



**ADMINISTRATIVE OFFICER I  
HEAD – CASHIER'S OFFICE**

**Name** : **FE DAPHNEY C. RAMOS**  
**Date of Birth** : **March 20, 1988**  
**Civil Status** : **Married**  
**Address** : **#27 LIDE Staff Housing, Mahayag,  
Isabel, Leyte**

**Personal Data:**

**Name of Father** : Wilfredo G. Cagang  
**Name of Mother** : Maria Fe D. Cagang  
**Name of Siblings** : Christilyn Darby C. Perido  
Faith Kenny C. Bandal  
Barnsby D. Cagang  
Ione Jandy C. Requitillo

**Work Information:**

**Position** : **Administrative Officer I/Cashier I**  
**Designation** : **Member - Scholarship Committee**  
**Member - Personnel Board Committee**

**Work Experiences:**

<u>Date:</u>	<u>Company:</u>	<u>Position:</u>	<u>Scope of Work:</u>
Feb. 22,2011 To present	VSU- Isabel	Cashier I	Manage and supervise the staffs in the Cashier's Office

Maintaining the Cash Books  
Check Issuances  
Preparation of Accountable  
Reports

<b><u>Date:</u></b>	<b><u>Company:</u></b>	<b><u>Position:</u></b>	<b><u>Scope of Work:</u></b>
			Prepares and travels for deposits and cash advances
Sept. 21, 2009 To Feb. 19, 2011	HCDH-IC	Accounting Staff	Computes Leave Credits Computes 13 <sup>th</sup> Month and tax refund/balance
May to Aug. 2009	Cyprea Int.	Accts Payable Clerk	In charge of HMO Benefits Updates and prepares vouchers and Checks

**Educational Background:**

	<b><u>Year Graduated</u></b>	<b><u>Awards Received</u></b>
• Elementary FCIC – IC	2001	Salutatorian
• High School Doane Baptist School	2005	Third Honorable
• College San Carlos University	2009	Consistent Dean's Lister Cum Laude

**Course: Bachelor of Science in Management Accounting**

**Eligibility :**

**CIVIL SERVICE ELIGIBILITY FOR HONOR GRADUATE**

**Organization Involved:**

**Singles for Christ**

- 2008-2014

**JPIA**

- CY 2005-2009

**Youth for Christ**

- 2005-2008

**BEC SK**

- 2003