



1. If anything was possible, what would your dream job be, and why?

If I could go back to college and choose my degree, I would be choosing courses related to Accountancy. I always wanted to become an Accountant but with unforeseen circumstances, I wasn't able to pursue it. I was actually bound to study college abroad and was processing documents so I opted to study in Technological University of the Philippines - Visayas for the mean time without considering or minding what would happen after. Unfortunately, it after the second year college, pandemic happened, I was stuck. However, I am so thankful to my previous employer that they gave me an opportunity to be what I wanted to become. I was assigned to the Accounting Department and they trusted capabilities. I was able to perform well and meet their expectations within a short span of time. I might not be a graduate of a direct related course, but they made me believe that my achievements within a short span of time are reflection of my capacity to handle responsibilities effectively.

2. Have you ever experienced a stressful situation in your past workplace (college if fresh graduate), what was it and how did you overcome it?

Working in a corporate company is comparable to being in a war zone. Almost every day you find yourself in a stressful situation. One example is during my previous payroll work. One employee came to me and told me that his salary was lacking 4 days, and he demanded an immediate disbursement of the dispute. Upon checking his records, it was due to an approved leave without pay. It was later backed-up with the time-keeping record of my payroll staff. So, I clearly explained to him the reason and showed him the computation for transparency. With that, I had learned that by staying calm, providing clear documentations, and being transparent are the key to resolving stressful disputes in a workplace. Thinking or assessing the situation first before reacting can also be a factor in resolving stressful happenings. Thinking before acting helps you regulate your emotions, and it makes you respond solely based on facts rather than emotions.

3. In your previous position, what task did you find most challenging and why? What task did you enjoy most and why?

In my previous position, the task that I find most challenging is the cross-checking of data from the Human Resource Department. I find it challenging because it always costs me more time, just double checking if it is accurate or questionable. Thus, I set a time limit on how long I should review the data. I also set a strict deadline, 6 days before the submission date, for the HR Department to submit the data so I can further review and make my payroll computation. I also used online time management tools like Asana and Trello for managing deadlines. Generally, I have learned that by setting a time limit and prioritizing accuracy over speed, even if workload increases, you will be able to complete the task before the deadline with no errors. Also, keeping communication open with your supervisor is a must when handling challenging tasks. He/she can guide you along the process of completing the task.



#### 4. How would your past colleagues or managers describe your work ethic?

My past colleagues describe me as someone who is strict but reliable and approachable. For me, being strict is not bad especially when you are handling confidential data that includes employee and company's financial records. However, I assure them that my strictness adheres to our department's rules and regulations, that is why they do not take it personally. Moreover, being reliable and approachable is somehow the characteristics a good leader must have. A variety of tasks require communication and approval. Thus, as the one leading the team, you have to be reliable and by means of reliability, you should be the anchor of communication – focusing on understanding rather than just merely responding. Reliability also has impacts on building a strong working relationship. It integrates and closes the gaps between confusion and misunderstanding. Being reliable can also be associated with being trustworthy – a characteristic that one should possess to promote respect and honesty in one's workplace.

#### 5. What personal or professional accomplishments are you most proud of?

The personal or professional accomplishment that I am most proud of is passing the Civil Service Professional exam last March 2023. I was already working at that time and with a busy schedule, I found it hard to study before the examination. I only had a short preparation time to prepare and study. With the guidance of my parents and colleagues, I was able to pass the exam. With this, I learned that support system is truly important in one's life may it be at home or in the workplace. Having a strong support system often boosts your morale and lessens anxiety and stress. In the office, stress is inevitable, and it is often the main contributor to building pressure and anxiety. It is always important to have your own support group to help you counter stress. Develop your support system by joining an afterwork activity that involves your hobbies or interests. Having a reliable network of support systems is essential in developing your growth not just personally but also personally.