

PERSONAL DATA SHEET

WARNING: Any misinterpretation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes (☐) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	ABUNALES		
FIRST NAME	MAY CLAIRE	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	ROJAS		
3. DATE OF BIRTH (mm/dd/yyyy)	05/05/1992	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BUTUAN CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	4'11	17. RESIDENTIAL ADDRESS	99 R MAGSAYSAY AVENUE House/Block/Lot No. Street ZONE 19 Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
8. WEIGHT (kg)	50 kg	ZIP CODE	6521
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	99 R MAGSAYSAY AVENUE House/Block/Lot No. Street ZONE 19 Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	2005193582	ZIP CODE	6521
11. PAG-IBIG ID NO.	121178050046	19. TELEPHONE NO.	NONE
12. PHILHEALTH NO.	130251507644	20. MOBILE NO.	0906-4494-740
13. SSS NO.		21. E-MAIL ADDRESS (if any)	abunalesmayclaire@yahoo.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NONE		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	MA. CLEOFE ABUNALES-POLO	11/11/2017
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ABUNALES			
FIRST NAME	PRISCO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DADO			
25. MOTHER'S MAIDEN NAME				
SURNAME	ROJAS			
FIRST NAME	LEONORA			
MIDDLE NAME	TABAMO			

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	OBRERO ELEMENTARY SCHOOL	ELEMENTARY	1999	2005	COMPLETED	2005	W/HONOR
SECONDARY	AGUSAN NATIONAL HIGH SCHOOL	HIGH SCHOOL	2005	2007	COMPLETED		W/HONOR
	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	2007	2009	COMPLETED	2009	W/HONOR
VOCATIONAL / TRADE COURSE	PALERMO HOTEL INSTITUTE OF TOURISM AND HOSPITALITY INC.	BARTENDING	10/21/2013	2/9/2014	COMPLETED	2014	NCII
	CALUBIAN NATIONAL VOCATIONAL SCHOOL	BOOKKEEPING	4/19/2016	7/1/2016	COMPLETED	2016	NCIII
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BS in BUSINESS ADMINISTRATION major in FINANCIAL MANAGEMENT	2009	2013	GRADUATED	2013	W/HONOR
GRADUATE STUDIES	THE COLLEGE OF MAASIN	MASTER IN PUBLIC ADMINISTRATION	2020	2022	GRADUATED	2022	N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE	CS FORM 212 (Revised 2017), Page 1 of 4
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[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S					
29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES		NUMBER OF HOURS	POSITION / NATURE OF WORK	
	From	To			
N/A	N/A	N/A	N/A	N/A	
(Continue on separate sheet if necessary)					
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED					
(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)					
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
International Conference on Professional Learning for Non-Teaching Personnel	11/26/2022	12/3/2022	24 Hours	TECHNICAL	Center for Human Research and Development Foundation, Inc.
Webinar Series on Productivity Initiatives to Improve Service Delivery in the Local Government	8/31/2022	9/2/2022	16 Hours	TECHNICAL	Development Academy of the Philippines
Webinar Series on Futures Thinking for Enhancing Public Sector Productivity	7/28/2022	7/29/2022	16 Hours	TECHNICAL	Development Academy of the Philippines
Webinar Series on Public Workforce Futureproofing: Elevating Productivity in the New Normal	6/28/2022	6/29/2022	16 Hours	TECHNICAL	Development Academy of the Philippines
(Continue on separate sheet if necessary)					
VIII. OTHER INFORMATION					
31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)		
READING	N/A		VISAYAS STATE UNIVERSITY CREDIT COOPERATIVE		
COOKING			BAYBAY CITY CONSUMERS COOPERATIVE		
BIKING					
(Continue on separate sheet if necessary)					
SIGNATURE			DATE		
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<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">RESIGNATION</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">NAME</th> <th style="width: 30%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>ADORA FE F. BALTAZAR</td> <td>BAYBAY CITY, LEYTE</td> <td>09176312210</td> </tr> <tr> <td>JOSEPHUS ANTHONY DUENAS</td> <td>BAYBAY CITY, LEYTE</td> <td>09554854264</td> </tr> <tr> <td>MARIA TERESA RABANOS</td> <td>BAYBAY CITY, LEYTE</td> <td>09275465087</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	ADORA FE F. BALTAZAR	BAYBAY CITY, LEYTE	09176312210	JOSEPHUS ANTHONY DUENAS	BAYBAY CITY, LEYTE	09554854264	MARIA TERESA RABANOS	BAYBAY CITY, LEYTE	09275465087
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MARIA TERESA RABANOS	BAYBAY CITY, LEYTE	09275465087											
<p>42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head / authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td style="padding: 2px;">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td style="padding: 2px;">Government Issued ID: DEPED ID</td> </tr> <tr> <td style="padding: 2px;">ID/License/Passport No.: 6305075</td> </tr> <tr> <td style="padding: 2px;">Date/Place of Issuance: BAYBAY CITY DIVISION OFFICE</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)	PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: DEPED ID	ID/License/Passport No.: 6305075	Date/Place of Issuance: BAYBAY CITY DIVISION OFFICE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; vertical-align: bottom; padding: 5px;"> <p style="text-align: center;">Signature (Sign inside the box)</p> <hr/> <p style="text-align: center;">Date Accomplished</p> </td> </tr> </table>	<p style="text-align: center;">Signature (Sign inside the box)</p> <hr/> <p style="text-align: center;">Date Accomplished</p>						
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 10px;"> <p style="text-align: center;">SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 100%; height: 40px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p> </td> <td style="width: 40%; padding: 10px; vertical-align: top;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="font-size: small;">ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)</p> <p style="font-size: small;">With full and handwritten name tag and signature over printed name</p> <p style="font-size: small;">Computer generated or photocopied picture is not acceptable</p> </div> <p style="text-align: center; font-size: small;">PHOTO</p> <div style="border: 1px solid black; width: 100%; height: 100px; margin-top: 10px;"></div> <p style="text-align: center; font-size: small;">Right Thumbmark</p> </td> </tr> </table>		<p style="text-align: center;">SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 100%; height: 40px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="font-size: small;">ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)</p> <p style="font-size: small;">With full and handwritten name tag and signature over printed name</p> <p style="font-size: small;">Computer generated or photocopied picture is not acceptable</p> </div> <p style="text-align: center; font-size: small;">PHOTO</p> <div style="border: 1px solid black; width: 100%; height: 100px; margin-top: 10px;"></div> <p style="text-align: center; font-size: small;">Right Thumbmark</p>										
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Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: 11/29/2021 to present
- Position: Administrative Assistant III
- Name of Office/Unit: Cash Office
- Immediate Supervisor: Adora Fe F. Baltazar
- Name of Agency/Organization and Location: DEPED Baybay City Division Office
Diversion Road, Brgy. Gaas, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- N/A

- Summary of Actual Duties

KRA 1: CASH COLLECTION

- a.) Collect and Issue Receipts for Cash and Checks paid to Schools Division Office
- b.) Maintain Cash books and balances and reconciliation of cash count for reporting of cash in bank.

KRA 2: CASH DISBURSEMENT PAYMENT, AND REMITTANCE

- a.) Prepare Advice of Checks Issued and Cancelled of Obligations paid through checks and LDDAP-ADA
- b.) Prepare PACS for payment beyond ten suppliers.
- c.) Record to Journal Book (MDS/TRUST FUND/ PROVIDENT FUND) all the Transactions / Checks issued.
- d.) Record and numbered all Paid Disbursement voucher.
- e.) Assist in reconciliation of records of disbursements with cash books.
- f.) Process online payment for GSIS and Philhealth Remittances through LANDBANK EMDS.
- g.) Process online disbursement of various claims and Advice of check issued through LANDBANK EMDS.

KRA 3: LIQUIDATION AND REPORTING

- a.) Timely submission of all reports regarding cash collection, liquidation and disbursement for recording and reconciliation in the preparation of financial reports assisted
- b.) Timely submission of monthly summary of disbursed PS and MOOE
- c.) Timely submission of REPORT OF ADVICE TO DEBIT ACCOUNT ISSUED for MDS/Trust Fund/Provident Fund.

KRA 4 : PROCUREMENT SERVICES

- 4.1 Posted BID Notices at PhilGEPS website.

- Duration: 07/15/2019 to 11/28/2021
- Position: Administrative Assistant II
- Name of Office/Unit: Cash Office
- Immediate Supervisor: Adora Fe F. Baltazar
- Name of Agency/Organization and Location: DEPED Baybay City Division Office
Diversion Road, Brgy. Gaas, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- N/A

- Summary of Actual Duties

KRA 1: CASH COLLECTION

- b.) Collect and Issue Receipts for Cash and Checks paid to Schools Division Office
- b.) Maintain Cash books and balances and reconciliation of cash count for reporting of cash in bank.

KRA 2: CASH DISBURSEMENT PAYMENT, AND REMITTANCE

- a.) Prepare Advice of Checks Issued and Cancelled of Obligations paid through checks and LDDAP-ADA
- b.) Prepare PACS for payment beyond ten suppliers.
- c.) Record to Journal Book (MDS/TRUST FUND/ PROVIDENT FUND) all the Transactions / Checks issued.
- d.) Record and numbered all Paid Disbursement voucher.
- e.) Assist in reconciliation of records of disbursements with cash books.

- f.) Process online payment for GSIS and Philhealth Remittances through LANDBANK EMDS.

KRA 3: LIQUIDATION AND REPORTING

- a.) Timely submission of all reports regarding cash collection, liquidation and disbursement for recording and reconciliation in the preparation of financial reports assisted

KRA 4 : PROCUREMENT SERVICES

- 4.1 Posted BID Notices at PhilGEPS website.

MAY CLAIRE R. ABUNALES

(Signature over Printed Name
of Employee/Applicant)

- Duration: 07/15/2019 to Present
- Position: Administrative Assistant II
- Name of Office/Unit: Cash Office
- Immediate Supervisor: Adora Fe F. Baltazar
- Name of Agency/Organization and Location: DEPED Baybay City Division Office
Diversion Road, Brgy. Gaas, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- N/A

- Summary of Actual Duties

KRA 1: CASH COLLECTION

- c.) Collect and Issue Receipts for Cash and Checks paid to Schools Division Office
- b.) Maintain Cash books and balances and reconciliation of cash count for reporting of cash in bank.

KRA 2: CASH DISBURSEMENT PAYMENT, AND REMITTANCE

- a.) Prepare Advice of Checks Issued and Cancelled of Obligations paid through checks and LDDAP-ADA
- b.) Prepare PACS for payment beyond ten suppliers.
- c.) Record to Journal Book (MDS/TRUST FUND/ PROVIDENT FUND) all the Transactions / Checks issued.
- d.) Record and numbered all Paid Disbursement voucher.
- e.) Assist in reconciliation of records of disbursements with cash books.
- f.) Process online payment for GSIS and Philhealth Remittances through LANDBANK EMDS.

KRA 3: LIQUIDATION AND REPORTING

- a.) Timely submission of all reports regarding cash collection, liquidation and disbursement for recording and reconciliation in the preparation of financial reports assisted

KRA 4 : PROCUREMENT SERVICES

- 4.1 Posted BID Notices at PhilGEPS website.

Date: _____

- Duration: 09/01/2018 to 07/14/2019
- Position: Administrative Aide IV
- Name of Office/Unit: Cash Division Office
- Immediate Supervisor: Corazon U. Nuevo
- Name of Agency/Organization and Location: Visayas State University
Brgy. Pangasugan, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Received & receipted income of the University of All Funds (TF/GF/IGP/STF) as a Special Collecting Officer.
 - Requested Bank Statement to the depository bank for verification of fund releases from other agencies
 - Received & recorded fund releases from other agencies.
 - Prepare and generate Summary List of Check Issued and Cancelled (SLCI) Report for fund 101 GF.
 - Delivered checks of VSU suppliers in Tacloban City.
 - Processed bond application for Bonded Officials to Bureau of Treasury, Tacloban Branch.
 - Prepared transmittal of checks issued to Manila Office.

- Duration: 03/16/2017 to 08/31/2018
- Position: Administrative Aide III
- Name of Office/Unit: Cash Division Office
- Immediate Supervisor: Corazon U. Nuevo
- Name of Agency/Organization and Location: Visayas State University
Brgy. Pangasugan, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Received & receipted income of the University of All Funds (TF/GF/IGP/STF) as a Special Collecting Officer.
 - Requested Bank Statement to the depository bank for verification of fund releases from other agencies
 - Received & recorded fund releases from other agencies.
 - Prepare and generate Summary List of Check Issued and Cancelled (SLCI) Report for fund 101 GF.
 - Delivered checks of VSU suppliers in Tacloban City.
 - Processed bond application for Bonded Officials to Bureau of Treasury, Tacloban Branch.
 - Prepared transmittal of checks issued to Manila Office.

- Duration: 06/01/2015 to 03/15/2017
- Position: Clerk (JOB ORDER)
- Name of Office/Unit: Cash Division Office
- Immediate Supervisor: Corazon U. Nuevo
- Name of Agency/Organization and Location: Visayas State University
Brgy. Pangasugan, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Recording check issuance to Bank Cash Book.
 - Assigning check number of the paid documents.
 - Stamp "PAID" of the paid documents.
 - Retrieving lacking documents as attachment to the reports.
 - Binding documents for submission to office concerned, General fund.
 - Prepare Report Summary List of Check Issued and Cancelled (SLCI)
 - Assist in preparing LDDAP-ADA.
 - Process TIN online for new employees such as JOB ORDER and Part-timer teacher.

- Duration: 02/01/2014 to 05/30/2015
- Position: Cashier
- Name of Office/Unit: Cash Section
- Immediate Supervisor: Nello P. Roa IV
- Name of Agency/Organization and Location: Baybay Printshop
R. Magsaysay Ave, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Receive and issue receipt to customer
 - Issue Job Order for daily printing schedule.
 - Edit ordered Receipts and Forms of all clientele through Correl Draw or Adobe Office whichever is applicable.
 - Serve as liaison officer in BIR Ormoc Branch in processing OFFICIAL RECEIPTS for registered receipts ordered.