**ROSE MARIE TOMARONG LATAR**

rosemarielatar@gmail.com

CITIZENSHIP: FILIPINO

CONTACT #: 09953346881

CURRENT ADDRESS: S. CARMONA ST. SAN CARLOS CITY

NEGROS OCCIDENTAL 6127

**OBJECTIVES:**

**KEY COMPETENCE:**

CAN HANDLE PRESSURE, COMPUTER LITERATE, GOOD INTERPERSONAL RELATIONS, CAN SPEAK ENGLISH, TAGALOG & CEBUAMO. ALSO, LEARNING A SHAWILI LANGUAGE.

**PERSONAL DETAILS:**

STATUS : SINGLE

AGE : 30 YEARS OLD

BIRTH DATE : SEPTEMBER 16, 1993

BIRTHPLACE : S. CARMONA ST., SAN CARLOS CITY NEGROS OCCIDENTAL

RELIGION : CHRISTIAN BY CONVERSION, BAPTIST BY CONVICTION

HEIGHT : 5’

WEIGHT : 50 KLGS.

FATHER’S NAME : TEOFILO DANUCO LATAR

MOTHER’S NAME : EVELYN TOMARONG LATAR

**EDUCATIONAL BACKGROUND**

MASTER OF PUBLIC ADMINISTRATION DEGREE CANDIDATE: MAJOR IN HUMAN RESOURCE MANAGEMENT

COLLEGE : CENTRAL NEGROS COLLEGE

 SAN CARLOS CITY, NEGROS OCCIDENTAL

COURSE : BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

 MAJOR IN FINANCIAL MANAGEMENT

 BEST IN ON THE JOB TRAINING

DATE GRADUATED : APRIL 2014

SECONDARY : JULIO LEDESMA NATIONAL HIGH SCHOOL

 SAN CARLOS CITY NEGROS OCCIDENTAL

DATE GRADUATED : 2010

ELEMENTARY : RAMON MAGSAYSAY ELEMENTARY SCHOOL

DATE GRADUATED : 2006

**WORK EXPERIENCE(S)/TRAINING**

* ON THE JOB TRAINING

CITY BUDGET & MANAGEMENT OFFICE

CITY HALL SANCARLOS CITY, NEGROS OCCIDENTAL

NOVEMBER 2013-JANUARY 2014

* GAISANO GROUP OF COMPANIES
1. **HIGHWAY TABUNOK, TALISAY CITY CEBU ( CORPORATE OFFICE)**
* CORPPRATE ACCOUNTING DRYGOODS
* SUSPENSE CLEARING IN CHARGE PERIOD COVERED JUNE 27,2014 - AUGUST 12, 2014
* Counter check all suspense paid vouchers versus the receiving confirmation from branch for clearing purposes of the item delivered by supplier to respective branch of Gaisano.
* Check supplier invoices and receiving confirmation from branch for any discrepancy.
1. **GAISANO TOWER, 328 CARLOS PALANCA ST.QUIAPO MANILA(MANILA HEAD OFFICE)**
* TOWER ACCOUNTING-DRYGOODS PERIOD COVERED AUGUST 13, 2014 - JUNE 18, 2017
* PROCESS ACCOUNTS PAYABLE

(DRYGOODS & SUPERMARKET DEPARTMENT)

* Process accounts payable for outright and supermarket department
* Verifying and reconciling invoices.
* Ensure payment of invoices on due date
* TOWER ACCOUNTING-OPEX PERIOD COVERED JUNE 19, 2017- JULY 1, 2019
* PROCESS ACCOUNTS PAYABLE

(OTHER OPERATION EXP. & STORE OPERATION EXP)

* Process accounts payable for operating expenditures & capital expenditures
* Reconciling processed work by verifying entries and comparing system reports
* Keeping track of all payments (store expenditures & other expenditures)
* Maintaining historical records
* Paying vendors by scheduling pay checks
* Responding to all vendors inquiries regarding their account
* Generate monthly reports for all the expenditures
* BENEFITS IN CHARGE
* Provide accurate & timely response to employee inquiries about government mandated benefits (SSS, PHILHEATH & HDMF)
* Process payment for government benefits
* Generate reports of 1957 security & investigation agency employee time & attendance
* RELIVER of Petty Cash Fund CUSTODIAN WHENEVER THE INCHARGE WAS ON LEAVE & ABSENT
* Provide cash
* Process accounts subject for funding
* Release funds
* **San Carlos Doctors Hospital**
1. **CREDIT AND COLLECTION STAFF PERIOD COVERED NOVEMBER 6, 2019 – UNTIL PRESENT**
* Creating and maintaining credit history files.
* Analyzing and assessing the creditworthiness of account/client using external credit risk management tools/reports.
* Supporting the collection efforts/calls for accounts receivable portfolio.
* Documenting daily collections activity.
* Researching account disputes and billing discrepancies.
* Performing account/payment reconciliations
* Responding to credit inquiries from external and internal clients.
* Identifying delinquent accounts requiring external collection efforts.
* Generate monthly reports for all accounts receivables.
* Generate CDG Report (Monthly) Every 1st week of the month
* Accumulate the 2% equivalent of the referrals value to the outpatient services in the following areas (Xray, CT-Scan, Laboratory, Ultrasound, Cardiology -2D Echo,Ecg,Etc)
* Generate Monthly Salary Deduction for AR – Employee
* Promissory Notes In Charge
* Bill out Insurance & CDUH Health care
1. **PCSO & DSWD**
* Send Medical Abstract, PCSO referral form & Admission Discharged to Cebudoc Social Worker for endorsement letter.
* Prepare & Re - Check the PCSO requirements for Endorsement in the PCSO Budget Allocation
* Always check the approved budget allocation for the issuance of Guarantee letter from PCSO
* Consumed GL must be bill out for the payment (PCSO & DSWD)
* Remind always Guarantee Letter of EPOSINO must be consume within a month. Over 30 days considered invalid (PCSO ASSISTANCE)
1. **CDUH PAYABLE**
* Before filing the payable, submit to designate department for verification.
* File the payable to CDUH document monthly based on receiving date by AR in charge.
* Input all Accounts Payable to CDUH for monitoring
* Credit all payments to Ledger.

**CERTICATION:**

* 1 For 50 Training for Leaders - January 16, 2023 – January 18, 2023
* HFOB Summit on the Implementation of the Anti- Hospital Deposit Law – February 27 – March 1, 2023

**CHARACTER REFERENCE:**

1. MS. RUBIE JANE ESPINOSA
	1. ASSISTANT ACCTNG HEAD DRYGOODS
	2. CORPORATE OFFICE
	3. HIGHWAY TABUNOK TALISAY CITY CEBU
	4. **09352749566**
2. MS. MILYN MERTO
	1. ACCOUNTING HEAD
	2. GAISANO TOWER OFFICE
	3. 328 CARLOS PALANCA ST. QUIAPO MNL
	4. **09178136210**
3. MS. ELLEN LEONG
	1. PHRD
	2. GAISANO TOWER OFFICE
	3. 328 CARLOS PALANCA ST. QUIAPO MANILA
	4. **09223983137**
4. SIR BERNARDINO PATAYTAY
5. DEPARTMENT HEAD
6. SAN CARLOS DOCTORS’ HOSPITAL INC. BUSINESS OFFICE
7. C.L Ledesma Ave. San Carlos City, Negros Occidental
8. SIR NEBRON CARBAJOSA
9. HOSPITAL ADMINISTRATOR
10. SAN CARLOS DOCTORS’ HOSPITAL INC. BUSINESS OFFICE
11. C.L Ledesma Ave. San Carlos City, Negros Occidental