

WORK EXPERIENCE SHEET

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

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 starting with the most recent/present employment

Duration: December 1, 2014 – March 4, 2016

Position: Accountant

Name of Office/Unit: Finance Service

Immediate Supervisor: Angela M. Mayuga

Name of Agency/Organization and Location: Bayer Business Services Philippines Incorporation

- Summary of Actual Duties

- **Analyzing invoices for processing**

Analyzing the invoices from the YourDoces (a paperless software, where invoices were scanned)

Identifying what invoices that can be posted by a Back office accountant

- **Processing invoices**

Processing the invoices using the SAP software of different company codes both for invoices with or without purchase order

- **Processing reversals**

Processing reversals of invoices requested by legal entities based in Germany

Processing reversals using new tax exception

- **Communicating with Front office for issues encountered**

Responsible in communicating with the front office accountant in Germany for clarifications and issues that may occur while processing the invoice

Handing over invoices with issues to front office accountants

Duration: March 7, 2016-January 8, 2019

Position: Accountant I

Name of Office/Unit: Accounting Division

Immediate Supervisor: Leodina L. Laddaran

Name of Agency/Organization and Location: Department of Environment and Natural Resources

- Summary of Actual Duties

- Evaluation and preparation of the Consolidated Statement of Revenue

- Analyzation and Consolidation of the Quarterly Report of Revenue and other Receipts from OSEC, Bureaus and Regions
 - Analyzation, evaluation, preparation and submission of Consolidated Quarterly Financial Report of Wildlife Management Fund and Regular Agency Fund for Submission to COA, DBM and other oversight agencies
 - Preparation of the Order of Payment for Fund 101-General Income Account and Trust Fund 101
 - Monthly Reconciliation of Bid Bond and Bid Document Account with NCA issuances for submission to Bureau of Treasury (BTr)
 - Assist in the implementation of Accounting Systems (eNGAS, URS, Financial Accounting Reporting System)
-

Duration: January 8, 2019 – November 3, 2020

Position: Accountant II

Name of Office/Unit: Accounting Division

Immediate Supervisor: Leodina L. Laddaran

Name of Agency/Organization and Location: Department of Environment and Natural Resources

- Summary of Actual Duties

- Evaluation and preparation the of the Consolidated Budget Proposal Forms pertaining to Revenues under Fund 101, 401 and 151 for Submission to DBM thru OSBP
 - Evaluation and preparation of the Statement of Revenue (Central Office and Consolidated)
 - Analyzation and Consolidation of the Quarterly Report of Revenue and other Receipts from OSEC, Bureaus and Regions
 - Analyzation, evaluation, preparation and submission of Consolidated Quarterly Financial Report of Internally Generated Fund and Regular Agency Fund for Submission to COA, DBM and other oversight agencies
 - Preparation of the Order of Payment for Fund 101-General Income Account and Trust Fund 101
 - Monthly Reconciliation of Bid Bond and Bid Document Account with NCA issuances for submission to Bureau of Treasury (BTr)
 - Evaluation and Endorsement of NCA Requests to DBM
 - Assist in the implementation of Accounting Systems (eNGAS, URS, Financial Accounting Reporting System, BTMS)
-

Duration: November 3, 2020 - PRESENT

Position: Accountant III


Name of Office/Unit: Finance and Administrative Division

Immediate Supervisor: Florence V. Velasquez

Name of Agency/Organization and Location: Environmental Management Bureau – National
Capital Region

- Summary of Actual Duties

- Supervise the Accounting Unit, Budget Unit and Cashier Unit
- Supervise submission of the Monthly accomplishment report to EMB-NCR PPMISD
- Review and submit Eight (8) BFARs (Far No.1-Far No. 5) based on DBM-COA Joint Circular No. 2014-01 submitted to COA and DBM
- Review and submit Quarterly Financial Statements to COA and Central Office
- Review and submit monthly Trial Balances of all Funds to COA and Central Office
- Supervise remittances to GSIS, HDMF, PhilHealth and BIR
- Supervise reconciliation of PPE account with Property Unit
- Supervise and ensure that 100% of collections are deposited daily



ELAINE JEAN A. PRIMA
(Signature over Printed Name
of Employee/Applicant)

Date: _____