

# DAIRIS L. DARIA

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Determined to learn new knowledge and skills for personal career and professional growth.

Address: Didos Linao Talisay City Cebu Philippines  
Birthdate: June 23, 1989  
Age: 33

## EDUCATION:

Graduate Study: **Master in Public Administration**  
Cebu Technological University (CTU)  
Cebu City Philippines  
Jan-August 2019- Undergraduate

Post-Secondary: **Diploma in Professional Education**  
Cebu Technological University (CTU)  
Cebu City Philippines  
Jan-May 2018-undergraduate

**Bachelor of Science in Business Administration Major in Marketing Mgt.**  
Cebu Institute of Technology-University (CIT-U)  
Cebu City Philippines  
2005-2010-Graduated

Secondary: Lawaan National High School  
Lawaan Talisay City Cebu Philippines  
2001-2005- Graduated

Primary: Maghaway Elementary School  
Maghaway Talisay City Cebu, Philippines  
1995-2001-Graduated

## SKILLS:

- Easily adopt to work environment.
- Decisive, can work with less supervision and even under pressure
- Can meet work deadlines
- Flexible, patient, and respectful
- Team Player, to achieve common goals

## WORK EXPERIENCE:

**ADMINISTRATIVE OFFICER II (HRM01)**  
Candulawan Elementary School  
Department of Education, Talisay City Division  
Cebu, Philippines  
February 2021-Present

### **Duties and Responsibilities**

- Recruitment and Selection.
- In charge of personnel records.
- Other HR-Related functions
- In charge in requesting and updating compensation and benefits.
- Property custodianship.
- General administrative and financial management support that includes maintaining cleanliness and order in the school and environment.
- Perform other functions as may be assigned by the immediate superior.

### **ADMINISTRATIVE ASSISTANT III**

Department of Social Welfare and Development Region 7

Cebu City Philippines

January 2011-December 2020

### **Duties and Responsibilities**

- Assist the financial analyst II
- Conduct technical assistance to field staff
- Coordinate with the Field Office Focal person on the schedule of Over-The-Counter payment;
- Gather the controlled Order of payment and Acknowledgement Receipt (OP/AR) of the Beneficiaries that are schedule for Over-The-Counter payment for the week and prepare for actual Over-The-Counter payments;
- Witness the actual Over-The-Counter payments made by LBP servicing branch to each of the beneficiaries;
- Ensure the true identification of the beneficiaries receiving Over-The-Counter payments;
- Ensure that the beneficiaries are able to sign the AR as proof of receipt of grant;
- Sign the AR as witness during Over-The-Counter payment;
- Provide the Financial Analyst with summary of AR signed by the beneficiaries receiving Over-The-Counter payments for the day;
- Encode the unsigned AR or unclaimed grants in the MRBUI;
- Follow up the transmittal by the Land Bank of the Philippines serving branch of the paid OP/AR to the Field Office;
- Assist the Financial Analyst in the preparation of the Statement of Expenditures;
- Performs other related tasks/activities.
- Check the accuracy of the ID numbers of beneficiaries provided for Payroll preparation;
- Monitor and report to Field Office issues, if any, as regards receipt of grants by the beneficiaries.

### **CERTIFICATES, TRAININGS AND ACCOMPLISHMENT:**

#### ➤ **Certificate of Recognition**

For hard work and continuous support to the programs, projects and activities of

- Candulawan Elementary School for the S.Y 2022-2023.
- **Certificate of Appreciation**  
Facilitator during the Gender and Development Capacity Building for Teachers.  
December 10, 2022
  - **Certificate of Recognition**  
Meritorious service and continuous support to the programs, projects and activities of Candulawan Elementary School for the S.Y 2021-2022
  - **Certificate of Recognition**  
Meritorious service and support extended to the school during first quarter of S.Y 2021-2022
  - **Certificate of Participation**  
Workshop on Mid-Year inventory of supplies and equipment and how to fill-out templates prescribed by government accounting manual last May 6, 2022
  - **Certificate of Participation**  
5S Orientation for school personnel last March 13, 2022
  - **Certificate of Participation**  
Gender Sensitivity Training (GST) with SOGIE Perspective  
September 19-21, 2018
  - **Certificate of Participation**  
Work Attitude and Values Enhancement (WAVE) Training  
January 11-12, 2018
  - **Certificate of Participation**  
Advance Computer Skills Training  
October 11, 2017
  - **Certificate of Participation**  
Skills Enhancement Training for Financial Management cum Effective Communication and Technical Writing  
November 30, 2016-December 1, 2016
  - **Certificate of Participation**  
Cash Grant Liquidation Workshop cum Strategic Session  
August 4-5, 2016
  - **Certificate of Appreciation**  
Cash Grant Liquidation Workshop cum Strategic Session  
November 10-11, 2016
  - **Certificate of Recognition**  
2<sup>nd</sup> place on Best in Disbursement Management  
Awarded by DSWD Region 7, 4Ps Program March 7, 2014

## ELIGIBILITY

- **Certificate of Eligibility**  
Passed the Career Service Examination in Civil Service Commission Professional Level  
October 14, 2018

## REFERENCES:

- **DEBBIE C. VILLO, EdD**  
School Head-Candulawan Elementary School  
DepEd Talisay City Division  
Talisay Cebu City Philippines  
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- ▶ **DR. MARCEL S. GAWAYEN, LPT**  
Administrative Officer II  
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- ▶ **MARIA IVY C. AGUILAR**  
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