

# RODGER PASCUAL

SENIOR MANAGEMENT  
INFORMATION SYSTEM  
RESEARCHER/ BOOKKEEPER



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## PROFESSIONAL SUMMARY

Experienced accounting professional with a bachelor's degree in accountancy and over five years of work in both government and private sectors. Familiar with procurement planning under RA 9184, financial operations, records handling, and research support. Able to improve processes and maintain accurate data through solid analytical and organizational abilities. Has supported administrative functions and contributed to compliance, reporting, and enforcement tasks. Reliable, consistent, and working well under pressure. Open to roles in procurement, compliance, accounting, or research that require accuracy, responsibility, and quality work.

## CORE COMPETENCIES

Leadership & Teamwork	Government Procurement	Regulatory Compliance
Financial Reporting & Budgeting	Data Analysis & Visualization	Internal Controls & Audit Support
Report Writing & Documentation	Analytical & Organizational Skills	Problem-Solving & Decision-Making
Research & Development	Records & Document Management	Strategic Planning & Implementation
Process Digitalization & System Improvement	Inventory Management & Reconciliation	Policy Development & Program Support

## EXPERIENCE

### Remote Bookkeeper – Freelance

Jan 2025 - Present

Tally Bookkeeping LLC | New York, NY (Remote)

- Managed the full bookkeeping cycle for a diverse portfolio of clients, ensuring accurate and timely financial reporting.
- Provided comprehensive financial services, including accounts payable, accounts receivable, and bank reconciliations for assigned businesses.
- Utilized cloud-based accounting software to maintain up-to-date and organized financial records.
- Analyzed client financial data to generate key reports to improve cash flow.
- Collaborated with clients and internal teams within the company to optimize financial workflows and ensure compliance with reporting standards.
- Assist clients in identifying recommended system based on their business model, operation and structure.

### Senior Management Information System Researcher – Casual

Jan 2025 - Present

Baliwag Water District | Baliwag City, Bulacan

- Developed and maintained comprehensive dashboards and reports to support strategic decision-making.
- Worked together with cross-functional teams to optimize information system workflows and data integrity.
- Performed in-depth analysis to identify areas for process improvement and implemented solutions to enhance efficiency.
- Ensured compliance with data governance policies and standards across all information systems.
- Performed research and analysis on non-revenue to enhance leak detection strategies and reduce water loss.
- Authored Records Management Manual, Business Continuity Plan, and Emergency Response Plan.
- Served as Vice-Chairman, Records Committee, and FOI Receiving Officer.

## Science Research Specialist I

Oct 2021 - Jan 2025

Department of Energy | Taguig City, Metro Manila

- Contributed to developing the Philippine Energy Labeling Program (PELP) System, a centralized database of Energy-Consuming Products (ECPs).
- Assisted in the evaluation of company and product registrations to ensure compliance with PELP regulations, and processing of payments, certificates of exemption, and energy label issuances.
- Assisted in the conduct of information, education, and communication (IEC) campaigns and provide technical guidance to stakeholders and program implementors for PELP.
- Assisted in the conduct of nationwide Enforcement, Monitoring, and Verification (EMV) activities for energy-consuming devices, ensuring adherence to Philippine Energy Labeling Program (PELP) guidelines.
- Assisted in the development of the Data Analytic Toolkit on Energy-Consuming Products, Energy Savings, and Consumer Behavior Trends.
- Assisted in developing the Work and Financial Plan (WFP) and Project Procurement Management Plan (PPMP) to facilitate effective resource allocation and procurement.
- Executed procurement tasks, including creating terms of reference, defining item specifications, canvassing suppliers, and ensuring timely delivery and compliance.
- Prepared contracts-maintained supplier relationships to ensure prompt deliveries, and processed disbursements for timely payments.
- Supported stakeholder engagement in the Philippine Energy Labeling Program (PELP) through conducting Information, Education, and Communication (IEC) activities, public consultations, and industry meetings.
- Provided creative support through video and graphic editing, enhancing presentation materials for stakeholder engagement.
- Provided ICT-related assistance to the team, maintaining equipment, identifying critical IT infrastructure, and supporting IEC activities with necessary software.
- Served as one of the focal people for the Green Procurement Project of the Government Procurement Policy Board (GPPB).

## Accounting Officer

Jun 2021 - Oct 2021

Red Horizon Credit Cooperative | Pasay City, Metro Manila

- Oversaw daily financial transactions, ensuring accuracy and adherence to accounting principles.
- Prepared and analyzed financial statements, budgets, and forecasts to inform organizational strategy.
- Implemented internal controls to safeguard assets and ensure compliance with regulatory requirements.
- Coordinated with external auditors during financial audits and facilitated the resolution of audit findings.

## Inventory Management – Head

Aug 2020 - May 2021

Alternatives Food Corp. | Pasig City, Metro Manila

- Developed and implemented inventory control procedures to maintain optimal stock levels and reduce waste.
- Utilized inventory management software to track stock movements and generate accurate inventory reports.
- Worked together with procurement and sales teams to forecast demand and plan inventory accordingly.
- Performed regular audits to ensure inventory accuracy and compliance with company policies.

## Finance Officer

Jan 2020 - Jul 2020

HIS Bulacan Corporation | Plaridel, Bulacan

- Prepared and monitored budgets, financial reports, and forecasts to support organizational financial health.
- Oversaw accounts payable and receivable, ensuring timely processing and reconciliation.
- Ensured compliance with financial regulations and standards through regular reviews and audits.
- Provided financial insights and recommendations to senior management to inform decision-making.

## Accounting Staff

Sep 2019 - Dec 2019

Jocelyn Forge Inc. | Meycauayan, Bulacan

- Performed general ledger accounting, including journal entries and account reconciliations.
- Assisted in the preparation of financial statements and reports in accordance with GAAP.
- Processed invoices and Oversaw accounts payable and receivable functions.
- Supported month-end and year-end closing processes to ensure timely financial reporting.

EDUCATION

Master of Arts in Business Administration

Baliuag University | Baliwag City, Bulacan

Aug 2025 - Present

Bachelor of Science in Accountancy

Fernandez College of Arts and Technology | Baliwag City, Bulacan

Aug 2015 - May 2019

SKILLS

Technical Skills

- Microsoft Office Suite & Spreadsheet Automation
- Power BI, QuickBooks, Filmora & Audacity
- Ai Coding and Web Development
- Adobe Photoshop, Illustrator & InDesign
- Records Management Systems
- RA 9184 Procurement Compliance

Soft Skills

- Analytical Thinking
- Attention to Detail
- Report Writing
- Critical Thinking
- Problem Solving
- Time Management

REFERENCES

Marifel Stewart

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Steven Ivan G. Caiña

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