Bhobpip A. Pascual
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Zone 4, Guising, Gattaran, Cagayan

PROFESSIONAL SUMMARY

Has over thirteen years working in the bank. My loyalty and dedication as a bank employee allowed me to rise from the ranks and successfully assume various positions in Governance such as Audit, Information Security, and Business Continuity.

Has over four (4) years working in the manufacturing firm and wholesale/retail services, enough to equip knowledge/skills with general accounting such as accounts payable, accounts receivable, bookkeeping, and importation.

WORK EXPERIENCE

Business Continuity Officer **November 2019 to present**
City Savings Bank
Pasig City

- Develop, manage, and execute business continuity and crisis management drills and exercises.
- Assist the DR tests to include coordinated plan recoveries developing reports and action plans.
- Facilitates business units in maintaining and improving the BIA-Business Impact Analysis and THRA-Threat & Hazard Risk Assessment.
- Manage one (1) person.

Information Security Officer **October 2016 - October 2019**
PR SAVINGS BANK CORPORATION
Pasig City

- Pioneer for the implementation of the Credit Information Corporation uploading of borrower's data in their system.
- Research the viability and applicability of emerging security and current information on vulnerabilities and controls.
- Approves all encryption systems, algorithms, and parameters that assure interoperability, consistency across the Bank.
- Monitors incidences regarding intrusions and violations on mission-critical systems and coordinates with Information Technology Group, Risk Management, and other concerned Bank units.
- Conduct information security awareness.

Acting IT Audit Supervisor **July 2012 – July 2015**
IT Audit Unit Head **August 2015 – September 2016**
PR SAVINGS BANK CORPORATION
Pasig City

- Pioneer for the implementation of the Human Resources Information System.
- Preparation of IT Audit Manual, IT Audit Plan, and Audit Program.
- Review of the management and financial information systems, including the electronic information system.
- Conduct audit review in all IT units.
- Review all IT audit reports.
- Active participation as an observer in the newly acquired and in-house developed system.
- Manage two (2) people.

INTERNAL AUDITOR **May 2008 – June 30, 2012**
PHILIPPINE RURAL BANK CORPORATION
Alingog Center, Cauayan City, Isabela

- Pioneer for the implementation of the Core banking system from a stand-alone system.
- Conducting loans audits or credit reviews to all branches to check their compliance with the bank policy and procedures.
- Examination and evaluation of the adequacy and effectiveness of the bank's internal control systems.
- Review of the application and effectiveness of risk management procedures and risk assessment methodologies.
- Manage two (2) or three (3) people during fieldwork.

IMPORTS COORDINATOR/ACCOUNTING ASSISTANT **May 2005 – April 2008**
CEBU ERNBRI IMPORT INC/AQUAVENTURE WHITETIP DIVE SUPPLY
Unit 101 Joncor II Bldg. #1362 A Mabini St.
Ermita, Manila - Regular

- Pioneer in the implementation of online payment of government payables (One Hub UBP).
- Do the end-to-end process of importation of goods.
- Maintain petty cash amounting to P 100,000.00.
- Preparing monthly government payables such as SSS, Pag-Ibig, Philhealth & BIR.
- Preparing of checks for payment of various expenses
- Payroll master for two (2) companies
- Assist the branch sales personnel with some queries regarding inventory, invoicing, preparing of receipts, & any technical aspects Peachtree Accounting System.
- Assist external auditor by preparing for all requirements needed and answering any questions that arise.

GENERAL ACCOUNTING ASSISTANT **July 2004 – April 2005**
HIGH TECH ELECTRONICS SYSTEMS MANUFACTURING INC.
PASAY CITY – (Regular)

- Preparing monthly report and corresponding schedule for the following: Cash Disbursement Journal, General Journal, Office Supplies, Accounts Receivables, & Accounts Payable using Peachtree Accounting System.
- Preparing monthly government payables such as SSS, Pag-Ibig, Philhealth & BIR.
- Preparing of checks for payment of various expenses

EDUCATION

Philippine Christian University
MBA
Pedro Gil, Ermita, Manila
2006-2013

University of Saint Louis Tuguegarao
Bachelor of Science and Commerce
Major in **FINANCIAL MANAGEMENT**
Tuguegarao City - 2000-2004 (Tertiary)

Don Mariano Marcos High School
Guising Gattaran Cagayan

Guising Elementary School
Guising Gattaran, Cagayan

SKILLS
Business Continuity Management experience
With Information Security intermediate skills/knowledge
Knowledgeable of banking operations and processes
Knowledgeable in MS Applications (MS Word, MS Excel, MS PowerPoint)
With Accounting and bookkeeping, basic skills/knowledge
With knowledge in using the systems - Peachtree Accounting, FinnOne, & T24
Can work with lesser supervision

PROFESSIONAL CREDENTIALS
ITIL Foundation Certificate in IT Service Management