

Rowin Jay B. Orillo

PHONE NO.: 09764329433/09388847168

Email : orionandrios0211@gmail.com

: rowinjayorillo0211@gmail.com

Address : Sitio Los Pigados, Centrala,
Surallah, south Cotabato 9512, Philippines



- I am excited to bring a winning combination of Tax Preparation, Negotiation, Teamwork, Adaptability, and Communication to your esteemed team. With a Bachelor of Science in Accountancy earned in 2023, I am proficient in Time Management and skilled in Microsoft Dynamics GP and Excel. My passion for excellence and keen expertise position me to drive success within your organization.

PERSONAL DETAILS

Nationality : Filipino

Birthdate : January 22, 1999

Birth Place : Sitio Los Pigados, Centrala, Surallah

Marital Status : Single

EDUCATION

Bachelor of Science In Accountancy Holy Child
Central Colleges, Inc.
2023

SKILLS

Negotiation
Teamwork
Adaptability
Microsoft Excel
Communication
Time Management
Microsoft Word

HOBBIES

Hiking, Travel, Watching Anime, Playing
Online Games, Discover New Places

WORK EXPERIENCE

Cabino Accounting Services

May 2022 - Jul 2023

Surallah

- Assisted in preparing quarterly tax reports to guarantee adherence to regulations and precision.
- Generated comprehensive financial reports.
- Ensured compliance with tax regulations.
- Handled registration with BIR, LGU, and DTI.
- Addressed an open case with BIR.
- Ran errands to collect clients' tax payments and their books of accounts.
- Gathered necessary information from clients.
- Managed the process for Authority to Print (ATP).
- Handled the process for opening bank accounts.

Service Crew

Chowking Gensan

Jul 2018 - Feb 2019

- Effectively handled a large number of transactions
- Enhanced team efficiency
- Provided outstanding service in fast-paced environments
- Guaranteed timely and accurate order processing
- Raised customer satisfaction ratings

Cannery Work, Dole Phil.

Dole Philippines

Nov 2016 - Jul 2018

- Enhanced quality control systems, reducing defects
- Implemented safety protocols, resulting in zero workplace accidents
- Developed employee incentive programs, morale at an all-time high
- Managed high-volume production lines with consistent results
- - Optimized staff training, boosting productivity

Sale's Man (Outdoor & Indoor)

JH2 Merchandising

January 18, 2016 - Nov 01, 2016

- Inventory Clerk
- Cashiering
- Cash Balancing
- Making Rules and Regulations
- WareHouse Incharge
- Payroll
- Purchasing
- Customer Service

Barangay Sanitary Inspector

January 2019 - March 2024

- Monthly Water Sampling every Water Refilling Station.
- Conduct inspection Food Establishment.
- Quarterly Water Sampling every Brgy. Water System.
- Operation Clean Up Drive per Sitio's and Purok's.
- Conduct and Investigate Dengue Victim.
- Monthly Report at Municipal Health Center.
- Profiling

Government Compliance

Home Design

Nov 2024 - Nov 2025

- BIR Filling
- Cash Balancing Report
- Philgeps preparation
- Preparation for Tax Declaration
- Preparation for Tax Computation
- Adjustment For Tax
- Bookkeeper
- ETC.

Account Officer (Microfinance)

Cooperative Bank Of Cotabato

January 2024 - May 2024

- Cash Count
- CIBI
- Cash Flow
- Manage 8 Center with the minimum 15 Members per Center
- Survey
- Handle Individual Loan Accounts
- Loan Collection
- Travel
- Data Collection
- Manage Past due
- Manage 50 Individuals Loan and Collection
- Etc.

References

Joven Fernandez Cabino, CPA, CTT
Owner of Cabino Accounting Services
Centrala, Surallah, South Cotabato
0945-772-3413

Roy Victor F. Sumugat, CPA, Program
HeadAccountancy DEPT.
Holy Child Central Colleges Inc.
Surallah South Cotabato
0917-700-2539

Bemboy Dela Cruz
Operation Manager of LightHouse BPO
General Santos City
0963-946-8676

Oscar Bubongan
Former Brgy. Captain of
Brgy. Centrala Surallah So. Cot.
0965-114-8164

Charlyn Mae S. Lacson
Hiring Manager Of Homedesign
0946-869-2487

Municipal Health Office of Surallah
BSI Employer
0949-127-8799

HOLY CHILD CENTRAL COLLEGES, INC.
 Formerly HOLY CHILD COLLEGE OF INFORMATION TECHNOLOGY, INC.
 Alah Valley Drive, Surallah, South Cotabato
 Tel #: (083) 8876-826
 Email: holychild@hccci.edu.ph
registrarsoffice@hccci.edu.ph



OFFICE OF THE SCHOOL REGISTRAR

OFFICIAL TRANSCRIPT OF RECORDS

ORILLO

ROWIN JAY

BELGIRA

Sex: Male Citizenship: Filipino
 Civil Status: Single NSTP Serial No. C-12-031351-20
 Home Address: Barrio Central, Surallah, South Cotabato
 Date of Birth: January 22, 1999
 Place of Birth: Surallah, South Cotabato
 Parent/Guardian: Mrs. Rowena N. Ramping



PRELIMINARY EDUCATION COMPLETED:

Elementary: Surallah East Elementary School Year Graduated: 2010
 High School: Libertad National High School Year Graduated: 2014
 Entrance Date: OTR - Cronica Foundation College, Inc.
 Title Degree: Bachelor of Science in Accountancy (BSA)
 Date of Graduation: August 31, 2023
 S.O.: NO. 50-247201-04324 Series of 2024

GRADING SYSTEM:

1.0 -99-100%	1.4 -85%	1.8 -81%	2.2 -67%	2.6 -63%	3.0 -75-76%
1.1 -88%	1.5 -84%	1.9 -80%	2.3 -68%	2.7 -61-62%	5.0 - Failed
1.2 -87%	1.6 -83%	2.0 -82%	2.4 -65%	2.8 -79-80%	F - Failed
1.3 -86%	1.7 -82%	2.1 -88%	2.5 -64%	2.9 -77-78%	D - Dropped
					W - Withdrawn

Catalog Number	Descriptive Title	Final Grade	Credits
Records from HOLY CHILD CENTRAL COLLEGES, INC. - Surallah, South Cotabato			
1st SEMESTER, SY 2019-2020 (BSA-1)			
AE 11	Managerial Economics	2.0	3
CBME 1	Operations Management and TQM	2.0	3
AE 13	Financial Accounting and Reporting	2.3	3
GE 6	Art Appreciation	1.8	3
AE 22	Cost Accounting and Control	2.8	3
GE 4	Mathematics in the Modern World	2.1	3
2nd SEMESTER, SY 2019-2020 (BSA-1)			
GE 1	Understanding the Self	1.9	3
GE 2	Readings in Philippine History	1.8	3
AE 12	Economic Development	1.8	3
AE 14	Conceptual Framework and Accounting Standards	2.8	3
AE 15	Intermediate Accounting 1	2.9	3
AE 4	Management Science	1.6	3
PE 2	Fundamentals of Rhythmic Activities	1.8	2
AE 1	Law on Obligations and Contracts	F	0
NSTP 2	National Service Training Program 2	1.9	3
1st SEMESTER, SY 2020-2021 (BSA-2)			
PE 3	Recreational Activities (Individual Dual Sports)	2.6	2
AE 21	IT Application Tools in Business	3.0	3
AE 19	Financial Management	2.8	3
GE 8	Ethics	1.5	3
AE 23	Strategic Cost Management	F	0
AE 16	Intermediate Accounting 2	2.8	3
AE 25	Income Taxation	3.0	3
GE 7	Science Technology and Society	2.7	3

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Prepared by:
 Charmae V. Escaniel
 School Registrar

Prepared by:
 CHARMAE V. ESCANIEL
 School Registrar

Prepared by:
 JIMMY FELONGCO PhD
 Academic Director



HOLY CHILD CENTRAL COLLEGES, INC.
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 Aliah Valley Drive, Surallah, South Cotabato
 Tel #: (083) 8876-826
 Email: holychild@hccol.edu.ph
registrars@hccol.edu.ph



OFFICE OF THE SCHOOL REGISTRAR

OFFICIAL TRANSCRIPT OF RECORDS

Student's Name **ORILLO, ROWIN JAY BELGIRA**

Catalog Number	Descriptive Title	Final Grade	Credits
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Records from **HOLY CHILD CENTRAL COLLEGES, INC. – Surallah, South Cotabato**

2ND SEMESTER, SY 2020-2021 (BSA-3)

GE 10	GE Elective (Business Logic)	1.8	3
AE 26	Business Taxation	F	0
AE 17	Intermediate Accounting 3	3.0	3
AE 10	Governance, Business Ethics, Risk Management, and Internal Control	2.4	3
AE 18	Financial Markets	F	0
AE 20	Accounting Information System	3.0	3
PE 4	Team Sports and Games	2.5	2

3RD SEMESTER, SY 2021-2022 (BSA-3)

GE 9	Rozar's Life and Works	2.8	3
AE 8	Statistical Analysis and Software Application	1.7	3
PIE 1	Auditing and Assurance Principles	2.6	3
PIE 2	Auditing and Assurance: Concepts and Applications 1	2.8	3
PIE 6	Accounting for Special Transactions	1.8	3
PIE 7	Accounting for Business Combinations	2.5	3
HBO	Human Behavior in Organizations	1.5	1

4TH SEMESTER, SY 2021-2022 (BSA-3)

AE 6	Accounting Research Methods	2.4	3
AE 5	International Business and Trade	1.4	3
PIE 6	Accounting for Government and Non-profit Organizations	1.3	3
PIE 3	Auditing and Assurance: Concepts and Applications 2	2.5	3
PIE 4	Auditing and Assurance: Specialized Industries	2.7	3
PIE 5	Auditing in a CIS Environment	2.7	3
AE 27	Update in Financial Reporting Standards 1	1.8	3

5TH SEMESTER, SY 2022-2023 (BSA-4)

AE 1	Law on Obligations and Contracts	2.8	3
AE 2	Business Law and Regulations	1.5	3
AE 26	Business Taxation	2.7	3
GE 11	Malayung Komangkayon	1.9	3
GE 12	Pandayan	2.8	3
CBME 2	Strategic Management	1.3	3
AE 24	Strategic Business Analysis	2.3	3
AE 28	Update in Financial Reporting Standards 2	2.3	3
AE 29	Update in Financial Reporting Standards 3	2.3	3
GE 3	The Contemporary World	2.9	3

6TH SEMESTER, SY 2022-2023 (BSA-4)

AE 7	Accounting Internship	1.0	6
AE 18	Financial Markets	2.5	3
AE 23	Strategic Cost Management	2.5	3
AE 8	Accounting Research	2.7	3
GE 3	The Contemporary World	3.0	3

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transcript closed

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GRADUATED

Bachelor of Science in Accountancy (BSA) on August 31, 2023 from Holy Child Central Colleges, Inc., Aliah Valley Drive, Surallah, South Cotabato as per Commission on Higher Education Authority Special Order NO. 50-343201-04334 Series of 2024.

REMARKS: Valid copy for Employment Purposes only

CERTIFICATE OF THE REGISTRAR:

I hereby certify that the attached records of Rowin Jay B. Orillo have been verified by me, and that the true copies of the official records substantiating the same are kept in the files of our school.

Prepared by

CHARMAE V. ESCARILL

School Registrar



JOY TAN FELONGCO, PhD.
 Academic Director





HOLY CHILD CENTRAL COLLEGES, INC.
SURALLAH, SOUTH COTABATO

Certificate of Appreciation

is given to

ROWIN JAY B. ORILLO

in acknowledgment of the invaluable service rendered to the
JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS-HCCCI VICE PRESIDENT FOR AUDIT
imparting leadership contribution to the growth and development of the students and the school.
Given this 31st day of August 2023 during the DANGAL ANG PAGKILALA AT PAGPAPARANGAL 2023 at
the Surallah Gymnasium, Surallah, South Cotabato.

MARK LAURENCE D. ANO, PT, MALT, CHRA
Director of Student Affairs and Services

VANESSA MARIE L. ANTIQUIN
Executive Vice President



Campus Ministry and Multi-Faith Services
HOLY CHILD CENTRAL COLLEGES, INC.
Surallah, South Cotabato

CERTIFICATE OF PARTICIPATION

IS PRESENTED TO

ORTALO, ROWIN JAY

for actively participating in the Retreat 2023 for graduating students,
held at OND Mission Center, General Santos City.

Given this 1st day of August 2023.

JOHN LUCAS R. FRAC, CHRA
Coordinator, Campus Ministry and Multi-Faith Services

MARK LAURENCE J. FANO, LPT, MALT, CHRA
Director, Student Affairs and Services-Corporate



Holy Child Central Colleges, Inc.

*Formerly Holy Child College of Information Technology, Inc.
Allah Valley Drive, Surallah, South Cotabato
info@hccci.edu.ph

CERTIFICATE OF PARTICIPATION

is awarded to

ROWIN JAY B. ORILLO

for having participated in the Pre-Deployment Learning
Session and WAVE Forum (Work Attitude, Values, and Ethics)
held on April 11, 2023, at the Holy Child Central Colleges,
Inc., Allah Valley Drive, Surallah, South Cotabato

issued this 11th day of April 2023


ROY VICTOR T. SUMUGAT

Program Head-BSA


VANESSA MARIE L. ANTIQUIN

Executive Vice President


URBANA W. CORDERO

Head, Guidance & Testing Center



CERTIFICATE

OF COMPLETION


THIS CERTIFICATE IS PRESENTED TO:

Rowin Jay B. Orillo

This is to certify that Bachelor of Science in Accountancy Student of Holy Child Central Colleges, INC. has completed 400 hours of On-the-Job Training in Cabino Accounting Services from April 25, 2023 to July 05, 2023 as Accounting Associate.

Your commitment, hard work, and dedication to this endeavor are highly commendable. Your achievements are a testament to your determination and perseverance, and we are proud to have been a part of your journey.

Issued this 5th day of July 2023 at Surallah South Cotabato, Philippines.


JOVEN F. CABINO, CPA, CTT
CEO



Republic of the Philippines
Department of Finance
BUREAU OF INTERNAL REVENUE
OFFICE OF THE REVENUE DISTRICT OFFICER
Revenue District No. 111
Koronadal City

CERTIFICATE OF APPEARANCE

This is to certify that the official/employee named below appeared in this office on the date/s indicated and for the purpose hereunder stated.

NAME	:	<u>Orillo, Rowin Jay B.</u>
PLACE OF ASSIGNMENT	:	<u>RDO III 3rd floor</u>
INCLUSIVE DATE/S	:	<u>March 26, 2025</u>
PURPOSE	:	<u>Seminar for TAMP BRIEFING AND OTHER TAX UPDATES</u>

This Certification is issued upon the request of the above-mentioned employee/s to confirm his/her travel.

Signed at Koronadal City, South Cotabato this 26th of March, 2025.


LAARNI M. ASA
Chief, Administrative Section



CERTIFICATE OF PARTICIPATION

is given to

Rowin Jay B. Orillo

for his/her active participation during the Leaders Congress dubbed, **Recalibrating Student Leadership in Times of Global Change: A Joint Student Organizations' Leadership Training and Strategic Planning Seminar-workshop and Team Building Activity** on March 9-10, 2023 held at the Holy Child Central Colleges, Inc. - Campus 1 Library.

Given this 10th day of March 2023 at Holy Child Central Colleges, Inc., Surallah, South Cotabato.


MARK LAURENCE J. FANO, LPT, MALT
Corporate Director, Student Affairs and Services


VANESSA MARIE L. ANTIQUIN
Executive Vice President



Republic of the Philippines
Province of South Cotabato

SOUTH COTABATO LOCAL DRM OFFICERS ASSOCIATION

CERTIFICATE OF APPEARANCE

This is to certify that Rovin Jay B. Orillo of

Brgy. Centrala attended and participated during the conduct of the New

Innovations in the Prevention of Dengue Outbreak and Dengue Outbreak Contingency

Planning held at Mosqueda Mansion, Kiamba, Sarangani Province on June 14 - 17, 2023.

LEONARDO B. BAILON

SCLDRMOA President

MGDH/MDRRMO - Surallah



MINDANAO MASTERSKILLS TECHNICAL TRAINING CENTER INC.

Doña Lourdes Subdivision, Gensan Drive, Koronadal City



PRESENTS THIS

Certificate No. 201612011009

Training Certificate

TO

ROWIN JAY B. ORILLO

for having successfully completed the program

FOOD & BEVERAGE SERVICES NC II
(356 hours)

Given this 11th day of March 2018 at Doña Lourdes Subd.,
Gensan Drive, Koronadal City, South Cotabato.


ESTRELLA C. GALLARDO
Registrar

Units of Competencies Completed

BASIC COMPETENCIES

- 500311105 *Participate in workplace communication
- 500311106 *Work in team environment
- 500311107 *Practice career professionalism
- 500311108 *Practice occupational health and safety procedures

COMMON COMPETENCIES

- TR5311201 *Develop and update industry knowledge
- TR5311202 *Observe workplace hygiene procedures
- TR5311203 *Perform computer operations
- TR5311204 *Perform workplace and safety procedures
- TR5311205 *Provide effective customer service

CORE COMPETENCIES

- TR5512387 *Prepare the dining room/ restaurant area for service
- TR5512388 *Welcome guest and take food & beverage product
- TR5512389 *Promote food and beverage services to guest
- TR5512390 *Provide room service
- TR5512391 *Receive and handle guest concerns

Certificate Of Employment

PUROK SAN MIGUEL, POLOMOLOK SOUTH COTABATO
TEL. NO. 382-0484 * TELE FAX NO. (083) 580-8008
CDA REG. NO. 2482-DVO



UEWMPC

CONTRACTOR * FABRICATOR * CONSULTANTS
TECHNICAL SERVICES * MANPOWER SUPPLY
CADD DRAFTING * DESIGN & ESTIMATES * AIR
CONDITIONING & REFRIGERATION & HEATING

UNIFIED ENGINEERING WORKERS MULTI-PURPOSE COOPERATIVE

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that MR. ROWIN JAY B. ORILLO has been employed with **UNIFIED ENGINEERING WORKERS MULTI-PURPOSE COOPERATIVE** as **General Utility** assigned at Dole Upper Valley Operations, Surallah, South Cotabato from November 14, 2016 up to July 10, 2018.

This certification is being issued upon the request of Mr. Orillo for whatever legal purpose/s it may serve him best.

Given this 15th day of September, 2023 at UEWMPC Office Purok San Miguel, Poblacion, Polomolok, South Cotabato.


FOR: PEPILYAN A. BAUTISTA
MYRNA Q. BUARON
HR - Recruitment

Certificate Of Employment



REPUBLIC OF THE PHILIPPINES
Province of South Cotabato
Municipality of Surallah
BARANGAY CENTRALA

OFFICE OF THE PUNONG BARANGAY

CERTIFICATION

TO WHOM IT MAY CONCERN

This is to certify that, **ROWIN JAY B. ORILLO**, 26 years old, single, is a bonafide resident of Sitio Los Pigados, Centrala, Surallah, South Cotabato.

That, he rendered services as **BARANGAY SANITARY INSPECTOR (BSI of the barangay** for 5 YEARS from the period, JANUARY, 2019 to MARCH, 2024.

This certification is being issued upon the request of the above-named person for whatever legal purpose it may serve best.

DONE this 24th day of MARCH, 2025.


OSCAR B. BUBONGAN
Punong Barang

Certificate Of Employment

CERTIFICATE Of Employment



PROUDLY PRESENTED TO

Rowin Jay B. Orillo

This is to certify that Mr. Rowin Jay B. Orillo has been employed by CABINO ACCOUNTING SERVICES on May 2022 to June 2023 in the position ACCOUNTING ASSOCIATE.

This certification is being issued for whatever legal purpose it may serve.

Issued this 15th of September at Surallah, South Cotabato, Philippines

Certified By:



JUNE ONE F. CABINO, CHRA
HR GENERALIST



JOVEN F. CABINO, CPA, CTT
CEO