



Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

NATIONAL CERTIFICATE III

in
BOOKKEEPING

is hereby awarded to

ROSALYN S. PONLA

*for having completed the competency requirements under the Philippine TVET
Competency Assessment and Certification System in the following units of competency:*

Unit Code Unit Title

BASIC COMPETENCIES

500311109 Lead workplace communication

500311110 Lead small team

500311111 Develop and practice negotiation skills

500311112 Solve problems related to work activities

500311113 Use mathematical concepts and techniques

500311114 Use relevant technologies

Unit Code Unit Title

COMMON COMPETENCIES

HCS315202 Apply quality standards

HCS311201 Perform computer operations

HCS913201 Maintain an effective relationship with clients
and customers

HCS913202 Manage own performance

Unit Code Unit Title

CORE COMPETENCIES

HCS412301 Journalize transactions

HCS412302 Post transactions

HCS412303 Prepare trial balance

HCS412304 Prepare financial reports

HCS412305 Review internal control system



Rosalyn S. Ponla

Jose Francisco "Kiko" B. Benitez

JOSE FRANCISCO "KIKO" B. BENITEZ
DIRECTOR GENERAL

Issued on: **December 05, 2024**

Valid until: **December 04, 2029**



Certificate No: **24071203012486**

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