




MARIANNE GRACE H. REDULLA

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CAREER OVERVIEW

To provide legal and administrative support to the legal office by utilizing knowledge in legal principles and procedures, as well as skills in legal writing, , research technique and legal forms preparation.

WORK HISTORY

Administrative Assistant II

DepEd Maasin City Division | March 2018- present

- Responsible for checking/pre-auditing of financial documents such disbursement vouchers and liquidation reports, among others; preparation of monthly bank reconciliation reports and maintenance of subsidiary ledgers; monitoring of compliance of COA audit findings and recommendations undertaken by the school; monitoring of cash advances received, liquidated and balances; and other related bookkeeping, accounting and administrative tasks as may be assigned by the Division Accountant and/or District In Charge.

Administrative Assistant II

DepEd Southern Leyte Division | November 2016- March 2018

- Responsible in performing clerical tasks for the School Head and serves as liaison between the School and the Division Office.
- Designated as Disbursing Officer and is in charge with the disbursement and liquidation of the Maintenance and Other Operating Expenses funds.

EDUCATION

Juris Doctor

College of Maasin | June 2023

Bachelor of Arts in English Language

Saint Joseph College | March 2014

SKILLS

- Legal writing and research
- Administrative services management
- Document and records management
- Critical thinking and problem solving
- Use of information and communication technology

REFERENCE

Isidro C. Catubig

Assistant Schools Division Superintendent | DepEd Southern Leyte Division

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