

**Espinas, Aura A.**

234 J. Bernardo St. Poblacion, Pandi, Bulacan 3014/and or

4-D Heavenly Drive, Novaliches, Quezon City

Email:aualba44@gmail.com Tel:-(Home), 09179390497/09332228991(Mobile)

**EDUCATIONAL BACKGROUND:**

**Course** : Bachelor in BUSINESS EDUCATION

**Major** : Business Distributive Arts

**Institute/University** : Polytechnic University of the Philippines, Philippines

**Graduation Date** : 1992

**CERTIFICATION:**

NC III Bookkeeping Certification (2015)

Professional Business Education Teacher (1993)

Civil Service Professional (1992)

Civil Service Sub-Professional (1993)

**TRAININGS ATTENDED:**

April 12, 2018ORIENTATION ON THE EXISTING RULES AND REGULATIONS AND PROCEDURES REGARDING DISBURSEMENT USING CHECKS AS A MODE OF PAYMENT

December 27-29, 2017 Three day DIVISION SEMINAR WORKSHOP ON FINANCIAL MANAGEMENT OPERATIONS MANUAL

August 25, 2017 One day Orientation/Seminar Regarding **Financial Report Preparation and**

**MOOE DOWNLOADING AND LIQUIDATION**

February 2015 **Bookkeeping** at Fernadez, Baliuag, Bulacan

February 26 to March 20, 2009 100 Hour Finishing Course A.C.S.A.T. Baliuag

For Call Center Agent

July 03, 2006 to July 21, 2006 Fundamentals of Computer Ai-Hu Foundation

1991 Rendered 200 hours on-the job traing at B.I.R. main office in AccountsReceivable

Division with Attorney Buot

**EMPLOYMENT HISTORY:**

**DEPARTMENT OF EDUCATION-PANDI SOUTH DISTRICT OFFICE**

Position Title : Administrative Assistant III (Senior Bookkeeper)

September 4, 2017-Present

**WORK DESCRIPTION:**

Checking of all the downloading and liquidation of all the expenses including the right amount of tax from the suppliers of 11 elementary schools and the district office. Prepares disbursement voucher and journal entry voucher for all said schools and office. Auditing of payroll prepared by the clerk prior to prior to submission to the division office. Assists the school heads in preparing the CDR or Cash Disbursement Register of all their reports. Assists in filing fidelity bond of all designated school heads. And all other duties that needs the assistance of a bookkeeper or as may deem necessary assigned by the immediate supervisor.

**MANUEL G. SANTOS MEMORIAL SCHOOL, INC.**

Position Title : Cashier

February 2014-February 2016

**WORK DESCRIPTION:**

Accepts cash, issue receipts to the clients; responsible for the payments of all the expenses of the school including

business permits, bills, salaries and labor of employees and staff. Also collects the sale of the canteen and then

remitted and reported to the owner. Aside from cashiering, maintaining a record of all the cash receipts and

disbursements and preparing reports like summary of cash receipts and disbursements, daily cash reports,

maintaining ledgers/index of each students for payments use and other pertinent financial bookkeeping

documents.

-assist the legislative officer in preparing the gasoline used by the office, preparing the purchase order and

purchase request, ensuring that the allotment for the gasoline will not exceed its budget.

**OFFICE OF THE VICE MAYOR PANDI-BULACAN (VOLUNTEER WORK)**

April 06, 2013 to June 28,2013

-Assist staff of the vice mayor in assessing indigent members of the community asking for help in processing PCSO

documents particularly those needing assistance in hospital operation, hospital bill, laboratory requests, wheelchair

and the like..

**-DEPARTMENT OF BUDGET AND MANAGEMENT with tie up to different government agencies such as**

**DA, DAR, NSO etc.**

Position Title : Enumerator/Field Interviewer

Sep 2012 –Nov 2012

**WORK DESCRIPTION:**

House to house interview with the residents gathering information about family members, their work especially

farmers, farm laborers and fishermen which is the main concern for this particular census. With the use of GPS,

or Global Positioning System, we create a digitized location of the said workforce group and in just one click, the

national government can determine the location of the said group.The purpose of this census is to determine the

exact number of farmers etc. in the particular area so that if there is a government project intended to help the

sector of farmers, there will be a basis in the budget for the release of the assistance.

**-FEDERATION OF SENIOR CITIZENS ASSOCIATION OF THE PHILIPPINES**

Position Title (Level) : all around CLERK

Specialization : Finance - General/Cost Accounting

Role : Financial Accounting & Reporting

Industry : Government

*Sep 2009 - Feb 2011*

**WORK DESCRIPTION:**

All around Clerk of the Federation of Senior Citizens Association of the Philippines performing the tasks of a

Secretary, bookkeeper, receptionist, and others all at the same time. Prepare correspondence esp. Minutes of the

meeting every month, and also resolutions. Prepare the financial report for the treasurer of the Federation which

is presented every meeting. Sometimes acts as a treasurer in her absence. Issues I.Ds for the new member of

the Senior if they bring the proper requirements. My job as their clerk lasted until June 30, 2010.

Since they have their cooperative business, I also perform the duties of a bookkeeper in their business.

Maintaining the ledger and passbook of the members. Doing the monthly bank reconciliation statement of the

business to be presented in their monthly meeting. And again prepare the minutes and resolutions (if there is) of

their monthly meeting.Maintain a filing system for the members of the Federation and all the documents of the

Federation and the Cooperative. As a bookkeeper, I worked for the Senior Cooperative up to February 2011

**Barangay Poblacion-Poblacion, Pandi, Bulacan**

Position Title (Level) : bookkeeper

Specialization : Auditing/Financial Services

February 2008-March 2010

**Work Description**

Maintain notes for the daily transaction of the barangay be it cash receipts or payments.Monitor cash receipts if

tallied with the deposits using the NGAS (New Government Accounting System) forms: Cash on Hand and in Bank

Register, Cash Receipts and Deposits Register, Summary of Collection and Deposits, Summary of Collection and

Remittance. And also checking the corresponding receipts used for the said transaction.

Monitor disbursements by using Check disbursements Register, Summary of Checks issued, Cash disbursements

register, Summary of Cash payments. And also checking the supporting documents for disbursements if tally with

the amount.There is a monthly submission of the said forms to the municipality every month

**DIFFERENT JOBS FOR DIFFERENT POSITIONS AT DIFFERENT DATES:**

June 2, 2008 to October 15, 2008 Bookkeeper/Supervisor Rivera Farm Pandi, Bulacan

September 09, 2007 to Part-time Bookkeeper Kambingan at

October 15, 2008 KainansaGulod

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-July 26, 2007 to August 22, 2007 English Tutor to Korean Mi-Sung Company

Students on Vacation Quezon City

-November 01, 2004 to Assistant Manager Kai-Inang Restaurant-

-April 01, 2005 Guyong, Sta. MariaBulacan

-November 01, 2002 to May 01, 2003 Cashier, Supervisor and Bulacan Grains

Tutor Lower Bicutan, Taguig

January 1997 to October 2001 Backyard hog raising and

personal selling

-December 14 1994 Production Operator Philips Industries

December 14, 1996 Taiwan

-June 01, 1993 to December 14, 1996 Production Staff Philips

Semiconductors Manila

-July 01, 1992 to May 14, 1993 Bookkeeper/Secretary Poblacion North

Multi-Purpose Coop.

Pandi, Bulacan

**Personal Particulars & Preferences:**

Date of Birth : 21 Nov 1971

Nationality : Philippines

Gender : Female

Social Card No. : 3332542165

Availability : Immediately after notice period of 1 week.