

JUBEMARIE ESPERANZA POSAS

Home Address: Brgy. Pomponan Baybay City, Leyte

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PERSONAL INFORMATION

Birth Date : April 17, 1993
Birthplace : Baybay City, Leyte 6521 Philippines
Religion : Roman Catholic
Age : 30 years old
Sex : Female
Weight : 55kg
Height : 5'3
Nationality : Filipino
Civil Status : Single
Languages : Cebuano (Native Language), Filipino, English

EDUCATION

Graduate Study **Visayas State University**
Master of Management – Agribusiness Management
40 units earned
Visca, Baybay City, Leyte 6521-A Philippines

Tertiary **Visayas State University**
Bachelor of Science in Agribusiness
Visca, Baybay City, Leyte 6521-A Philippines

WORK EXPERIENCE

- **Administrative Aide III.** Accounting Division. Visayas State University, Visca, Baybay City, Leyte. Status of Employment: Job Order

Job Description:(**April 1, 2022 - Present**)

Bookkeeping

1. Prepares summary of Monthly disbursements for MDS/LDDAP-ADA
2. Generates MDS and LDDAP-ADA in cash BAOM for the monthly disbursement report

Job Description: **(July 31, 2015 to September 2017, January 1, 2018 to Present)**

Project in-charge

1. To prepare journal for 101 Trust projects
2. To control & earmarks PR'S, Appointments under 101 Trust, other payables and trust liabilities
3. To obligate vouchers, payroll under 101 trust projects, other payables and trust liabilities
4. To liquidate obligated vouchers, payrolls under 101 trust projects, other payables and trust liabilities
5. Prepare Quarterly Financial Report on each project

Job Description: **(October 1, 2017 to January 31, 2018 & April 1, 2021 - October 15, 2021)**

Remittance In-charge

1. Prepares mandatory remittances to government agencies (GSIS, Philhealth, Pag-ibig Fund, BIR) and other agencies.
 - a. Secure a copy of payroll upon completion and post the different deductions reflected on the payroll.
 - b. Make overall balancing.
 - c. Prepares listing of employees with corresponding deductions and sort per fund code for obligation.
 - d. Prepares Budget Utilization Request and vouchers per agency.
2. Prepares consolidated withholding tax report.
3. Prepares breakdown of Tax Remittance Advice monthly report (Main Campus and External Campus)
4. Prepares yearly report to BIR and monthly remittance online.

Job Description: **(July 30, 2015 to January 2017)**

Posting of Payroll

1. Posting of Job Order payrolls under PCC, STF, IGP and 101T projects
2. Posting of Student assistants payrolls, scholars and GTA.
3. Prepare monthly list of Job order tax deduction for remittance.

- **Department Clerk.** Department of Business and Management. Visayas State University, Visca, Baybay City, Leyte. June 15 to July 15, 2015. Status of Employment: Job Order

Job Description:

1. Types and cut stencils of exams, manuals, handouts, syllabi, exercises, course outlines and other teaching materials, communications and reports.

2. Collates handouts, exams, exercises, course outlines, communications & reports.
3. Files/retrieve communications, memos and other official records.
4. Prepares and types Certificate of Service Rendered, Travel Order, Purchase Request, reimbursement, letter requests and payrolls.
5. Entertain students and visitors.
6. Distributes manuals and exercises

SKILLS

TECHNICAL SKILLS (MICROSOFT OFFICE)
INTERPERSONAL SKILLS

SEMINARS/ TRAININGS ATTENDED

ISO 9001:2015 Awareness/Re-awareness Seminar
Visayas State Univerity
August 30-31, 2022

Hands-Only Cardiopulmonary Resuscitation
Department of Health c/o Visayas State Univerity
July 21-22, 2022

KAALAM: Creative Forms and Narratives of the Contemporary (Zoom)
Visayas State Univerity
March 9, 2022

Webinar RA 11313 Safe Spaces Act
Visayas State Univerity
December 10, 2020

Seminar on Financial Management (Webinar)
VICARP-DOST-PCAARRD Los Baños Laguna
December 2, 2020

ISO 9001:2015 Awareness/Re-awareness Webinar
Visayas State Univerity
November 27, 2020

Orientation Workshop Among JO Clerks & Laboratory Technicians
Visayas State Univerity
January 15, 2019

Target Setting Workshop
Visayas State Univerity
August 20 – 21, 2018

ISO 9001-2008 Orientation & Writeshop Among Clerk & Secretaries
Center of Continuing Education (CCE)
Visayas State University, Visca Baybay City, Leyte
January 15, 2018

Marketing Management Seminar (As Facilitator)
Department of Business and Management
Visayas State University, Visca Baybay City, Leyte
March 19, 2017

Leadership Seminar & Team Building
Immaculate Conception Parish
Gym Baybay City, Leyte
February 21, 2016

Pre-employment Seminar and Labor Education
Organized by Department of Labor and Employment
Visayas State University, Visca Baybay City, Leyte
April 17, 2015

Seminar on “Innovation and Entrepreneurship Forum”
Sponsored and organized by the Department of Business Management
Visayas State University, Visca Baybay City, Leyte
March 6, 2015

On-the-Job Training as Marketing staff
Salinas Foods Inc. Mandaue City, Cebu
November 11, 2014 – January 14, 2015 (300 hours)

REFERENCES

NICK FREDDY R. BELLO

Accountant II
Visayas State University
Visca, Baybay, Leyte
Cell phone # 09353256803

WILMA V. NAPIERE

Admin Assistant II, Accounting
Visayas State University
Visca, Baybay City, Leyte
Cell phone # 09359633220

NORIETA B. BUSTILLO

Admin Assistant III, Accounting
Visayas State University
Visca, Baybay City, Leyte
Cell phone # 09152329310