

# ROMA Q. BERJA

Dujali, Braulio E. Dujali, Davao del Norte, Philippines

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## **CAREER SUMMARY**

Goal-oriented, focused and dedicated to the duties and responsibilities with more than 15 years' experience in government service dealing different kind of people and creating a warm and friendly environment. Has increased 20% collection in real property tax through hard work and job efficiency. Has proficient knowledge in Microsoft Office (MS Word, MS Outlook and MS Excel).

## **SKILLS**

- Skilled in receiving payment, stocking and inventory of office supplies
- Proficient in computer operation: MS Word, MS Outlook and MS Excel for record keeping
- Knowledgeable in preparation of end-month report and maintain filing system for future reference
- Experienced in checking employee attendance, leave and overtime.
- Familiar in farming such as fruits and vegetables

## **WORK HISTORY**

**Administrative Officer II** (Payroll In-Charge)                      October 22, 2020 – Current  
Department of Education - Division of Davao del Norte, Philippines

- Prepare manual payroll for provisional teachers and prepare payslip.
- Check/validate the number of active and inactive employees before and after uploading to the system
- Updated payroll records such salary adjustments due to step increment, promotion and change status
- Checking of Modified Form 7 before uploading to the system.
- Generate Summary of Disbursement, payroll reports, payroll register, payslips and other reports
- Print payslips and payroll register
- Generate monthly reports and file necessary documents for future reference
- Addressed inquiry and clarifications.
- Draft memos for meetings and conferences.
- Facilitate and give inputs for various trainings and orientations for newly hired Administrative Assistants (ADASs)
- Process and prepare documents for retirement, transfer, resignation and travel abroad

**Administrative Assistant III**                      September 1, 2017 – October 21, 2020  
Department of Education - Division of Davao del Norte, Philippines

- Encode and prepare working paper for step increment and promotions
- Encode and update certificate of employment, service records, certificate of unused leave credits, certificate of non-payment, special order and reinstatement
- Compute and process terminal leave benefits and various claims of retired and deceased employees.

- Email documents to Regional Office
- Compute and prepare payroll for teachers benefit, such salary claims for newly hired, provisional and substitute teachers, maternity claim, salary differential, clothing and cash allowance etc.
- Prepare Proportional Vacation Pay (PVP) for teachers
- Prepare monthly report
- Perform clerical duties such as maintaining and filing system

**Administrative Assistant II** August 8, 2016 – August 31, 2017  
Department of Education - Division of Davao del Norte, Philippines

- Check monthly Daily Time Records of teachers and School Heads and prepare Modified Form 7.
- Encode and update leave and service credits of teachers and post leave applications of teachers
- Prepare and process working paper and payroll for monetization
- Prepare liquidation report
- Helps in any inquiry, complaint and other related functions.

**Revenue Collections Clerk I (RCC)** September 1, 2015 – August 7, 2016  
Local Government Unit – Municipality of Braulio E. Dujali – Philippines

- Compute and received payment for Real Property Tax (RPT) collection.
- Educate taxpayers relative to Compromise Agreement program
- Prepare and process documents for compromise agreement
- Prepare of Report of Collection Deposit and trusted in keeping undeposited collection to the vault.
- Update Cash Book (*General Fund, Trust Fund, & Special Education Fund*) and update of RPT ledger and other related functions
- Encode and prepare notices for delinquent tax payers and assist the needs of various clientele and stakeholders

**Administrative Aide II** February 16, 2010 – August 31, 2015  
Local Government Unit – Municipality of Braulio E. Dujali – Philippines

- Received payment and issue receipt for general collection, such cedula, health & business tax payment.
- Prepare Report of Collection Deposit.
- Prepare and issue checks to various suppliers.
- Update of Cash Book (*General Fund, Trust Fund, & Special Education Fund*) and other related functions

**Bookbinder** (Casual Employee) September 1, 2004 – February 15, 2010  
Local Government Unit – Municipality of Braulio E. Dujali – Philippines

- Disseminate communication letters for meetings.
- Record and prepare minutes of meeting and arrange schedule and appointments for meeting.
- Assist orientations for newly elected barangay officials
- Consolidate purchase request of various offices
- Emailed consolidated purchase request to procurement service office depot.
- Prepare and process documents for purchases

**Self-employed** July 1, 2004 – August 31, 2004

- Practiced backyard gardening for family supplementation
- Did household chores, cleaning, washing & cooking
- Helped cleaning and removing grass in our rice field

**Bookbinder** (Job Order) December 1, 2003 – June 30, 2004  
Local Government Unit – Municipality of Braulio E. Dujali – Philippines

- Received application such marriage, registration death and late registration of birth
- Prepared and released certificate of marriage, death and birth
- Prepared and served coffee for visitors
- Performed clerical work and other related job

**Cooperative Secretary** June 1, 2003 – November 31, 2003  
Braulio E, Dujali Municipal Employees Multi-Purpose Cooperative  
Braulio E. Dujali, Davao del Norte – Philippines

- Prepared memos for meetings and record and prepare minutes of meetings
- Performed bookkeeping job
- Posted loan payment and computed loan application

**EDUCATION:**

**UNIVERSITY OF MINDANAO COLLEGE - TAGUM BRANCH**

Master in Business Administration  
(18 units) School Year 2019-2020

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA)**

Food and Beverages Servicing National Certificate II (FBS NCII)  
September – November 2017

**NORTH DAVAO COLLEGE – PANABO**

Earn: Bachelor of Science in Secondary Education  
Major: Social Studies  
(24 units) 2019

**UNIVERSITY OF MINDANAO COLLEGE - TAGUM BRANCH**

Bachelor of Science in Accountancy  
Major: Accounting  
Graduated - School Year 1999-2003

**AWARDS and RECOGNATION**

Loyalty Awardee	2010
Service Awardee	2017
Career and Self Development Awardee	2010