

MARK ARDELSON PALACAY

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PROFESSIONAL SUMMARY

Results-driven professional with a proven track record in Monitoring, Evaluation, and Accounting roles. Proven expertise in developing and implementing robust MEAL frameworks, ensuring program quality, and supporting project evaluations. Skilled in financial analysis, reporting, and compliance within diverse industries. Demonstrated ability in internal auditing, risk mitigation, and process improvement. Seeking a challenging role to leverage a diverse skill set, contribute to organizational success, and drive continuous improvement.

SKILLS AND ABILITIES

- Data analysis
- Analytical Skills
- Framework design
- Software skills
- Research
- Communication
- Report writing
- Data collection
- Data management
- Attention to details
- Managerial skills
- Time management

WORK EXPERIENCE

Save the Children Philippines, Inc. | General Santos, Philippines

Sep 2022 - Present

Position: Monitoring, Evaluation, Accountability and Learning (MEAL) Officer

- Developed and reviewed Monitoring Checklist for program activities.
- Conducted field visits to monitor program activities against Quality Benchmarks.
- Provided technical support for MEAL plans and baseline studies.
- Ensured quality reporting through periodic verification.
- Assisted in formative and operational research.
- Supported evaluation teams in periodic project evaluations.
- Ensured quality case studies through the program team.
- Established an effective system for complaints/feedback handling.
- Ensured functionality of the Complaint Feedback Mechanism (CFM).
- Monitored implementation of action plans from CFM reports.
- Assisted in developing quality reports and findings.
- Generated periodic reports and documented key learnings from the MEAL system.

International Organization for Migration (IOM) | Zamboanga, Philippines

Sep 2020 - Aug 2022

Position: Monitoring and Evaluation Associate

- Supported M&E Assistant in implementing the project's Monitoring and Evaluation Framework.
- Monitored technical compliance and timely execution of the project concerning baselines and set targets.
- Conducted regular field monitoring visits to collect quantitative and qualitative data on progress and outcomes.
- Ensured timely submission of project data for decision-making.
- Assisted M&E Assistant in developing culturally appropriate human-interest stories.
- Supported internal project database management, capturing and organizing relevant implementation data.
- Ensured beneficiary information aligned with data protection principles.
- Supported field monitoring and evaluation visits in coordination with the M&E team for Implementing Partners.
- Assisted IP staff in applying standardized M&E Tools and guided their application in the project area.

Pepsi Cola Products Philippines Inc | Zamboanga, Philippines

Apr 2018 - Jan 2022

Position: Accounting Analyst

- Costing/Inventory/Fixed Asset Accounting - Performs the accounting processes and activities related to costing, inventory, and fixed asset analysis to provide accurate, relevant, and reliable data to Plant management to support the attainment of operational and financial objectives

- Financial Processes & Month-end Closing - Performs the month-end closing activities of all transactions relevant to the assigned area within the standard deadline.
- Payables and Disbursements Control - Processes all outstanding accounts and legitimate obligations in the assigned area that are due for payment and ensure its timeliness and compliance with all approved standards and policies.
- Balance Sheet Analysis & Other Monthly Reports - Analyzes balance sheet accounts, relevant cost items, and profit and loss accounts to provide Plant management accurate, reliable, and relevant information.
- Month-End Physical Count - Conducts the monthly physical inventory in the plant, Sales Office, or any off-site warehouse within the assigned area to prepare for month-end closing of Finished Goods Inventory.

Golden Drug Store | Davao, Philippines

Jan 2017 - Jan 2018

Position: Internal Auditor

- Developed and executed comprehensive audit plans following industry standards.
- Conducted financial, operational, and compliance audits, assessing adherence to procedures.
- Evaluated internal controls, risk management, and government processes.
- Prepared concise audit reports with findings, recommendations, and action plans.
- Presented audit findings to management for decision-making.
- Maintained detailed and organized audit documentation; Analyzed data to detect irregularities and non-compliance.
- Identified risks and vulnerabilities in financial and operational systems.
- Provided recommendations for risk mitigation and process improvements.

A&A Merchandising | Zamboanga, Philippines

Nov 2015 - May 2016

Position: Internal Auditor

- Executed inventory audits to verify accuracy of counts and records; Documented inventory processes and procedures.
- Ensured compliance with accounting standards for inventory valuation.
- Identified discrepancies and recommended improvements; Assisted in developing cross-functional inventory strategies.
- Presented audit results to management for implementation; Collaborated with departments to enhance inventory management.

Atty. Edita Bola, CPA Accounting Firm | Zamboanga, Philippines

Feb 2014 - Apr 2015

Position: Accounting Staff

- Maintained accurate financial records for clients, handling AP, AR, and general ledger entries.
- Reconciled bank statements and assisted in preparing financial statements.
- Processed tax returns, payroll, invoices, payments, and expense reports.
- Communicated regularly with clients, providing financial insights and resolving queries.
- Maintained proper documentation for financial transactions and client data.

TRAININGS AND CERTIFICATIONS

- Humanitarian Operations Foundation Course at Save the Children Philippines, Inc., 2023
- Personal Security and Safety Test at Save the Children Philippines, Inc., 2022
- Vehicle Travel Safety and Security at Save the Children Philippines, Inc., 2022
- Trafficking in Persons: Protection and Assistance to Victims International Organization for Migration, 2021
- IOM Data Protection Principles On-Line Training Course International Organization for Migration, 2021
- Getting Grounded on Analytics Development at Academy of the Philippines, 2021
- Tax Updates and Tax Practice, Philippines Association of Certified Tax Technician, Inc., 2020

EDUCATION

Western Mindanao State University | Zamboanga, Philippines

2009 - 2014

Bachelor of Science in Accountancy