

## PERSONAL DATA SHEET

WARNING: Any misrepresentation 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	REDULLA		
FIRST NAME	MARIANNE GRACE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	HERMOSILLA		
3. DATE OF BIRTH (mm/dd/yyyy)	10/09/1993	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	MANILA	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 type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	P. GONZALES ST. House/Block/Lot No. Street ABGAO Subdivision/Village Barangay MAASIN CITY SOUTHERN LEYTE City/Municipality Province ZIP CODE 6600
7. HEIGHT (m)	1.52	18. PERMANENT ADDRESS	P. GONZALES ST. House/Block/Lot No. Street ABGAO Subdivision/Village Barangay MAASIN CITY SOUTHERN LEYTE City/Municipality Province ZIP CODE 6600
8. WEIGHT (kg)	90	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	B+	20. MOBILE NO.	+639272471732
10. GSIS ID NO.	2005091702	21. E-MAIL ADDRESS (if any)	mariannegrace.redulla@deped.gov.ph
11. PAG-IBIG ID NO.	121119234960		
12. PHILHEALTH NO.	13-025208228-0		
13. SSS NO.	06-3534529-5		
14. TIN NO.	451-251-040		
15. AGENCY EMPLOYEE NO.	6298092		

## II. FAMILY BACKGROUND

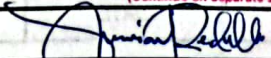
22. SPOUSE'S SURNAME	N/A	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	N/A	N/A
MIDDLE NAME	N/A	N/A	N/A
OCCUPATION	N/A	N/A	N/A
EMPLOYER/BUSINESS NAME	N/A	N/A	N/A
BUSINESS ADDRESS	N/A	N/A	N/A
TELEPHONE NO.	N/A	N/A	N/A
24. FATHER'S SURNAME	REDULLA	N/A	N/A
FIRST NAME	GREGORIO	N/A	N/A
MIDDLE NAME	DOLERA	N/A	N/A
25. MOTHER'S MAIDEN NAME	HERMOSILLA	N/A	N/A
FIRST NAME	RIZALITA	N/A	N/A
MIDDLE NAME	CUIZON	N/A	N/A

(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	MAASIN CHRISTIAN ACADEMY	PRIMARY EDUCATION	2000	2006	ELEMENTARY	2006	THIRD HONORABLE MENTION
SECONDARY	MAASIN CHRISTIAN ACADEMY	SECONDARY EDUCATION	2006	2010	HIGH SCHOOL	2010	SALUTATORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	SAINT JOSEPH COLLEGE	BACHELOR OF ARTS IN ENGLISH	2010	2014	GRADUATED	2014	CUM LAUDE
GRADUATE STUDIES	COLLEGE OF MAASIN	JURIS DOCTOR	2018	2023	GRADUATED	2023	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	5/27/2024
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[illegible]

## V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	5/27/2024





[illegible]**VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED**[illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
ADMINISTRATIVE SERVICES MANAGEMENT	N/A	N/A
DOCUMENT AND RECORDS MANAGEMENT		
FINANCIAL MANAGEMENT		
COMMUNICATION SAVVY		
BUSINESS COMMUNICATION AND TECHNICAL WRITING		
CRITICAL THINKING AND PROBLEM SOLVING		
USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY		

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	5/27/2024







**WORK EXPERIENCE SHEET**

**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: March 1, 2018 – present
- Position: Administrative Assistant II
- Name of Office/Unit: Maasin District II
- Immediate Supervisor: Victorino A. Pia
- Name of Agency/Organization and Location: Department of Education, Schools Division of Maasin City

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- 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.

- Duration: November 3, 2016 – February 28, 2018
- Position: Administrative Assistant II
- Name of Office/Unit: Hingatungan National High School
- Immediate Supervisor: Doraliza B. Alfaro
- Name of Agency/Organization and Location: Department of Education, Schools Division of Southern Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- 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.

  
**MARIANNE GRACE H. REDULLA**

(Signature over Printed Name  
of Employee/Applicant)

Date: 5/27/2024