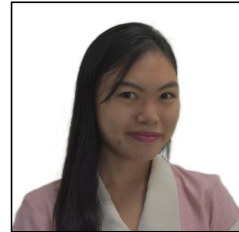


## JEAH MAE C. EBERO

Home Address: Balugo I, Albueria, Leyte

Mobile Number: +63967-700-5104

E-mail Address: [jeahebero627@gmail.com](mailto:jeahebero627@gmail.com)



### PERSONAL DATA

---

- Date of Birth: March 22, 1999
- Place of Birth: Ormoc City, Leyte
- Sex: Female
- Civil Status: Single
- Religion: Roman Catholic
- Height: 1.51 m
- Nationality: Filipino
- Language: English, Filipino and Cebuano

### EDUCATIONAL BACKGROUND

---

- Tertiary Education: Bachelor of Science in Agribusiness  
VISAYAS STATES UNIVERSITY  
Visca, Baybay City, Leyte
- Secondary Education: Dr. Geronimo B. Zaldivar Memorial School of Fisheries  
Poblacion, Albueria, Leyte
- Primary Education: Balugo, Elementary, School  
7<sup>th</sup> Honor  
Balugo I, Albueria, Leyte

### WORK EXPERIENCE

---

- **Administrative Aide I** Accounting Division, Visayas State University, ViSCA, Baybay City, Leyte. Status of employment: Job Order

Job Description (**July 10, 2020 to December 31, 2022**)

- Trust Section (**Project in-charge**)
  - To prepare journal for 101 Trust Projects
  - To control and earmarks PRs, Appointments under 101 trust, other payables and trust liabilities
  - To obligate vouchers, payroll under 101 trust projects, other payable and trust liabilities
  - To liquidate obligated vouchers, payroll under 101 Trust projects, other payable and trust liabilities
  - Prepares Quarterly, Semi-Annual, Annual and Terminal Financial Reports on each projects

- **Administrative Aide III** Head of Accounting Office, Visayas State University, ViSCA, Baybay City, Leyte. Status of employment: Job Order

#### Job Description (**January 1, 2023 - Present**)

- Trust Section (**Project in-charge**)
  - To prepare journal for 101 Trust Projects
  - To control and earmarks PRs, Appointments under 101 trust, other payables and trust liabilities
  - To obligate vouchers, payroll under 101 trust projects, other payable and trust liabilities
  - To liquidate obligated vouchers, payroll under 101 Trust projects, other payable and trust liabilities
  - Prepares Quarterly/Semi-Annually/Annually and Terminal Financial Reports on each projects
  - Preparation of Subsidiary Ledger (SL) includes monthly posting of CRJ, CkDJ, GJ and JEV, and AJEs on each projects

#### **SKILLS**

---

Computer Literate (Microsoft Office Word, Excel)

Resourceful

Reliable

Can Work with minimal supervision

#### **SEMINARS/TRAINING ATTENDED**

---

Seminar Workshop on Basic Records and Archives Management (BRAM)

VISAYAS STATE UNIVERSITY, Convention Center

July 30-31, 2024

Shaping Culture: Embracing Values for Productive Workplace Performance

VISAYAS STATE UNIVERSITY, RDE Hall

May 15, 2024

Financial Transaction Forum

VISAYAS STATE UNIVERSITY, CCE Building

March 20, 2024

Unlocking Excellence: The 5S Revolution for Clerks and Heads

VISAYAS STATE UNIVERSITY

November 29, 2023

## **SEMINARS/TRAINING ATTENDED**

---

Training/Workshop on Advance Microsoft Excel Functions and Shortcuts for  
Financial Transaction Processing and Reporting Workshop  
VISAYAS STATE UNIVERSITY  
November 28, 2023

Seminar on Financial Management for Visayas Consortia  
ViCARP and DOST PCAARRD  
November 16-17, 2023

Basic Business Recording and Bookkeeping  
DTI - Philippines (Online Seminar)  
August 31, 2023

ISO 9001:2015 Awareness/Re-Awareness Webinar  
VISAYAS STATE UNIVERSITY

## **REFERENCES**

---

<b>JHONAVEL R. CASTIL</b>	Administrative Assistant III Accounting Office Visayas State University ViSCA, Baybay City, Leyte	+63955-420-9673
<b>WILMA V. NAPIERE</b>	Admin Officer II Accounting Office Visayas State University ViSCA, Baybay City, Leyte	+63935-963-3220