

ACLC COLLEGE OF ORMOC
Lilia Avenue Brgy. Cogon Ormoc City, Leyte Philippines



Present this

TRAINING CERTIFICATE

to

Sherlyn O. Ramoneda

for having successfully completed the program in

BOOKKEEPING NC III


292 hours

From **August 2, 2019** to **September 23, 2019** with a

Special Order No. 0837-SOCBKP307-0420-2019 issued by the

Technical Education and Skills Development Authority.

Given this 31th day of January 2020 at Western Leyte College of Ormoc
City, Leyte Philippines.


CARY P. JAUCIAN, MBA
School Director

COPR No. 20190837SOCBKP307041

Basic Competencies:

- Lead workplace communication.
- Lead small team.
- Develop and practice negotiation skills.
- Solve problems related to work activities.
- Use mathematical concepts and techniques.
- Use relevant technologies.

Common Competencies:

- Apply quality standards.
- Perform computer operations.
- Maintain an effective relationship with clients and customers.
- Manage own performance.

Core Competencies:

- Journalize transactions.
- Post transactions.
- Prepare trial balance.
- Prepare financial reports.
- Review internal control system.