

MARY JEANNE P. ORIT

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PROFESSIONAL SUMMARY

- **Student Aide_Accounting Clerk:** Saint Joseph College Bursar's Office – May 1, 1999 – May 1, 2000
- **Accounting Clerk:** Wasmiya Holding Corp.- January 1, 2002-March 1, 2002
- **Property Clerk:** Dela Salle University, College of Saint Benilde – June 25, 2002 -May 26, 2003
- **Accounting Office:** DEPED Division of Southern Leyte -September 11, 2003 – November 30, 2016 (13 years) and Alternate staff at Cashier's Office, **Budget Officer-Designate** : 2008 to March 2015
- **Budget Office:** DEPED Division of Southern Leyte -December 1, 2016 – March 31, 2021
- **Schools Division Superintendent's Office (Internal Audit):** DEPED Division of Southern Leyte April 1, 2021 – April 4, 2023
- **Payroll Unit:** DEPED Division of Southern Leyte - April 5, 2023 – Present
- **Chapter President:** DepEd National Employees' Union April 25, 2022- Present

EDUCATION

Bachelor of Science in Accountancy, graduated March 2001

Saint Joseph College, Maasin City

- College Over-all Treasurer 2000-2001
- Miss Bundle of Joy 4th runner up 2000
- Academic Scholar(half) 1999

EXPERIENCE

Administrative Assistant III May 21, 2019 to present
DepEd Southern Leyte Division, Mantahan, Maasin City

Administrative Assistant I December 1, 2016 to May 20, 2019
DepEd Southern Leyte Division, Mantahan, Maasin City

Administrative Assistant III November 5, 2013 to November 30, 2016
DepEd Southern Leyte Division, Mantahan, Maasin City

Administrative Aide III January 17, 2005 to November 4, 2013
DepEd Southern Leyte Division, Mantahan, Maasin City

Administrative Aide I September 11, 2003 to January 16, 2005
DepEd Southern Leyte Division, Mantahan, Maasin City

Property Clerk June 25, 2002 to May 26, 2003
De la Salle University College of St. Benilde, Malate Manila

Accounting Clerk January 21, 2002 to March 1, 2002
Wasmiya Holding Corporation, Malate Manila

Student Aide-Accounting Clerk January 5, 1999 to January 5, 2000
Saint Joseph College, Maasin City

Summer Job	April 1, 1998 to April 15, 1998
LGU, Maasin City	

Tutor	May 1, 1996 to March 1, 1997 ; April 1, 1998 to May 1,
Mantahan, Maasin City	1998

SKILLS

- Computer Literate
- Budgeting
- Accounting
- Internal Audit
- Cashiering
- Payroll System

PROFESSIONAL ASSOCIATION

- Department of Education, National Employees Union

AWARDS/RECOGNITIONS/VOLUNTEER WORK

- Member, Provincial School Board April 25, 2022 to present