

# OLIVER LIVED IBARRA

Date of Birth: October 23, 1988

Permanent Address: Sifio Linglingay, Brgy. Ricudo, Sinait, Ilocos Sur, Philippines

Citizenship: Filipino

Religion: Roman Catholic

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## QUALIFICATIONS:

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- Can perform work with minimal supervision and under pressure.
- Customer service oriented and able to work in a fast-paced, competitive environment.
- Dedicated and hardworking individual.

## TECHNICAL SKILLS:

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- Intermediate skills in Microsoft Office –Excel, Word, and Power Point.
- Trained American Heart Association Basic Life Support for non-medical personnel
- Intermediate skills in driving motorcycle and automatic four-wheels.
- Certified International Classification of Disease Version 10 (ICD-10) Coder
- Basic skills in epoxy resin application for counter top, river tables and floor

## WORK EXPERIENCES:

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### **Mariano Marcos Memorial Hospital & Medical Center Brgy. 6 San Julian City of Batac 2906 Ilocos Norte**

- **Accounting Staff  
October 16, 2018 - Present**

Main Function: Prepare supporting schedules and documents in the preparation of the monthly, quarterly, and yearly financial statement. Prepare and submit reports to head and other officers of the agency; to supervising agencies – Finance Division of the Department of Health and Department of Budget and Management; and to the Commission on Audit.

Designated as section inventory custodian who prepares project procurement management plan, requisition slip for supplies and materials, and reports for the repairs and maintenance of equipment. Substitute employee for other non-officer in the section who are on leave.

Prepares report and monitor the disbursement of agency fund.

- **Billing Officer  
February 20, 2015 – October 15, 2018**

Main Function: Prepares billing statement of patients from the collection of charge slips from different cost centers of the hospital, verifying the charges in the system, checking of hospital and health insurance documents, and preparation of the pre-billing and the final bill of patients. Prepares report of the daily discharges and monitors the mandatory discounts availed by in-patients. Verify the case rate or the

claims to be charge to Philippine Health Insurance Corporation using the codes derived from the Relative Value Scale of Surgeries and Operation, and to ICD-10 codes.

- **Collecting Officer**  
**August 21, 2014 – February 19, 2015**

Main Function: Collects payment of patients and other clients of the hospital including suppliers and employees and officers of the agency. Issue collection receipts of doctors to their private patients. Prepare daily collection and remittance report for each day duty.

Ensures disbursement voucher are filled up and proper collection receipt are submitted by the supplier. Prepares paid disbursement voucher for transmittal to post audit.

**Metropolitan Bank and Trust Company**  
**26 Gen. Segundo Ave. Brgy. 12 Laoag City, 2900 Ilocos Norte /**  
**Washington St. Brgy. Ablan City of Batac 2906 Ilocos Norte**

- **Customer Service Representative – Teller / New Accounts Teller**  
**February 16, 2012 – May 15, 2014**

Main Function: Cash handling and processing of cash/check deposits, withdrawals, check encashment, closing of accounts, signature verification. Posts all transaction and adjustments to the Current Account/Savings Account (CA/SA) termina. Accepts and processes various fund transfers and remittances payments. Handles outward clearing operations. Sells the Bank's and subsidiaries' products and services.

**Universal Storefront Services Corporation**  
**Brgy. Macabiag, Sinait, 2733 Ilocos Sur /**  
**Northern Ilocos Sur Trade Center Cabugao, 2732 Ilocos Sur**

- **Customer Service Representative / Officer-in-Charge Branch Head**  
**September 21, 2010 – February 29, 2012**

Main Function: Accepts and processes various fund transfers and remittances payments. Ensures funds are always available for processing of remittances. Sell other company's product and services – foreign exchange for US dollar, ticketing services for local airlines and ships and electronic mobile phone loads.

Supervise branch staff and security personnel. Secure company assets and clients' information. Prepare daily reports of collection and expenditures.

Secure necessary local business documents and permits from the local government unit.

**SEMINARS AND TRAININGS ATTENDED:**

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<b>Title</b>	<b>Inclusive Dates</b>		<b>Agency/Company Sponsor</b>
<b>Advanced Resin Epoxy Workshop</b>	03/18/2023	03/18/2023	Farnorth Resin and Furniture
<b>Basic Life Support Training</b>	10/28/2022	10/28/2022	Mariano Marcos Memorial Hospital and Medical Center
<b>Online Course on the Framework and Mandates of Universal Health Care</b>	06/03/2022	06/03/2022	Health Human Resource Development Bureau – DOH
<b>Webinar Series on the Knowledge Management in the Public Sector</b>	08/11/2021	08/13/2021	Development Academy of the Philippines – Center for Governance

<b>Mainstreaming Ambisyon Natin 2040</b>	05/22/2021	05/22/2021	Mariano Marcos State University Graduate School
<b>First Episode of the G-Series – How to Ace the Research Ethics Review</b>	05/22/2021	05/22/2021	Mariano Marcos State University Graduate School
<b>2021 Virtual Research Congress and Searca Regional Professional Chair Lecture</b>	02/13/2021	02/20/2021	Mariano Marcos State University Graduate School
<b>Session on Procurement Planning of the Digital Learning Series on Government Procurement – Basic Level (Proper Procurement Planning)</b>	10/13/2020	10/13/2020	Government Procurement Policy Board
<b>Session on Procurement Planning of the Digital Learning Series on Government Procurement – Procurement 101</b>	10/13/2020	10/13/2020	Government Procurement Policy Board
<b>Government Procurement Under Bayanihan to Recover as One Act</b>	09/30/2020	09/30/2020	Government Procurement Policy Board
<b>Employees' Compensation Program</b>	09/24/2020	09/24/2020	Employee Compensation Commission
<b>Orientation on PhilHealth Costing and Provider Payment Reform</b>	09/24/2020	09/24/2020	Philippine Health Insurance Corporation
<b>Government Procurement Process in MMMH &amp; MC</b>	08/27/2020	08/27/2020	Mariano Marcos Memorial Hospital and Medical Center
<b>GPPB-Negotiated Procurement -Emergency Cases</b>	07/22/2020	07/22/2020	Government Procurement Policy Board
<b>Efficient Procurement Measure During a State of Calamity or Implementation of Community Quarantine or Similar Restrictions</b>	07/22/2020	07/22/2020	Government Procurement Policy Board
<b>Simplified Posting and Electronic Submission of Procurement Reports</b>	07/22/2020	07/22/2020	Government Procurement Policy Board
<b>Harnessing Adaptive Leadership in Time of Crisis</b>	06/12/2020	06/12/2020	Career Executive Service Board
<b>In Focus- Capturing Transparency in Budgeting and Public Procurement in the Time of Covid-19 Webinar Series 2: COVID and Its Impact to the Procurement Process</b>	06/11/2020	06/11/2020	Government Procurement Policy Board

**Organizational Development  
in the New Normal**      06/10/2020    06/10/2020    Career Executive Service Board

**Alternative Work  
Arrangements and Support  
Mechanisms for Government  
Workers**                      06/10/2020    06/10/2020    Career Executive Service Board

**EDUCATIONAL BACKGROUND:**

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**College:      Bachelor of Science in Business Administration  
                 Major in Management Accounting**  
                 College Business, Economics and Accountancy  
                 Mariano Marcos State University  
                 City of Batac 2906 Ilocos Norte  
                 2005-2009

**High School: Special Science Class**  
                 Sinait National High School  
                 Sinait 2733 Ilocos Sur  
                 2001-2005