

# MERRY ROSE B. TUMBAGA-REYES, CPA

**Permanent Address** : Purok 2, Nungnungan II, Cauayan City, Isabela,  
Philippines, 3305

**Mobile Number** : +63917-5171971

**E-mail Address** : merryrosetumbaga@gmail.com

## Objective

To obtain a full time position in your company that offers a professional working environment, enables me as an employee to grow while meeting the organization's goals and could offer me a better package of benefits provided by the company.

## Eligibility

- Passed the licensure examination of Certified Public Accountant (CPA) last October 2010 with a general average of 81.57.

**Position** : **Financial Controller**

**Company** : Ropali Land, Inc. (Formerly, RP Alingog Development Corporation)

**Address** : Alingog Center, Rizal corner Canciller Avenue, Cauayan City, Isabela

**Tenure** : April 2023 to Present

## **Position Summary:**

- To provide information and decision support to those who need it, when they need it and in the format they need it
- Be a source of information and guidance in matters relating to finance, budgets and projections and internal and external compliance.
- Ensure adherence to the regulatory requirements (e.g. AMLC, SEC) to minimize, if not totally avoid penalties, sanctions, etc. as a result of none compliance.
- Ensure the safeguard of the organization's assets thru introduction of new policies and procedures, and ensure compliance thereof.

## **Duties and Responsibilities:**

- Prepares report for Management use such as Interim Financial Statements, Cash Position and Projected Sources and Application for Funds , etc.
- Reviews project financial runs and other project proposals
- Reviews requests, budgets and other requests that have financial implications
- Monitors and review Job Orders, Purchase Orders, materials and other requisitions

**Position** : **Head, System Improvement, Compliance and Audit (SICOA) Department**

**Company** : Ropali Land, Inc. (Formerly, RP Alingog Development Corporation)

**Address** : Alingog Center, Rizal corner Canciller Avenue, Cauayan City, Isabela

**Tenure** : August 6, 2019 - April 2023

## **Position Summary:**

- To inform and advise management and to discharge SICOA Department responsibility in a manner that is consistent with the Code of Ethics of the Institute of Internal Auditor
- To coordinate internal audit activities with others so as to best achieve the audit objectives and objectives of the company

**Duties and Responsibilities:**

- Prepares, at least annually, a risk-based audit plan;
- Responsible for the examination and evaluation of the adequacy and effectiveness of the internal control system;
- Responsible for the review of the application and effectiveness of risk management procedures and risk management methodologies;
- Responsible for the review of the management and financial information systems, including the electronic information system; assessment of the accuracy and reliability of the accounting system and of the resulting financial reports;
- Responsible for the review of the compliance system and the implementation of established policies and procedures
- Follows-up the implementation of audit recommendations and assesses if improvements are made to reduce risks of operations;
- Reports to Board, Management Committee and President regularly.
- Performs such other duties and responsibilities as may be assigned by higher management.

**Position** : **OIC, Compliance Officer (concurrent in capacity)**  
**Company** : Banco Alabang, Inc. (A Rural Bank)  
**Address** : G/F Minerva Bldg., National Road Putatan, Muntinlupa City  
**Tenure** : 24 November 2017 - July 18, 2019

**Duties and Responsibilities:**

- The CCO is the lead officer for purposes of administering the compliance program and interacting with the BSP on compliance-related issues.
- Responsible for the identification, monitoring and control of compliance risks, and ensures adherence to regulatory enactments, statutes or circulars.
- Shall be responsible for ensuring integrity and accuracy of all documentary submission to the BSP and other regulatory bodies and ensures the timely submission.
- Provides reports on a regular basis, and as directed or requested, to keep the Board of Directors and Senior Management informed of the operation and progress of compliance efforts.
- Primarily responsible in the implementation of the Bank's Money Laundering and Terrorist Financing Prevention Program (MTPP) Operations Manual.
- Ensures that alleged violations of rules, regulations, policies, procedures and standards of conduct are properly addressed on a timely basis.
- Shall coordinate with the department heads regarding the full implementation of the compliance program.
- Presents/recommends action plans for the improvement of branch operations and branch's audit rating.
- Suggest new systems/procedures that will beef up operational efficiency and control requirement.
- Attends board meeting when requested to report on Compliance System.
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**Position** : **Internal Audit Head**  
**Company** : Banco Alabang, Inc. (A Rural Bank)  
**Address** : G/F Minerva Bldg., National Road Putatan, Muntinlupa City  
**Tenure** : November 17, 2014- Present

**Duties and Responsibilities:**

- To provide leadership to Internal Audit Unit and motivate the team to attain the following objectives;
  - That the team shall work as a harmonious and cooperative, perform assigned task sufficiently within the prescribed deadline and adhere to policies, rules and regulation already existing or may hereafter formulated;
  - That the team shall recommend appropriate changes and addition/ improvements on existing control affecting branches and head office operating units; and
  - That the team shall make a continuing review of findings/ exception to ensure that corrective actions are taken by branches and head office operating units.
- To prepare audit plan for approval of the Audit Committee.
- To manage audit assignments including planning, review, completion and monitoring and closure of audit reports.
- To report to the Audit Committee regularly.
- To perform such other duties and responsibilities as may be assigned by higher management

**Position : Senior Internal Auditor**

Company : Philippine Resources Savings Banking Corporation

*(Formerly Philippine Rural Banking Corporation (PR BANK))*

Address : Alingog Center, Rizal St., cor. Canciller Avenue, Cauayan City, Isabela, Philippines  
(Head Office)

Tenure : June 6, 2011- November 14, 2014

- Audit Team Leader, supervises the team while conducting fieldwork and dealing with common problems incurred by branch personnel.
- Conducting special assignments and any other audit functions.

**Position : Junior Internal Auditor**

Company : Philippine Resources Savings Banking Corporation

*(Formerly Philippine Rural Banking Corporation (PR BANK))*

Department : Internal Audit Department  
Credit and Collections Field Audit Group

Address : Alingog Center, Rizal St., cor. Canciller Avenue, Cauayan City, Isabela, Philippines  
(Head Office)

Tenure : December 6, 2010-June 5, 2011

- Adding value to the bank by contributing improvement of operational efficiency, assessing reliability and integrity of information and safeguarding the assets of the company.
- Conduct regular audit to branches and head office operating unit to ensure adherence of personnel on set standard policies and procedures of the bank and other regulatory bodies.
- Examining certain accounts in the financial statements of the branch, audit of the branch compliance to regulatory bodies and to banks administrative policies and procedures.
- Checking branch compliance to corrective actions imposed by management in relation to the audit findings noted and assessed improvement of branch performance compared from the last audit.
- Drafting of Audit reports and recommendations
- Conducting special assignments and any other internal audit functions that may be assigned by the Internal Audit Manager.

## **Seminars Attended**

### **Credit Analysis and Loan Packaging Seminar**

Rural Bank Association of the Philippines through the Rural Bankers Research and Development Foundation, Inc.

August 29-30, 2017

Gov. Licaros Hall, RBAP Building, A. Soriano Ave., cor.Arsobispo St., Intramuros Manila

### **Risk Based Audit Methodology**

Rural Bank Association of the Philippines through the Rural Bankers Research and Development Foundation, Inc.

January 13-14, 2017

Gov. Licaros Hall, RBAP Building, A. Soriano Ave., cor.Arsobispo St., Intramuros Manila

### **Anti-Money Laundering Act Seminar**

Anti-Money Laundering Council (AMLC)

December 9, 2016

Audio Visual Room (AVR), 3<sup>rd</sup> Floor, Ropali Plaza  
Escriva Drive, cor. Gold Loop, Ortigas Center, Pasig City

### **Briefing on BSP Supervisory Processes and Examination Approach on Monitoring Bank's Compliance with Single Borrower's Limit**

**Resource Speaker:** Banko Sentral ng Pilipinas (BSP)

Rural Bank Association of the Philippines through the Rural Bankers Research and Development Foundation, Inc.

September 23, 2016

Hotel Jen Manila, Pasay City

### **Corporate Image Seminar**

**Resource Speaker: Abbygale Arenas-De Leon**

Ropali Group of Companies

August 6, 2016

Training Room, Ropali Plaza, Jose Maria Excriva Drive, Pasig City

### **Operational Risk Management Seminar**

**Resource Speaker:** Banko Sentral ng Pilipinas (BSP)

Federation of Metro Manila Rural Banks, Inc.

June 17, 2016

Baras Room, Valle Verde Country Club, Capt. Henry P. Javier St., Pasig City

### **Risk Awareness, Importance of Risk Management and Risk Governance Best Practices**

Federation of Metro Manila Rural Banks, Inc. (FOMMRBI)

February 7, 2015

Valle Verde Country Club, Capt. Henry P. Javier St., Pasig City

### **Orientation on New AMLC Reporting Template**

Anti-Money Laundering Council (AMLC)  
December 10, 2014  
Pililia Room, Valle Verde Country Club, Pasig City

**Essentials of Leadership**

Philippine Resources Savings Banking Corporation (PRSB) Training Unit  
September 4-5, 2014  
Audio Visual Room (AVR), 3<sup>rd</sup> Floor, Ropali Plaza  
Escriva Drive, cor. Gold Loop, Ortigas Center, Pasig City

**Know Your Money and Counterfeit Detection**

Rural Banker's Research and Development Foundation, Incorporation  
Licaros Hall, RBAP Building, Intramuros, Manila  
May 7, 2011

**Educational Background**

Our Lady of the Pillar College-Cauayan  
Bachelor of Science in Accountancy  
June 2006- March 2010  
San Fermin, Cauayan City, Isabela, Philippines

Saint Xavier Montessori School  
June 2000-April 2006  
Don Jose Canciller Avenue, Cauayan City, Isabela, Philippines

Nungnungan II Elementary School  
June 1996-March 2000  
Nungnungan II, Cauayan City, Isabela, Philippines

**Affiliation**

Philippine Institute of Certified Public Accountant (PICPA)  
Member  
October 28, 2010 – Present

**Character References:**

**Shyr B. Gacias**  
President and COO  
Banco Alabang, Inc. (A Rural Bank)  
G/F Minerva Building, National Road,  
Putatan, Muntinlupa City  
0917-569-0561

**Atty. Paul Vincent Mauricio**  
Sillawit, Cauayan City, Isabela, Philippines  
+63917-845-3209/+63906-240-0954

**Gerry Carabbacan, CPA**  
Government Employee  
Acctng. Department-Provincial Capitol  
Cauayan City, Isabela, Philippines  
+63917-592-229/+63917-578-0322

**Personal information**

Birthday : July 30, 1990  
Birthplace : Nungnungan II, Cauayan City, Isabela, Philippines  
Height : 5'3''  
Religion : Roman Catholic  
Weight : 104 lbs  
Spouse : Robinson A. Reyes  
Parent : Mr. Ludovico Tumbaga  
Ms. Delia Tumbaga

I hereby certify that the foregoing information is true and correct. I am fully aware and agreed that any misrepresentation herein given if the discovery is much later in the future will constitute sufficient ground to disapprove my application and or summarily terminate my service therefore.

Further, I hereby authorize to conduct such inquires from source above specified to verify / confirm any and or all above information.

  
Merry Rose B. Tumbaga-Reyes