

## PERSONAL DATA SHEET

**WARNING:** Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

**READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.**

Print legibly. Tick appropriate boxes ☐ and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

1. CS ID No.

(Do not fill up. For CSC use only)

## I. PERSONAL INFORMATION

2. SURNAME	JULIANO		
FIRST NAME	JANICE	NAME EXTENSION (JR., SR.) N/A	
MIDDLE NAME	PLANES		
3. DATE OF BIRTH (mm/dd/yyyy)	1/30/1981	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	TACLOBAN CITY	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	FRANCESCA ROYALE OLD SAUYO House/Block/Lot No. Street Subdivision/Village Barangay QUEZON CITY METRO MANILA City/Municipality Province
7. HEIGHT (m)	1.5748	ZIP CODE	1116
8. WEIGHT (kg)	55		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	FRANCESCA ROYALE OLD SAUYO House/Block/Lot No. Street Subdivision/Village Barangay QUEZON CITY METRO MANILA City/Municipality Province
10. GSIS ID NO.	34-334-2218-4	ZIP CODE	1116
11. PAG-IBIG ID NO.	1210-0000591-0		
12. PHILHEALTH NO.	13000624722		
13. SSS NO.	N/A	19. TELEPHONE NO.	+63 969 320 5101 (SMART)
14. TIN NO.	930-944-280	20. MOBILE NO.	+63 969 320 5101 (SMART)
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	janice.juliano2014@gmail.com

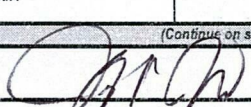
## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	JULIANO		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ELIO	NAME EXTENSION (JR., SR.) N/A	N/A	N/A
MIDDLE NAME	RAHEEF			
OCCUPATION	PRIVATE EMPLOYEE/CONSTRUCTION			
EMPLOYER/BUSINESS NAME	ST. MARY'S CBM CONSTRUCTION MATERIALS			
BUSINESS ADDRESS	TORONTO, ONTARIO, CANADA			
TELEPHONE NO.	1416 569 2541			
24. FATHER'S SURNAME	PLANES			
FIRST NAME	ROGELIO	NAME EXTENSION (JR., SR.) N/A		
MIDDLE NAME	MONDRAGON			
25. MOTHER'S MAIDEN NAME				
SURNAME	QUEBEC			
FIRST NAME	FE CONCEPCION			
MIDDLE NAME	DELIMA		(Continue on separate sheet if necessary)	

## III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	HOLY INFANT COLLEGE- TACLOBAN CITY, LEYTE	ELEMENTARY	1987	1993	N/A	1993	N/A
SECONDARY	HOLY INFANT COLLEGE- TACLOBAN CITY, LEYTE	HIGHSCHOOL	1993	1997	N/A	1997	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	SAINT PAUL'S BUSINESS SCHOOL, PAWING, PALO, LEYTE	BACHELOR OF SCIENCE IN ACCOUNTANCY	1998	2001	N/A	2001	N/A
GRADUATE STUDIES	N/A	N/A	N/A	n/a	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 18, 2025
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27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (If applicable)	
					NUMBER	Date of Validity
	CAREER SERVICE-PROFESSIONAL	80.24%	APRIL2003	TACLOBAN CITY, LEYTE	N/A	N/A
***NOTHING FOLLOWS***						

**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

(Continue on separate sheet if necessary)



## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	n/a	n/a	n/a	n/a	n/a

(Continue on separate sheet if necessary)

## VII. LEARNING AND DEVELOPMENT (L&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	ALIGNMENT WORKSHOP ON THE DOCUMENTARY REQUIREMENTS FOR THE CONDUCT OF PROCUREMENT PROCESS UNDER RA 9184	9/11/2024	9/13/2024	6.0	TECHNICAL	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT ADMINISTRATIVE SERVICE
	FINANCIAL MANAGEMENT SERVICE FY 2024 MID-YEAR PLANNING, MONITORING AND EVALUATION WORKSHOP	6/19/2024	6/21/2024	16.0	TECHNICAL	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FINANCIAL MANAGEMENT SERVICE
	ACCOUNTING FOR NON-ACCOUNTANTS	7/25/2023	7/28/2023	32.0	TECHNICAL	PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES, INC. (POAP)
	SERVICE REVIEW AND EVALUATION WORKSHOP	10/26/2022	10/28/2022	20.0	TECHNICAL	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FINANCE AND MANAGEMENT SERVICE
	GOOGLE WORKSPACE END-USER TRAINING	6/28/2022	6/29/2022	8.0	TECHNICAL	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT SERVICE
	GENDER AND DEVELOPMENT ORIENTATION ON GENDER SENSITIVITY	3/31/2022	3/31/2022	4.0	TECHNICAL	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FINANCE AND MANAGEMENT SERVICE
	SERVICE REVIEW AND EVALUATION WORKSHOP	12/1/2021	12/2/2021	16.0	TECHNICAL	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FINANCE AND MANAGEMENT SERVICE
	EXERCISING SUSTAINABLE DEVELOPMENT IN THE WORKPLACE	8/28/2020	8/28/2020	8.0	TECHNICAL	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA)
	GOVERNMENT RESPONSE AND STRATEGIES IN MANAGING THE COVID-19 CRISIS CONFIRMATION	8/27/2020	8/27/2020	6.0	TECHNICAL	THE ASEAN COMMITTEE ON CULTURE AND INFORMATION PHILIPPINES
	ORIENTING ONESELF TO ENVIRONMENTALLY SUSTAINABLE WORK STANDARDS	8/26/2020	8/26/2020	8.0	TECHNICAL	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA)
	PARTICIPATING IN WORKPLACE COMMUNICATION	8/25/2020	8/25/2020	8.0	TECHNICAL	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA)
	RECEIVING AND RESPONDING TO WORKPLACE COMMUNICATION	8/24/2020	8/24/2020	8.0	TECHNICAL	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA)
	NAVIGATING ECONOMIC UNCERTAINTIES AMIDST COVID-19	8/20/2020	8/20/2020	4.0	TECHNICAL	THE ASEAN COMMITTEE ON CULTURE AND INFORMATION PHILIPPINES
	ANNUAL FINANCE AND MANAGEMENT CONFERENCE-WORKSHOP	10/21/2020	10/25/2020	40.0	TECHNICAL	DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT
	FINANCIAL MANAGEMENT SERVICE REVIEW & EVALUATION WORKSHOP	3/11/2019	3/15/2019	40.0	TECHNICAL	DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT
	LAWS AND RULES ON GOVERNMENT EXPENDITURES (LARGE)	12/4/2018	12/7/2018	32.0	TECHNICAL	COMMISSION ON AUDIT
	2018 NATIONAL CONFERENCE OF E-NGAS AND EBUDGET SYSTEM USERS	11/19/2018	11/21/2018	24.0	TECHNICAL	ELECTRONIC FINANCIALS USER'S CIRCLE (EUC), INC
	2018 DSWD WOMEN'S MONTH CELEBRATION	3/21/2018	3/23/2018	24.0	OTHERS	DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT
	GOVERNMENT PROCUREMENT RA 9184	10/18/2017	10/20/2017	24.0	TECHNICAL	ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS, INC. (AGIA), MALATE MANILA
	EFFECTIVE BUSINESS WRITING	9/27/2017	9/28/2017	16.0	TECHNICAL	DEPARTMENT OF TRADE & INDUSTRY, PASA CITY
	ACCOUNTING PROCESS REVIEW AND PLANNING WORKSHOP	6/23/2017	6/25/2017	24.0	TECHNICAL	DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT
	SEMINAR/WORKSHOP ON UPDATES ON TAX RULES & REGULATIONS	11/25/2015	11/27/2015	24.0	TECHNICAL	ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS, INC. (AGIA), MALATE MANILA
	ANNUAL FINANCIAL MANAGEMENT CONFERENCE WORKSHOP	1/18/2015	1/24/2015	48.0	TECHNICAL	DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT
	DEPARTMENT OF TRADE & INDUSTRY & BUSINESS	2013	2013	n/a	TECHNICAL	DEPARTMENT OF TRADE & INDUSTRY, QUEZON CITY
	CERTIFIED PUBLIC ACCOUNTANT- CERTIFICATE OF COMPLIANCE	2011	2011	n/a	TECHNICAL	PROFESSIONAL REVIEW & TRAINING CENTER (PRTC), CEBU CITY
	HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP) CERTIFICATE	2005	2005	8.0	TECHNICAL	HACCP, DUBAI, UAE
	LAWS, RULES, & REGULATION ON GOVERNMENT	2005	2005	8.0	TECHNICAL	COMMISSION ON AUDIT
	ALAY SA BAYAN (ALAB)	2004	2004	8.0	TECHNICAL	CIVIL SERVICE COMMISSION
	AGRARIAN REFORM COMMUNITY ORGANIZATION & DEVELOPMENT	2003	2003	8.0	TECHNICAL	DEPARTMENT OF AGRARIAN REFORM


\*\*\*NOTHING FOLLOWS\*\*\*

(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
ACCOUNTING SOFTWARE- ENGAS, 2010 PEACHTREE, QUICKBOX, OTHERS	N/A	N/A
MS SOFTWARE- WORD, EXCEL, POWER POINT, ETC	N/A	N/A
SOFTSKLLS- TIME MANAGEMENT, STRONG WORK ETHIC, CAN HANDLE PRESSURE, ETC	N/A	N/A

\*\*\*NOTHING FOLLOWS\*\*\*

<b>SIGNATURE</b>			<b>DATE</b>
			January 18, 2025



34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,  
a. within the third degree?  
b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES ☒ NO  
☐ YES ☒ NO  
If YES, give details: \_\_\_\_\_

35. a. Have you ever been found guilty of any administrative offense?  
b. Have you been criminally charged before any court?

☐ YES ☒ NO  
If YES, give details: \_\_\_\_\_  
☐ YES ☒ NO  
If YES, give details: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Status of Case/s: \_\_\_\_\_

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES ☒ NO  
If YES, give details: \_\_\_\_\_

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, and of term, finished contract or phased out (abolition) in the public or private sector?

☒ YES ☐ NO  
If YES, give details: \_\_\_\_\_  
Finished Contract- Private Sector \_\_\_\_\_

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  
b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?

☐ YES ☒ NO  
If YES, give details: \_\_\_\_\_  
☐ YES ☒ NO  
If YES, give details: \_\_\_\_\_

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES ☒ NO  
If YES, give details (country): \_\_\_\_\_

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:  
a. Are you a member of any indigenous group?  
b. Are you a person with disability?  
c. Are you a solo parent?

☐ YES ☒ NO  
If YES, please specify: \_\_\_\_\_  
☐ YES ☒ NO  
If YES, please specify ID No: \_\_\_\_\_  
☐ YES ☒ NO  
If YES, please specify ID No: \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant/employee)

NAME	ADDRESS	TEL. NO.
JOBELLE S. ROSTATA- CHIEF ACCOUNTANT, FMS-ADRP	DSWD BATASAN HILLS, QUEZON CITY	951 7110
CHRISTINE JANE S. SALES- ACCOUNTANT III, PRE-AUDIT, FMS-ADRP	DSWD BATASAN HILLS, QUEZON CITY	951 7110
MANUEL F. MENDOZA- ACCOUNTANT II, PRE-AUDIT, FMS-ADRP	DSWD BATASAN HILLS, QUEZON CITY	951 7110

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

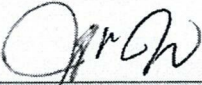
Government Issued ID (i.e. Passport, GIS, 688, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

ID/License/Passport No.: 14-0388

Date/Place of Issuance: 12/18/2018

  
Signature (Sign inside the box)  
Date Accomplished



JANICE P. JULIANO

SUBSCRIBED AND SWORN to before me this JAN 24 2025, affiant exhibiting his/her validly issued government ID as indicated above.

DOC. NO. 119  
PAGE NO. 24  
BOOK NO. 5  
SERIES OF 202 5

Person Administering Oath

ATTY. CONCEPCION M. MILLAREÑA  
NOTARY PUBLIC FOR QUEZON CITY  
ADM. MATTER NO. NP-021 (2024-2025)  
UNTIL DECEMBER 31, 2025  
ROLL NO. 30457 / 05-09-1980  
BP NO. 461667 / 10-29-2025  
PTR NO. 6989624 / 01-02-25  
MCLE NO. VII-0006994 / 09-21-2021  
TIN NO. 121 042 754





Name: JANICE P. JULIANO  
Nationality: Filipino  
Residence: Brgy. Sauyo, Novaliches, Quezon City  
Mobile: +63 927 631 3744 (Globe)  
Email: janice.juliano2014@gmail.com

## WORK EXPERIENCE SHEET

- Duration: **October 22, 2020 to Present**
- Position: **Administrative Officer II (Permanent)**
- Name of Office/Unit: **Finance and Management Service- Pre-Audit External Unit (Procurement)**
- Immediate Supervisor: **Ms. Christine Jane Sales, Accountant III**
- Name of Agency/Organization and Location: **Department of Social Welfare and Development (DSWD)**

- **List of Accomplishments and Contributions**

- ✚ Helps formulate checklists to strengthen the pre-audit function of Accounting Division to avoid audit observation memorandum (AOM), suspension and disallowance;
- ✚ Identify client/end-user concerns and issues and recommend options to the unit head/immediate supervisor;
- ✚ Use and maintain *matrices* to monitor any delays from the suppliers/providers of their deliverables and outputs and implement liquidated damages clause as determined in the terms and conditions, if any.

- **Summary of Actual Duties**

- ✚ Process and review financial transactions for accuracy and compliant with the existing budgeting, accounting and auditing and regulations in accordance with the government procurement law and deny transactions that are incorrect:
  - Procurement-process-related claims under Regular Programs
  - Contracts, Framework and Memorandum of Agreements
- ✚ Record/control the financial transactions as to the availability of cash:
  - Procurement-process-related claims under Regular Programs
  - Contracts, Framework and Memorandum of Agreements
- ✚ Provide Technical Assistance per existing accounting, budgeting and auditing rules and regulations in accordance with the government procurement law, such as corporate e-loads, petrol for service vehicles, board and lodging for conduct of seminars, trainings and workshops, and other procurement-process-related claims under Regular Programs.

- Duration: August 25, 2017 to **October 21, 2020**
- Position: Administrative Officer II (Permanent)
- Name of Office/Unit: **Finance and Management Service- Foreign Assisted Project Unit- 3 years & 2 months**
- Immediate Supervisor: Ms. Dolores G. Bumanlag, Accountant III
- Name of Agency/Organization and Location: **Department of Social Welfare and Development (DSWD)**

- **List of Accomplishments and Contributions**

- Formulated Spreadsheet for easy tracking and monitoring on:
  - Donations Receipts and Downloaded to Field Offices
  - Performance and Security Bond Refunds
  - Certificate of Deposits from the Bureau of Treasury
- Identified Field Offices concern and issues and recommend options to the unit head/immediate supervisor;

- **Summary of Actual Duties**

- Control and monitor receipts of fund, availability and disbursements of CO in the implementation of the project.
- Reconciliation of cash control matrix vis-a-vis RCI from Cash Division
- Recording of adjustments (Interest Earned and Forex Gain/Loss) and necessary debit memos and credit memos from banks
- Preparation of monthly bank reconciliation statement.
- Checking of Liquidation Report with complete supporting documents and verification as to the correctness of the claims.
- Preparation of Foreign Assisted Projects Report- Status of Foreign Grants Receipts, Disbursements, and Balances; etc. including the status of Donations
- Remittance of taxes withheld from supplier/ consultants & employees.
- Preparation of Feedback Report on every official meetings
- Drafting of correspondence:
  1. Prepare communication letter, memo, and other types of correspondence referred by immediate supervisor; and
  2. Prepare Request Letter and all necessary documentaries needed to request for funding from BTr and DBM.
- Provision of Technical Assistance (TA) & proper coordination with DSWD Field Offices and other Offices/ Bureaus relative to the Transfer of funds, Reimbursements, Cash Advances, Liquidation, and other provision of TAs.



- Duration: **October 01, 2007- November 08, 2010 (Overseas- Finished 3-year Contract)**
- Position: Accounts cum Administrative Assistant
- Name of Office/Unit: Finance and Administrative Service
- Immediate Supervisor: Managing Partner M.Aljayouchi
- Name of Agency/Organization and Location: **Appetite Catering Services LLC, UAE**

- **List of Accomplishments and Contributions**

- ✚ Generated sales lead and monitored sales returns;
- ✚ Identified customer needs, recommends options to the managing partner;
- ✚ Use of accounting software's- Peachtree 2010 and QuickBooks

- **Summary of Actual Duties**

**Administrative functions:**

- ✚ monitor daily attendance of the 105 employees;
- ✚ Sort, review, screen, compose and distribute inter-departmental memorandums ensuring timely delivery and receipt of important information while at the maintaining confidentiality;
- ✚ book domestic and international travel arrangements for both senior-level executives and lower staff via internet;
- ✚ assists new staffs from visas processing, to making domestic travel arrangement for changing the visa status, to their medical for the visa stamping;
- ✚ establish and maintains electronic records management system for all incoming and outgoing correspondence;
- ✚ monitor and filing of unpaid bills and accounts, placing local purchase order to the suppliers through email and fax;
- ✚ follow-up customer's orders, purchase orders, delivery orders,
- ✚ provide administrative support to the sales team to ensure the effectiveness of the operation as & when is required; and
- ✚ Perform other related administrative duties that may be assigned.

**Accounting functions:**

- ✚ Payment, receipt voucher invoices and credit memos preparation;
- ✚ generates vendor's aged payables, customer's aged receivables;
- ✚ reconcile per customer & supplier's statement of accounts;
- ✚ maintain per customer & vendor ledgers;
- ✚ maintain purchase & sales order request documentation;
- ✚ logging of issued check claimed by the suppliers;
- ✚ journalize accounting entries;
- ✚ bank reconciliation; and
- ✚ perform other related accounting duties that may be assigned

- Duration: April 2004 – June 2007 (Resigned)
- Position: Accounting Clerk
- Name of Office/Unit: Accounting Division
- Immediate Supervisor: Accountant R.L. Marmita
- Name of Agency/Organization and Location: Department of Agrarian Reform (DAR), Tolosa, Leyte

- **Summary of Actual Duties**

- Verifies and reviews the sub-allotment advices sub-allotted to the provincial office;
- Receives and maintain copies of list of funding warrant received;
- Process and obligates vouchers for fund 158 and accounts payable (payroll processing, updating cash disbursement records, process remittances);
- Controls and reconcile fund 158 notice of cash allotment/funding check with the cashiering;
- Initiate adjustments to achieve the proper effect of erroneously processed transactions;
- Analyzes the entries on the journal of vouchers; check and verifies account codes in the obligation slip and make proper posting and footings of account code on the disbursement voucher;
- Immediate reports to budget officer, personnel officers, cashiering any adjustments of processed transactions;
- Maintain copies of employee's itineraries pre-payment of travel and sees to it that certificates of travel and other attachments are completed;
- Prepare Bank Reconciliation:
  - Receive SOA from the depository/servicing bank, reports of cheque issued from the Cashier's;
  - Compares the deposits (replenishment) made per Journal of cheque Issued by Deputized Disbursing Officer (JCDDO)/Trial Balance/General Ledger of the agency against the bank credits in the Statement of Account current both Fund 158 and 101;
  - Compare the serial number and amount of cheques drawn by the agency per Report of cheque Issued (RCI) against debits of the Bank Statement of account current both funds;
  - Reconciles Bank Statement with Book Balance both funds; and
  - Prepares/encodes Bank Reconciliation for MDS Account both fund 158 and 101 and submit them to the Resident Auditor for verification.
- Performs such other duties that may be assigned from time to time

IANICE P. JULIANO

Date: 9/22/23