



Curriculum vitae

Dates: June 16 2000 – March 31 2007
Position: Division Chief I – Administrative and Finance Division
Responsibility: Supervises the recording of all financial transactions, Preparation of various schedules and reports and ensures the accuracy, validity and appropriateness of all disbursement vouchers, certifies to the availability of funds for disbursements and recommends approval for payments

Employer / Address: Philippine Crop Insurance Corporation Regional Office 1, 2nd Floor LBP Bldg. Urdaneta City, Pangasinan
Type of Business: Crop Insurance

Dates: April 1 2007 – July 31 2011
Position: Acting Dept. Manager – Administrative Department
Responsibility: Supervises the activities of the Human Resource Division and Property Management and General Services Division of the Corporation

Employer / Address: Philippine Crop Insurance Corporation 7th Floor NIA Bldg A EDSA, Diliman Quezon City
Type of Business: Crop Insurance

Dates : **August 1 2011 – Present**
Position : **Acting Vice President – Support service group**
Responsibility : **Supervises the Administrative and Finance Department of the Corporation**

Employer/Address: **Philippine Crop Insurance Corporation 7th Floor Bldg. A Edsa, Diliman Quezon City**
Type of Business : **Crop Insurance**

Education and Training :

Dates: 1971 – 1976
Level/Degree: Elementary Education
Awards: 2nd Honor
Institution: Sandiat Elementary School

Dates: 1976 – 1980
Level/Degree: Secondary Education
Awards: 1st Honorable Mention
Institution: Roxas Memorial Agricultural and Industrial School



Curriculum vitae

Dates: 1981 – 1985
Level/Degree: College / B.S. Commerce Major in Accountancy
Institution: University of Luzon (Formerly Luzon Colleges, Dagupan City)
Date of Graduation: 1985 (BSC major in Accountancy Diploma)

Dates: April 2013 – June 2013
Level/Degree: Graduate Studies/ 9 units Masters in Public Administration
Institution: Polytechnic University of the Philippines, Manila

Dates: June 2013 - Present
Level/Degree: Graduate Studies/ Masters in Development Management
Institution: Pangasinan State University
Date of Completion: Expected date of completion: November 2013

Training Programs / Seminars (Please see attached files)

Organization :

University of Luzon Alumni Association, Inc. – Member since 1985- present
Philippine Institute of Certified Public Accountant (PICPA) – Member since 1986 – Present

Skills/Interests :

- Computer Literate (MS- Word, Excel, PowerPoint, Publisher, other MS programs, MacOS – Pages, Keynote, Numbers)
- Reading, Sports and Travel