



## **LEA NAVARRO-BUENAAGUA, CPA, MBA**

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Ground Floor, Internal Audit Service (IAS) Office  
Philippine Coconut Authority  
Elliptical Road, Diliman, Quezon City  
Contact Nos. 928-4501 locals 513, 515

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### **Profile**

A Certified Public Accountant (CPA) cum Masters in Business Administration (MBA) with over 25 years of experience in general accounting and auditing at the Philippine Coconut Authority. Possesses good analytical and computer skills that contributes to the timely, accurate and fair presentation of financial/audit reports of the Authority.

### **Work Experience**

July 16, 2014 to  
present

#### **Department Manager I, Internal Audit Services**

- Establishes the annual goals, objectives and performance targets of IAS
- Establishes internal auditing standards, guidelines and procedures for the guidance of the IAS staff
- Reviews and approves audit programs and reports
- Discusses audit results with auditee/s before the report is finalized
- Discusses the conclusions and recommendations in the audit report with the appropriate level of management
- Determines the training needs of the IAS staff
- Responsible for work performance and discipline of the staff

May 16, 1990 to  
July 15, 2014

#### **Accountant/Accountant II/Accountant III**

- Supervises and coordinates with the central office, regional and center accountants in the preparation, analysis, consolidation and submission of monthly and annual financial statements of the Authority
- Assists the Chief Accountant in managing and implementing general accounting functions including preparation, review and approval of journal entries, month-end closing process, year-end schedules and reports; assists auditors and audit coordination, and accounts control
- Recommends in developing policies and procedures and participates in development and implementation of accounting systems, internal control systems and other processes; participates as resource person in every financial consultative meetings held by the Finance Department

- Assists in audit planning and audit reporting; prepares reports and communicates findings and recommendations to line and senior management; in-charge of monitoring and updating the actions taken by management in various audit findings issued by COA Resident Auditor
- Monitors and prepares monthly, quarterly and terminal reports of special projects
- Prepares and analyzes the Authority's monthly and annual financial statements, supporting schedules and other budget forms for submission to concerned government institutions
- Maintains accounting cash flows by monitoring bank balances and investment requirements
- Supervises the Accounting Division in cases the Chief Accountant is indisposed or unavailable

## **Education**

Graduate Studies	Masters in Business Administration (MBA), Non-thesis National College of Business and Arts (NCBA) Fairview, Quezon City SY1999 – 2000
College	Bachelor of Accountancy (BA) Polytechnic University of the Phils. (PUP) Sta. Mesa, Manila SY 1980 – 1984
Secondary	Special Science Class Manuel A. Roxas High School Paco, Manila SY1976 – 1980
Primary	Dr. Celedonio Salvador Elementary School Paco, Manila SY1970 – 1976

## **Personal**

Married to Arthur C. Buenaagua  
Children: Jane Ara, John Arvin, Job Aristotle  
Height: 1.50 mtrs.  
Weight: 45.35 kgs.  
Blood Type: "O"