Golden Shell Pavilion corner Roxas Boulevard and Buendia St.,

Pasay City, Philippines

Accountant II

Job Description

- I. Reviews the transactions of the office to check compliance with the provisions of Republic Act 9184, COA Circular 2012-001 and depending on the type of transaction, other relevant issuances, memorandum circulars and guidelines
 - Checks the propriety of the transaction and checks whether the relevant laws, issuances, memorandum circulars and guidelines were complied with. This includes discussion with the Division head when I resolve that a certain transaction's compliance with mandatory laws and guidelines is lacking or defective. We will then look into the risks involved and decide on the next steps.
 - Ensures that the documentary requirements are complete and proper as to form
- II. Computes withholding taxes
- III. Performs tasks in compliance with Commission on Audit (COA) Findings
- IV. Prepares the Inventory Subsidiary Ledgers and its related Journal Entry Voucher

CITY GOVERNMENT OF MAKATI

July 1, 2015 – September 30, 2016

4th Floor, Building I, Makati City Hall

Makati City, Philippines

Accountant II

Job Description:

- I. Handles the recording of the transactions under the Special Education Fund of the City Government of Makati;
 - Prepares the Check Disbursement Journal of the Special Education Fund,
 - Prepares the monthly Cash Disbursement Journal of the Special Education Fund,
 - Prepares the monthly Cash Receipts Journal of the Special Education Fund,
 - Prepares the monthly Trial Balance of the Special Education Fund,
 - Prepares the Cash Flow Statement of the Special Education Fund,
 - Maintains the various Schedules of Accounts under the Special Education Fund,
 - Maintains the various Subsidiary Ledgers under the Special Education Fund,
- II. Prepares certificates requested by the other departments or employees of the City from time to time

PITC PHARMA, INC.

October 3, 2012- June 30, 2014

2nd Floor NDC Building, 116 Tordesillas Street, Salcedo Village

Makati City Philippines

Accountant III

Job Description:

- I. Prepares the Financial Statements
- II. Prepares the general ledger of the company and makes sure that financial statements are generated on a timely basis;
 - records accounting data from sub ledgers: vouchers payable, cash disbursements, sales and cash receipts journal
 - records monthly and yearly accruals
- III. Does the costing (weighted-average method) of the merchandise procured by the company and records the costs in the books;
- IV. Prepares the monthly and quarterly VAT Returns;
- V. Prepares the quarterly and annual Income Tax Returns;
- VI. Prepares the bank reconciliation report on a monthly basis;
- VII. Prepares the cash flow report on a monthly basis.

BUKAS PALAD FOUNDATION, INC. – WORK OF MARY (FOCOLARE MOVEMENT)

January 6, 2012- June 30, 2012

Mariapolis Peace, Ligaya Drive

Tagaytay City 4120 Philippines

Focolarina Aspirant (Extern) and Accountant

Job Description:

- I. Maintains the receipts and disbursements records of the foundation;
- II. Monitors the deposits received by the foundation from the sponsors for the expenditures of the foundation's scholars;
- III. Teaches the students/scholars of the foundation English, Science and Math topics;
- IV. Assists in the many programs of the foundation (feeding, accommodating foreign sponsors, social activities, etc.);
- V. Does tasks that may be assigned from time to time.

REYES TACANDONG & Co.

July 5, 2010- November 25, 2011

PHINMA Plaza, 39 Plaza Drive, Rockwell Center

Makati City 1200 Philippines

Audit Associate Staff

Job Description:

- I. Assists in due diligence engagement- work includes analyzing the financial status of one company to ascertain whether the planned activities involving expansion or contraction of another company's operations or changes in its asset or financial (ownership) structure is recommended;
- II. Handles and assists audit accounts of supermarkets, rural bank, and importer & distributor companies. Duties include the following:
 - renders audit and assurance services on assigned accounts - audit services include interim audit, external audit, internal audit and compliance with government reportorial requirements like BIR, SEC, etc.,
 - conducts appropriate research on accounting and auditing standards that affect the audit and assurance practice of the firm; researches on relevant legislations affecting accountancy practice and / or affecting clients; conducts specific industry studies on assigned accounts,
 - assists in the planning and scope of assigned audit engagements which includes the establishment of the overall audit strategy and the preparation of audit program,
 - performs and completes the audit in accordance with the established audit program, audit strategy and the applicable auditing standards,
 - complies and completes all engagement working papers within 45 days after release of financial statements or engagement deliverables,
 - does online research to assist client partners in gathering data about a target client/current client,
 - collates pre-work submitted by clients and encodes important output,
- III. Assists in litigation support engagement- work includes analyzing the status of the litigation the company is involved, deciding on the procedures to be done (financial aspects) and executing them in order to come up with a strong documentation;
- IV. Performs inventory counting in the varied audit clients of the firm;
- V. Conducts special engagements that are of internal auditing in nature.

Professional Qualification

- **Attorney**
Roll # 85439
- **Certified Public Accountant**
License # 0132398

Skills and Knowledge

Application Software: Microsoft Office Applications such as Word, Excel, PowerPoint and Outlook.

Skills: Effective verbal and communication skills.

Effective personal and interpersonal skills

Ability to learn quickly

Personal Information

Date of Birth: 19 October 1987

Place of Birth: Tacloban City, Philippines

Civil Status: Married

Sex: Female

Educational Background

Bachelor of Laws

- **Arellano University School of Law**

Taft Avenue Corner Menlo St. Pasay City, Philippines

A Graduate of Batch 2020

AY 2016-2017 (2nd semester); AY 2017-2018; AY 2018-2019; AY 2019-2020

- **San Beda College of Law**

638 Mendiola Street, San Miguel, Manila, Metro Manila

AY 2014-2015; AY 2015-2016; AY 2016-2017 (1st semester)

Bachelor of Science in Accountancy

University of the Philippines- Tacloban

Magsaysay Boulevard, Tacloban City

Affiliations:

- Junior Philippine Institute of Accountants- Secretary General; UP Banggi-itan; UP Balangaw

Secondary

Leyte National High School

Lino Gonzaga Avenue 50-D, Tacloban City

Affiliations: CAT Battalion Commander

Primary

Rizal Central School

Juan Luna St., Tacloban City

Awards and Achievement

College Scholar

BS - Accountancy

University of the Philippines-Tacloban

Auditing Quiz Champion

UP JPIA

University of the Philippines-Tacloban

Seminars and Trainings in the past five (5) years:

TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/ TRAINING PROGRAMS	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NO. OF HOURS	CONDUCTED/ SPONSORED BY
	From	To		
Government Procurement Reform Act (R.A. 9184)	03/08/2021	03/12/2021	19.5	Government Procurement Policy Board (GPPB)/CITEM
Climate Change Expenditure Tagging (CCET) Deep Dive Session	02/11/2021	02/11/2021	8.0	Climate Change Commission
Orientation on The Guidelines on The Issuance and/or Reinstitution of Permits and Licenses Under The "New Normal"	12/02/2020	12/02/2020	4.0	Anti-Red Tape Authority (ARTA)
Workshop on Full PFRS	11/14/2019	11/14/2019	8.0	Philippine Institute of Certified Public Accountants (PICPA)
Public Attorney's Office On-the-Job Training	01/21/2019	05/28/2019	250.0	Public Attorney's Office (PAO)
PAGBA Quarterly Seminar and Meeting with the theme: "ASEAN Integration and Public Financial Management Reforms Towards Sustainable Shared Growth"	11/21/2018	11/24/2018	32.0	Philippine Association for Government Budget Administration (PAGBA), Inc.
The Philippine Public Sector Accounting Standards (PPSAS)	08/06/2018	08/10/2018	40.0	Commission on Audit
The Government Association of Certified Public Accountants, Inc. (GACPA) Conference Seminar	07/19/2018	07/19/2018	8.0	The Government Association of Certified Public Accountants, Inc. (GACPA)
Risk Management	03/13/2018	03/15/2018	24.0	Association of Government Internal Auditors, Inc. (AGIA)
Seminar on Tax Reform for Acceleration and Inclusion (TRAIN) Law	02/13/2018	02/13/2018	4.0	Bureau of Internal Revenue- Pasay
Corporate Governance and Ethical Dilemmas	12/19/2017	12/19/2017	8.0	Philippine Institute of Certified Public Accountants (PICPA)
Government Procurement Reform Act (R.A. 9184) and its IRR and Updates	05/10/2017	05/12/2017	24.0	Association of Government Internal Auditors, Inc. (AGIA)