



A.4 PROFILE OF THE SSP STAFF

Profile of the Student Services Program Officials

Student Services Program/Units	Head of Unit/Designated Position	Educational Qualification	Length of Experience in the SSP
Office of Student Affairs	Maria Leida M. Donque Director	Doctor of Education	4 yrs
Scholarship and Financial Assistance Department	Shandra C. Gonsang Department Head	PhD in Filipino	3 yrs
Student Development Services Department	Kathleen Mae B. Alucilja Department Head	Master of Science in Information Science	5 yrs
Diversity and Integrative Services Department	Sarrah Jane C. Guerrero Department Head	Master in Public Administration	4 years
Student Policy and Research Department	Rowell P. Nitafan Department Head	Doctor in Public Administration	2 years
Counseling and Career Department	Maria Angelika T. Balungay Department Head	Master of Science in Psychology major in Clinical Psychology	4 years
	Imelda S. Silao PESO Officer	Masters of Arts in Guidance and Counseling	13 years
	Shiela Rose Nicor Psychological Testing In-Charge	Master in Guidance and Counseling	14 years
	Rocelle Yongque Psychometrician	Masters of Science in Psychology (on-going)	5 years
Health Services	Liza Mariposque	Doctor of Medicine	
Sports/Socio-Cultural Division	Marlon Mancera Coordinator	Masters of Arts in Education major in PE	3 years
	Jessa Buisan Coordinator		10 years
Student Housing and Residential Services	Jocheved Tauro	MAED (on-going)	2 years
Food Services	Preciosa Valmores	MBA – HRM	15 years

Economic Enterprise and Student Entrepreneurial Services	Esmaira G. Gunsayan	PhD in Agricultural Science	4 years
Safety and Security Services	Vicente T. delos Reyes		
Social and Community Engagement Services	Bonifacio Solsoloy NSTP Director	Master of Science in Philosophy	1 year
	Glyn Magbanua Extension Services Director		1 year
Foreign and International Linkages	Bryan Lloyd P. Bretaña		years
Student with Special Needs (GAD)	Rose Clemen GAD Focal Person	Juris Doctor MPA	4 years
Admission Services	Nelia O. Du Admission and Records Director	PhD in Filipino	4 years

MANPOWER

OSA

The Office of Student Affairs takes the lead in offering student services to graduate, undergraduate and secondary students. OSA shall closely coordinate with other units to ensure that student services are made available. OSA shall monitor the implementation of student services in autonomous and satellite campuses of the university and periodically review its performance.

Unit	Position	Name
Office of the Director	Director	Maria Leida M. Donque
Counseling and Career Department	University Guidance Counselor and Department Head	Maria Angelika T. Balungay
	PESO Officer and Peer Facilitator In-charge	Imelda Silao
	Psychological Test In-Charge	Sheila Rose Nicor
	Psychometrician	Rocelle Yonque
Student Development Services	Department Head	Kathleen Mae B. Alucilja
	SDS Staff and Educational Research Assistant	Kristine Anne R. Candidier
Scholarship and Financial Assistance	Department Head	Shandra C. Gonsang
	SFA Staff	Noly Garcia
Diversity and Integrative Services Department	Department Head	Sarrah Jane C. Guerrero
	DIS Staff	Ruben P. Aleligay
Student Policy and Research Department	Department Head	Rowell P. Nitafan
	SPR Staff	Rhea Angeles
	Director's Staff	Quezon Carlo Bilbao
		Ramaisa K. Kemak



Special Order No. 2337B

Series of 2026

TO: **PROF. MA. LEIDA M. DONQUE**

SUBJECT: **Designation as DIRECTOR OF THE OFFICE OF STUDENT AFFAIRS**

DATE: **Tuesday, 24 February 2026**

Taking cognizance of your educational preparation and most of all your interest to lead the unit that would promote morale, efficiency and integrity, responsiveness, and courtesy in your unit and institutionalize a management climate conducive to public trust and accountability in consonance with existing laws and regulations, you are hereby designated as **DIRECTOR OF THE OFFICE OF STUDENT AFFAIRS** in addition to your plantilla position subject to the performance evaluation as set in the OPCR subject to the confirmation by the Board of Regents.

As **Director**, you are hereby expected to perform the following functions:

1. Lead and provide strategic directions in the provision of guidance and counselling, information and orientation, and career guidance services;
2. Lead and provide strategic directions in campus organization regulation and development, student publication, campus activity monitoring and permits, and leadership enhancement;
3. Provide strategic leadership in the administration of scholarship and financial assistance;
4. Lead in the provision of an enabling environment for the integration of students coming from diverse culture including multi-faith and peace advocacies, affirmative action among other services for students with special needs;
5. Lead in the research, monitoring, and evaluation including recommendation of appropriate student policy and made available through the distribution of student handbooks;
6. Facilitate student disciplinary actions through the University Council on Student Discipline
7. Serves as secretariat to the Student Welfare Committee and Student Development Committee
8. Cascade information to all concerned personnel;
9. Attend to various programs and meetings related to work assignment and designation;
10. Attend seminar workshop, training and conferences within the evaluation period on time with complete attendance; and,
11. Perform such other functions as may be assigned by the University President.

By virtue of this designation, you shall be entitled to a **load displacement of twelve (12) units, on Vacation/Sick Leave Status and to receive a RETE of TEN THOUSAND PESOS (P10,000.00) per month as reimbursible pecuniary benefit and privileges** thereto appertaining subject to existing laws and policies on the matter.





Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Tel No. 63 (64) 572 - 2138
email address: op@usm.edu.ph
OFFICE OF THE PRESIDENT



Special Order No. 1720H

Series of 2025

TO: **PROF. ROWELL P. NITAFAN**

SUBJECT: **Designation as HEAD, STUDENT POLICY AND RESEARCH DEPARTMENT OF OFFICE OF STUDENT AFFAIRS (OSA)**

DATE: **Wednesday, 13 August 2025**

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In the exigency of the service and pursuant to the policy of harnessing the capabilities of faculty member/employee in managing the affairs of the University, you are hereby designated as **HEAD, STUDENT POLICY AND RESEARCH DEPARTMENT OF OFFICE OF STUDENT AFFAIRS (OSA)**, in addition to your appointive position.

As Head, you are hereby directed and expected to perform the following functions:

1. Assist the Director in developing the handbook and ensure that updates are made into accessible formats;
2. Lead in the revision, printing and distribution of student handbook;
3. Conduct research related to student affairs;
4. Regularly monitors and evaluates the implementation of various student services;
5. Assist the Director in the preparation and submission reports to oversight agencies;
6. Coordinate with other offices administering students services not under direct supervision of the OSA;
7. Provide administrative and technical support to the University Council on Student Discipline;
8. Provide timely mechanism to address student grievance;
9. Assist the Director in conducting regular consultations with students;
10. Assist the Director in quality assurance activities(ISO,ISA,AACUP);and ,
11. Perform such other functions as may be assigned by higher authorities.

Furthermore, by virtue of this designation, you shall be entitled to a **load displacement of six (6) units and on Vacation.Sick Leave Status.**

Page 1 of 2

**"UNITY IN DIVERSITY AND
SUSTAINABLE DEVELOPMENT IN
MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."**

USM-SYS-F70-Rev.1.2020.07.14





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Special Order No. 1716H

Series of 2025

TO: PROF. SARRAH JANE C. GUERRERO -

SUBJECT: Designation as HEAD-DIVERSITY AND INTEGRATIVE SERVICES DEPARTMENT

DATE: Wednesday, 13 August 2025

In the exigency of the service and pursuant to the policy of harnessing the capabilities of faculty member/employee in managing the affairs of the University, you are hereby redesignated as **HEAD, DIVERSITY AND INTEGRATIVE SERVICES DEPARTMENT OF OFFICE OF STUDENT AFFAIRS (OSA)**, in addition to your appointive position.

As Head, you are hereby directed and expected to perform the following functions:

1. Assist the Director in ensuring that students are provided with the environment conducive to the exercise of religious freedom;
2. Lead in the conduct of inter-faith dialogue;
3. Supervise campus ministry programs;
4. Supervise religious organizations in coordination with the SDS Department;
5. Maintain database of students belonging IP, PWD, solo parent, senior citizen groups, etc in coordination with ARO;
6. Provide appropriate services students with special needs;
7. Organize program and activities for students with special needs to be integrated to the mainstream studentry;
8. Organize activities that will minimize racism, discrimination and prejudices to students with special needs;
9. Organize activities that showcase the life and works of Bai Matabai Plang in her vision of the integration of communities from diverse backgrounds;
10. Organize the studentry to be active partner in the celebration of the Bai Matabai Plang Day; and,
11. Perform such other functions as may be assigned by higher authorities.

"UNITY IN DIVERSITY AND SUSTAINABLE DEVELOPMENT IN MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."





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Special Order No. 1719H

Series of 2025

TO: **PROF. SHANDRA C. GONSANG**

SUBJECT: **Designation as HEAD, SCHOLARSHIP AND FINANCIAL ASSISTANCE SERVICES DEPARTMENT of OFFICE OF STUDENT AFFAIRS (OSA)**

DATE: **Wednesday, 13 August 2025**

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In the exigency of the service and pursuant to the policy of harnessing the capabilities of faculty member/employee in managing the affairs of the University, you are hereby redesignated as **HEAD, SCHOLARSHIP AND FINANCIAL ASSISTANCE SERVICES DEPARTMENT of OFFICE OF STUDENT AFFAIRS (OSA)**, being implemented by the University of Southern Mindanao, in addition to your appointive position.

As Head, you are hereby directed and expected to perform the following functions:

1. Assist the Director in managing scholarship programs of graduate, undergraduate, secondary students;
2. Assist in screening and matching of prospective scholars compliant to sponsors requirement;
3. Lead in collating student records and submit application to scholarship agencies;
4. Coordinate with scholarship agencies for timely application in coordination with scholarship coordinator
5. Supervise the distribution of benefits to scholars in coordination with other offices;
6. Identify deserving students for financial aide and student loan;
7. Recommend policies for Student Loan;
8. Draft allocation of funds for financial subsidy and student loans;
9. Supervise the implementation of Student Work Assistance and recommend policies thereof;
10. Supervise the implementation of Student Work Referral System and recommend policies thereof;
11. Source out and scan scholarship agencies;
12. Advertise scholarship oppurtunities;
13. Monitoring of Scholars' performance and recommend remedial measures if

Page 1 of 2

**"UNITY IN DIVERSITY AND
SUSTAINABLE DEVELOPMENT IN
MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."**

USM-SYS-F70-Rev.1.2020.07.14



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.**

E-CSI ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	DONQUE		
FIRST NAME	MARIA LEIDA	NAME EXTENSION (JR., SR) NONE	
MIDDLE NAME	MARTINEZ		
3. DATE OF BIRTH (mm/dd/yyyy)		16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input checked="" type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	DAVAO 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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	512 QURINO ST. House/Block/Lot No Street POBLACION Subdivision/Village Barangay KABACAN COTABATO City/Municipality Province
7. HEIGHT (m)	1.71 m	ZIP CODE	9407
8. WEIGHT (kg)	90 kgs	18. PERMANENT ADDRESS	
9. BLOOD TYPE	"A+"	512 QURINO ST. House/Block/Lot No Street POBLACION Subdivision/Village Barangay KABACAN COTABATO City/Municipality Province	
10. QSI ID NO.	771	ZIP CODE	9407
11. PAG-IBIG ID NO.	1941	19. TELEPHONE NO.	
12. PHILHEALTH NO.	17-0	NONE	
13. SSS NO.		20. MOBILE NO.	
14. TIN NO.	90	09218866896	
15. AGENCY EMPLOYEE NO.	1	21. E-MAIL ADDRESS (if any)	
		mimdonque@usm.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	DONQUE		23. NAME OF CHILDREN (Write full name and list all)	(DATE OF BIRTH (mm/dd/yyyy))
FIRST NAME	JESON	NAME EXTENSION (JR., SR) NONE	JESHLEI M. DONQUE	
MIDDLE NAME	PAUNGILAN		LEEZ M. DONQUE	
OCCUPATION	TEACHING		MARY PAULINE M. DONQUE	
EMPLOYER/BUSINESS NAME	UNIVERSITY OF SOUTHERN MINDANAO			
BUSINESS ADDRESS	POBLACION, KABACAN, COTABATO			
TELEPHONE NO.	None			
24. FATHER'S SURNAME	MARTINEZ			
FIRST NAME	WARLITO	NAME EXTENSION (JR., SR) NONE		
MIDDLE NAME	ANGELES			
25. MOTHER'S MAIDEN NAME				
SURNAME	AZARCON			
FIRST NAME	AIDA			
MIDDLE NAME	VERSOLA			

(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	KABACAN PILOT CENTRAL SCHOOL KABACAN COTABATO	Elementary Education	6/4/1983	3/30/1989	Graduated	1989	Fifth Honorable
SECONDARY	NOTRE DAME OF KABACAN, KABACAN COTABATO	Secondary Education	6/4/1989	3/26/1993	Graduated	1993	Third Honorable
VOCATIONAL / TRADE COURSE	NONE	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO KABACAN, NORTH COTABATO	Bachelor of Science in Biology	6/15/1993	4/3/1997	Graduated	1997	NONE
GRADUATE STUDIES	SOUTHWESTERN UNIVERSITY, CEBU CITY	Masters of Arts in Teaching Science	5/1/2011	5/1/2013	Graduated	2013	Excellence in Dense Teaching
	SOUTHWESTERN UNIVERSITY, CEBU CITY	Doctor of Education	6/1/2013	5/1/2016	Graduated	2016	NONE

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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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 (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	COTABATO PUBLIC SCHOOL TEACHERS, EMPLOYEES AND RETIREES ASSOCIATION	6/27/2005	PRESENT	N/A	MEMBER
	USM FACULTY ASSOCIATION, INC.	11/28/2021	PRESENT	N/A	MEMBER

(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)

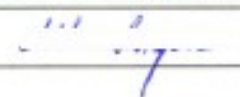
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial Supervisory Technician)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	11th International Conference of Teachers Education	11/13/2024	11/15/2024	24	Technical	UPLB, College of Education, ICTED
	DRRM Course	3/8/2024	3/8/2024	8	Technical	Office of Civil Defense, NDRRM Council
	Higher Education Leadership Mentoring Seminar (HELMS)	10/28/2024	10/28/2024	8	Technical	UPLB/USM
	14th PAFTE Midyear Convention	6/13/2024	6/14/2024	16	Technical	PAFTE
	Workshop on Enhancing Research Publication Skills	12/21/2021	12/21/2021	8	Technical	CED, USM, Kabacan
	Virtual-Seminar Workshop of KPCS in Making TOS and Test Questions Using Blooms Taxonomy in all Subject Areas of Kto12 Basic Education Program.	11/9/2021	11/11/2021	24	Technical	DepEd, Kabacan Pilot Central School
	Online Orientation on Crafting of Learning Activity Sheets	4/20/2021	4/20/2021	8	Technical	Department of Education Division of Cotabato
	Cyber World Capacitization of KPCS Administrators, Teachers and Staff	12/14/2020	12/17/2020	32	Technical	DepEd, Kabacan Pilot Central School
	3-Day Training of Trainers on Pedagogy: Active Teaching and Learning Models for Elementary, Junior High School and Senior High School Master Teachers at Paradise Island Beach Resort.	1/9/2020	1/11/2020	24	Technical	Department of Education Division of Cotabato

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	32. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Excellent initiator and organizer of trainings	USM Outstanding Director 2024	USM Faculty Association, Inc.
	Can play ukulele and a trainer	Outstanding Master Teacher II (Regional level)	Cotabato Public School Teachers, Employees & Retirees association (CPSTAERA, Inc.)
	Efficient in making instructional materials	Outstanding Science Teacher (MT Category-Division Level)	
		Silver Service Award- Girl Scouts of the Philippines	
		Outstanding Science Club Adviser (Regional Level)	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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34. Are you related by consanguinity or affinity to the appointing or chief of bureau or office or to the person who has immediate supervision Bureau or Department where you will be appointed,
 a. within the third degree?
 b. within the fourth degree (for Local Government Unit - Career)

YES NO
 YES NO
 If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense?
 b. Have you been criminally charged before any court?

YES NO
 If YES, give details: _____

YES NO
 If YES, give details: _____
 Date: _____
 Status of Case/s: _____

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

YES NO
 If YES, give details: _____

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

YES NO
 If YES, give details: _____

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?
 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?

YES NO
 If YES, give details: _____

YES NO
 If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country?

YES NO
 If YES, give details (country): _____

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

a. Are you a member of any indigenous group?
 b. Are you a person with disability?
 c. Are you a solo parent?

YES NO
 If YES, please specify: _____

YES NO
 If YES, please specify ID No: _____

YES NO
 If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)

NAME	ADDRESS	TEL. NO.
FRANCISCO GIL N. GARCIA	POBLACION, KABACAN	95 22
EIMER M. ESTILLOSO	POBLACION, MATALAM	95 43
GEOFFRAY R. ATOK	POBLACION, KABACAN	95-48



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

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: PRC

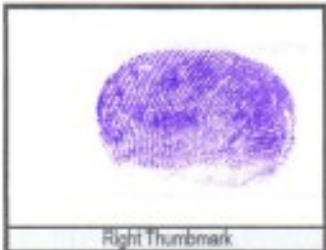
ID/License/Passport No: _____

Date/Place of Issuance: 14/28/1999, Davao City

Signature: (Sign inside the box)

01/20/2025

Date Accomplished



SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

NERISSA DELA VIÑA
 Person Administering Oath

PERSONAL DATA SHEET

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

Print legibly. Tick appropriate box and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. (CS ID No) (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	ALUCILJA		
FIRST NAME	KATHLEEN MAE	NAME EXTENSION (Jr., Sr.)	N/A
MIDDLE NAME	BIBAY		
3. DATE OF BIRTH (mm/dd/yyyy)	14/08/1979	16. CITIZENSHIP	
4. PLACE OF BIRTH	DAVAO CITY	If holder of dual citizenship, please indicate the details.	Pls. indicate country
5. SEX			
6. CIVIL STATUS		17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.63		N/A House/Block/Lot No. Street
8. WEIGHT (kg)	68	ZIP CODE	9407
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	N/A House/Block/Lot No. Street
10. GSS ID NO.			PUROK 1 OSIAS Subdivision/Village Barangay
11. PAG-IBIG ID NO.			KABACAN COTABATO City/Municipality Province
12. PHILHEALTH NO.		ZIP CODE	9407
13. GSS NO.		19. TELEPHONE NO.	N/A
14. TIN NO.		20. MOBILE NO.	09205246718
15. AGENCY EMPLOYEE NO.	93-00904	21. E-MAIL ADDRESS (if any)	kmbalucilja@gmail.com

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	ALUCILJA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)	
FIRST NAME	RENEL	NAME EXTENSION (Jr., Sr.)	N/A	LEENER KAYE B. ALUCILJA	04/07/2006
MIDDLE NAME	MANALO			LEENER KATE B. ALUCILJA	03/21/2003
OCCUPATION	TEACHING				
EMPLOYER/BUSINESS NAME	UNIVERSITY OF SOUTHERN MINDANAO				
BUSINESS ADDRESS	KABACAN, COTABATO				
TELEPHONE NO.	(064) 572 1307				
24. FATHER'S SURNAME	BIBAY				
FIRST NAME	LEODEGARIO	NAME EXTENSION (Jr., Sr.)	N/A		
MIDDLE NAME	MANGONON				
25. MOTHER'S MAIDEN NAME	ANTONIO				
SURNAME	BIBAY				
FIRST NAME	MODESTA				
MIDDLE NAME	TOMAS				

(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	KABACAN PILOT CENTRAL SCHOOL	ELEMENTARY EDUCATION	1984	1991	N/A	1991	NONE
SECONDARY	UNIVERSITY LABORATORY SCHOOL UNIVERSITY OF SOUTHERN MINDANAO	HIGH SCHOOL	1991	1995	N/A	1995	VALEDICTORIAN
VOCATIONAL/ TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO	BACHELOR OF SCIENCE IN CIVIL ENGINEERING	1995	2000	N/A	2000	NONE
GRADUATE STUDIES	UNIVERSITY OF SOUTHERN MINDANAO DE LA SALLE UNIVERSITY - MANILA	MASTERS IN INFORMATION MANAGEMENT PHD IN CIVIL ENGINEERING	2002	2009	N/A Academic Completed	2009 CANDIDATE	NONE CHED #12

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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IV. CIVIL SERVICE ELIGIBILITY						
27.	CAREER SERVICE/RA 1090 (BOARD/BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFIRMATION	PLACE OF EXAMINATION / CONFIRMATION	LICENSE (if applicable)	
					NUMBER	Date of Validity
	CIVIL ENGINEERING BOARD EXAM	86.00%	MAY 10-11, 2001	DAVAO CITY	0	44915

(Continue on separate sheet if necessary)

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

28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY JOB /V/ GRADE /R equivalent/STEP (Form 106-07 INCREASE)	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
	From	To						
	7/12/2021	Present	Associate Professor II	University of Southern Mindanao	54,251	SG 20	Permanent	Yes
	01/01/2021	07/11/2021	Associate Professor I	University of Southern Mindanao	48,313	SG 19	Permanent	Yes
	01/01/2020	12/31/2020	Associate Professor I	University of Southern Mindanao	46,791	SG 19	Permanent	Yes
	07/01/2019	12/31/2019	Associate Professor I	University of Southern Mindanao	45,269	SG 19	Permanent	Yes
	01/25/2019	06/30/2019	Assistant Professor III	University of Southern Mindanao	37,333	SG 17	Permanent	Yes
	01/01/2019	01/24/2019	Assistant Professor III	University of Southern Mindanao	36,942	SG 17	Permanent	Yes
	01/01/2018	12/31/2018	Assistant Professor III	University of Southern Mindanao	34,781	SG 17	Permanent	Yes
	01/01/2017	12/31/2017	Assistant Professor III	University of Southern Mindanao	32,747	SG 17	Permanent	Yes
	01/25/2016	12/31/2016	Assistant Professor III	University of Southern Mindanao	30,831	SG 17	Permanent	Yes
	01/01/2016	01/24/2016	Assistant Professor II	University of Southern Mindanao	28,417	SG 16	Permanent	Yes
	03/25/2015	12/31/2015	Assistant Professor II	University of Southern Mindanao	26,878	SG 16	Permanent	Yes
	06/7/2012	03/24/2015	Instructor III	University of Southern Mindanao	23,044	SG 14	Permanent	Yes
	06/01/2012	06/05/2012	Instructor II	University of Southern Mindanao	21,436	SG 13	Permanent	Yes
	06/01/2011	05/31/2012	Instructor II	University of Southern Mindanao	19,658	SG 13	Permanent	Yes
	11/12/2010	05/31/2011	Instructor II	University of Southern Mindanao	17,680	SG 13	Permanent	Yes
	06/24/2010	11/11/2010	Instructor I	University of Southern Mindanao	16,726	SG 12	Permanent	Yes
	11/23/2009	06/23/2010	Instructor I	University of Southern Mindanao	15,119	SG 12	Permanent	Yes
	07/01/2009	11/23/2009	Instructor I	University of Southern Mindanao	15,119	SG 12	Substitute	Yes
	07/01/2008	06/30/2009	Instructor I	University of Southern Mindanao	13,512	SG 12	Substitute	Yes
	07/01/2007	06/30/2008	Instructor I	University of Southern Mindanao	12,284	SG 12	Substitute	Yes
	06/05/2007	06/30/2007	Instructor I	University of Southern Mindanao	11,167	NA	Substitute	Yes
	06/05/2006	05/31/2007	Instructor I	University of Southern Mindanao	11,167	NA	Substitute	Yes
	06/06/2005	05/31/2005	Instructor I	University of Southern Mindanao	11,167	NA	Substitute	Yes
	06/07/2004	05/31/2005	Instructor I	University of Southern Mindanao	11,167	NA	Substitute	Yes

(Continue on separate sheet if necessary)

SIGNATURE		DATE	_____	CS FORM 212 (Revised 2017) Page 2 of 8
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Department of Civil Engineering, College of Engineering and Information Technology, USM and Kabacan Earthquake Assessment Team - Kabacan Cotabato	43771	43799		Rapid Post Earthquake Assessment at Municipalities in North Cotabato affected by earthquake
	Philippine Institute of Civil Engineers - USM Student Chapter	39434	39436	24	Tree Planting and Giving Relief Goods

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start with 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)

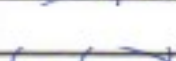
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of L&D (Managerial, Supervisory, Technical)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Re-Echo Session of the 2024 Annual Sports Psychology Summit	11/5/2024	11/5/2024	5		Commission on Higher Education (CHED) Region 12
	PICE 50th National Convention and Technical Conference	10/29/2024	10/30/2024	16		Philippine Institute of Civil Engineers, Inc.
	Data Analytics for the future (DAF X) A 5 Day Crash Course	9/16/2024	9/26/2024	48		University of the Philippines Los Baños (UPLB)
	Training on the Preparation of a Land Use Development and Infrastructure Plan (LUDIP) for SUC's			90		Commission on Higher Education (CHED), University of the Philippines (UP-SURP)
	Regional Assessment of Climate Risks and Vulnerabilities	2/1/2024	2/2/2024	16		The National Academy of Science and Technology, Philippines and The Outstanding Women in Nation's Service (TOWNS) Foundation, Inc.
	48th PICE National Convention and Technical Conference	11/24/2023	11/25/2023	16	Technical	Philippine Institute of Civil Engineers
	Satellite Data Processing Training Session (SDPTS)	5/9/2023	5/11/2023	24	Technical	Space Infrastructure Know-how & Applications Acceleration through Promotion & Training (SIKAP+), Philippine Space Agency
	Training on the Preparation of a Land Use Development Infrastructure Plan (LUDIP) for SUCs Module 1 - Planning Rationale and Context; and Module 2 - Profiling and Analysis of Planning Area	11/10/2022	11/30/2022		Technical	Commission on Higher Education (CHED) & University of the Philippines School of Urban and Regional Planning (UP-SURP)
	Training on the Preparation of a Land Use Development Infrastructure Plan (LUDIP) for SUCs Module 3 - Conceptualization	12/2/2022	12/13/2022		Technical	Commission on Higher Education (CHED) & University of the Philippines School of Urban and Regional Planning (UP-SURP)
	Training on the Preparation of a Land Use Development Infrastructure Plan (LUDIP) for SUCs Module 4 - Development Planning/Land Use Development and Infrastructure Plan	12/15/2022	1/17/2023		Technical	Commission on Higher Education (CHED) & University of the Philippines School of Urban and Regional Planning (UP-SURP)
	Training on the Preparation of a Land Use Development Infrastructure Plan (LUDIP) for SUCs Module 5 - Plan Implementation tools (Investment Planning)	1/18/2023	1/31/2023		Technical	Commission on Higher Education (CHED) & University of the Philippines School of Urban and Regional Planning (UP-SURP)
	Webinar on Fundamental Topics relative to the Development of a Land Use development and Infrastructure Plan: Infrastructure Planning	5/6/2021	5/6/2021	2.5	Technical	Commission on Higher Education (CHED)
	Webinar on Fundamental Topics relative to the Development of a Land Use development and Infrastructure Plan: Campus Land Use Planning	4/30/2021	4/30/2021	2.5	Technical	Commission on Higher Education (CHED)
	Webinar on Fundamental Topics relative to the Development of a Land Use development and Infrastructure Plan: Understanding Land Conflicts and Resolutions	4/22/2021	4/22/2021	2.5	Technical	Commission on Higher Education (CHED)
	Webinar on Fundamental Topics relative to the Development of a Land Use development and Infrastructure Plan: Land Inventory and Titling	4/15/2021	4/15/2021	2.5	Technical	Commission on Higher Education (CHED)

(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)
	Driving		N/A		Philippine Institute of Civil Engineers- North Cotabato Chapter
	Playing Chess				Institution of Safety Management Specialist (ISMS)
	Computer Literate				Transportation Science Society of the Philippines (TSSP)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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. a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	If YES, give details: _____												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	If YES, give details: _____ If YES, give details: _____ Date Filed: _____ Status of Case/s: _____												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	If YES, give details: _____												
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?	If YES, give details: _____												
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? 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?	If YES, give details: _____ If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	If YES, give details (country): _____												
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: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	If YES, please specify: _____ If YES, please specify ID No: _____ If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant/ appointee)													
<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>Dr. Maricel G. Dayaday</td> <td>CEIT, USM</td> <td>(064)5721307</td> </tr> <tr> <td>Prof. Melecio A. Cordero Jr.</td> <td>CEIT, USM</td> <td>(064)5721307</td> </tr> <tr> <td>Dr. Maria Leida M. Donque</td> <td>OSA, USM</td> <td></td> </tr> </tbody> </table>	NAME	ADDRESS	TEL. NO.	Dr. Maricel G. Dayaday	CEIT, USM	(064)5721307	Prof. Melecio A. Cordero Jr.	CEIT, USM	(064)5721307	Dr. Maria Leida M. Donque	OSA, USM		<div style="border: 1px solid black; padding: 5px; text-align: center;"> <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: x-small;">With full and handwritten name tag and signature over printed name</p> <p style="font-size: x-small;">Computer generated or photocopied picture is not acceptable</p> <p style="font-size: small;">PHOTO</p> </div> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p style="font-size: x-small;">Right Thumbprint</p> </div>
NAME	ADDRESS	TEL. NO.											
Dr. Maricel G. Dayaday	CEIT, USM	(064)5721307											
Prof. Melecio A. Cordero Jr.	CEIT, USM	(064)5721307											
Dr. Maria Leida M. Donque	OSA, USM												
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 cases against me.													
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="font-size: x-small;">Government Issued ID (e.g. Passport, ODS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID: USM ID</td> </tr> <tr> <td>ID/License/Passport No.: 0</td> </tr> <tr> <td>Date/Place of Issuance: USM Kabacan, Cotabato</td> </tr> </table>	Government Issued ID (e.g. Passport, ODS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: USM ID	ID/License/Passport No.: 0	Date/Place of Issuance: USM Kabacan, Cotabato	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center; vertical-align: middle;"> </td> </tr> <tr> <td style="text-align: center; font-size: x-small;">Date Accomplished: 01-10-2024</td> </tr> </table>		Date Accomplished: 01-10-2024						
Government Issued ID (e.g. Passport, ODS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance													
Government Issued ID: USM ID													
ID/License/Passport No.: 0													
Date/Place of Issuance: USM Kabacan, Cotabato													
Date Accomplished: 01-10-2024													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above													
<div style="border: 1px solid black; width: 100%; height: 40px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px; text-align: center; font-size: small;">Person Administering Oath</div>													

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.**

I. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	GUERRERO		
FIRST NAME	SARRAH JANE	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	CORPUZ		
3. DATE OF BIRTH (mm/dd/yyyy)	04/05/1977	15. 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	KIDAPAWAN, COTABATO	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	GUERRERO'S RESIDENCE MAGSAYSAY STREET House/Block/Fl. No. Street PUROK 2 OGIAS Subdivision/Village Barangay KABACAN COTABATO City/Municipality Province
7. HEIGHT (in)	1.600	ZIP CODE	9407
8. WEIGHT (kg)	70		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	GUERRERO'S RESIDENCE MAGSAYSAY STREET House/Block/Fl. No. Street PUROK 2 OGIAS Subdivision/Village Barangay KABACAN COTABATO City/Municipality Province
10. GSIS ID NO.	6	ZIP CODE	9407
11. PAG-IBIG ID NO.	1		
12. PHILHEALTH NO.	1	19. TELEPHONE NO.	064-572-6221
13. SSS NO.	6	20. MOBILE NO.	09468085163
14. TIN NO.	922-352-464	21. E-MAIL ADDRESS (if any)	sjguerrero@usm.edu.ph
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	GUERRERO		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	EURIC	NAME EXTENSION (JR., SR) N/A	EURIK ANDREA C. GUERRERO	
MIDDLE NAME	CARIAGA		EURIK ARABELLAH C. GUERRERO	
OCCUPATION	BUSINESSMAN-FARMER			
EMPLOYER/BUSINESS NAME	PRIVATE			
BUSINESS ADDRESS	KABACAN, COTABATO			
TELEPHONE NO.	064-572-6221			
24. FATHER'S SURNAME	CORPUZ			
FIRST NAME	CESAR	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	LUCERO			
25. MOTHER'S MAIDEN NAME				
SURNAME	ABALLE			
FIRST NAME	ALICIA			
MIDDLE NAME	EDAÑO			

(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	KABACAN PILOT CENTRAL ELEMENTARY SCHOOL	ELEMENTARY EDUCATION	1986	1992	N/A	1992	N/A
SECONDARY	NOTRE DAME OF KABACAN	HIGH SCHOOL	1992	1996	NA	1996	NA
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO	BACHELOR OF SCIENCE IN DEVELOPMENT COMMUNICATION	1996	2000	COMPLETED	2000	N/A
GRADUATE STUDIES	NOTRE DAME OF DADANGAS UNIVERSITY- NOTRE DAME OF KIDAPAWAN COLLEGE	MASTER IN PUBLIC ADMINISTRATION	2019	2022	COMPLETED	2022	N/A

(Continue on separate sheet if necessary)

Signature	Date	
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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 (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	MORO PEOPLE'S COMMUNITY FOR REFORM AND EMPOWERMENT (MPCORE), POBLACION, KABACAN, COTABATO	09/01/2011	PRESENT	NIA	MEMBER, BOARD OF TRUSTEES
	KABACAN FOURSQUARE GOSPEL CHURCH, POBLACION, KABACAN, COTABATO	11/07/1905	PRESENT	NIA	MEMBER, CHURCH COUNCIL
	MUNICIPAL ADVISORY COUNCIL (MAC) OF THE KABACAN MUNICIPAL POLICE STATION, KABACAN, COTABATO	01/01/2018	PRESENT	NIA	MEMBER, COUNCIL

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

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/Technicians)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	12TH SCIENTIFIC MEETING AND NATIONAL CONFERENCE OF ADCEP WITH THE THEME: COMMUNICATION THAT CARES: FOSTERING PEACE, JUSTICE AND STRONG INSTITUTIONS	12/04/2024	12/06/2024	24 HOURS	TECHNICAL	ASSOCIATION OF DEVELOPMENT COMMUNICATION EDUCATORS AND PRACTITIONERS (ADCEP)
	E-LEARNING ON COMMUNICATING ON LABOR MIGRATION AND MOBILITY (ONLINE)	10/07/2024	11/15/2024	40 HOURS	TECHNICAL	INTERNATIONAL TRAINING CENTER (ITC)-INTERNATIONAL LABOUR ORGANIZATION (ILO)
	TRAINING ON MONITORING AND EVALUATION	07/02/2024	07/02/2024	8 HOURS	TECHNICAL	WORLD FOOD PROGRAM (UN AGENCY)
	5TH SOCIAL JUSTICE FORUM: Community Involvement towards Sustainable Peace, Prosperity, and Planet	05/11/2024	05/11/2024	8 HOURS	TECHNICAL	ADREM PROJECTS PHILIPPINES
	BASICS OF RESILIENCE	01/15/2024	02/16/2024	16 HOURS	TECHNICAL	UNIVERSITY OF THE PHILIPPINES-OPEN UNIVERSITY (UPOU) & UNIVERSITY OF THE PHILIPPINES RESILIENCE INSTITUTE
	WEBINAR ON TEACHING A SPECIALIZED COURSE ON COMMUNICATING LABOR MIGRATION IN SELECTED DEVELOPMENT COMMUNICATION SCHOOLS IN THE PHILIPPINES	12/13/2022	12/14/2022	16 HOURS	TECHNICAL	INTERNATIONAL LABOUR ORGANIZATION, ASIAN INSTITUTE OF JOURNALISM AND COMMUNICATION & ASSOCIATION OF DEVCOM EDUCATORS & PRACTITIONERS
	INTERNATIONAL WEBINAR ON MAINSTREAMING GENDER PERSPECTIVES IN RESEARCH & DEVELOPMENT	09/12/2021	09/12/2021	14 HOURS	TECHNICAL	BUNGUET STATE UNIVERSITY & UNIVERSITY OF GUAM
	BSAFE: ONLINE SECURITY AWARENESS TRAINING	09/17/2020	09/17/2020	8 HOURS	TECHNICAL	UNITED NATIONS DEPARTMENT OF SAFETY & SECURITY
	INTRODUCTION TO INTERNATIONAL HUMANITARIAN LAW (IHL)	08/31/2020	08/31/2020	8 HOURS	TECHNICAL	HUMANITARIAN LEADERSHIP ACADEMY
	CASE STUDY: COMMUNITY-BASED EMERGENCY RESPONSE PLANNING IN ACTION	06/22/2019	06/22/2019	8 HOURS	TECHNICAL	HUMANITARIAN LEADERSHIP ACADEMY
	BLAST DRRM: INTRODUCTION TO COMMUNITY BASED DISASTER RISK REDUCTION MANAGEMENT	06/21/2019	06/21/2019	8 HOURS	TECHNICAL	HUMANITARIAN LEADERSHIP ACADEMY
	INTRODUCTION TO COACHING & MENTORING	08/28/2018	08/28/2018	8 HOURS	TECHNICAL	HUMANITARIAN LEADERSHIP ACADEMY
	DEVELOPMENT ENTREPRENEURSHIP WORKSHOP	05/24/2018	05/25/2018	16 HOURS	TECHNICAL	THE ASIA FOUNDATION
	PSYCHOLOGICAL HEALTH & WELLNESS SEMINAR FOR PODOS	12/07/2017	12/07/2017	8 HOURS	TECHNICAL	OVCROCA3 WORKERS WELFARE ADMINISTRATION
	TRAINING ON THE FORMULATION OF LOCAL INVESTMENTS AND INCENTIVES CODE (LIC)	11/08/2017	11/10/2017	24 HOURS	TECHNICAL	LOCAL GOVERNMENT ACADEMY (LGA)
	TRAINING/SEMINAR ON DOCUMENT PROCESSING OF GENDER RESPONSIVE & ASSESSMENT TOOLS IN THE PREPARATION OF GAD PLAN AND BUDGET	10/18/2017	10/20/2017	24 HOURS	TECHNICAL	PHILIPPINE ASSOCIATION OF RECORDS OFFICERS AND ARCHIVISTS
	VALUES RESTORATION PROGRAM ON ORGANIC VRO TRAINER EXCELLENCE WORKSHOP	03/14/2017	03/17/2017	32 HOURS	TECHNICAL	CIVIL SERVICE COMMISSION- COUNCIL FOR THE RESTORATION OF FILIPINO VALUES
	GLOBAL LEADERS' FORUM IN MUAR, MALAYSIA	05/30/2016	06/04/2016	40 HOURS	TECHNICAL	COUNCIL FOR THE RESTORATION OF FILIPINO VALUES (CRFV)
	SEMINAR ON INVESTMENT BRIEFING/COUNSELING	05/20/2015	05/20/2015	8 HOURS	TECHNICAL	DEPARTMENT OF TRADE AND INDUSTRY
	PLANNING WORKSHOP ON THE REVIEW & ENHANCEMENT OF THE 5-YEAR DRRM PLAN OF KABACAN	03/18/2015	03/20/2015	24 HOURS	TECHNICAL	DEPARTMENT OF NATIONAL DEFENSE

(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)
	PROGRAM/PROJECT MANAGEMENT, EVALUATION, ASSESSMENT AND PLANNING		NIA		LOCAL COUNCIL OF WOMEN
	COMMUNITY PROFILING, PARTICIPATORY RESOURCE APPRAISAL				PAGLAUM MULTI-PURPOSE COOPERATIVE
	TRAINING MANAGEMENT AND FACILITATION				NOTRE DAME OF KABACAN ALUMNI ASSOCIATION
	DOCUMENTATION & TECHNICAL WRITING				USM ALUMNI ASSOCIATION
	COMMUNITY ORGANIZING AND DEVELOPMENT				USMECCO
	NETWORKING AND LINKAGING				ASSOCIATION OF DEVELOPMENT COMMUNICATION EDUCATORS AND PRACTITIONERS (ADCEP)
	HOSTING & RADIO BROADCASTING				

(Continue on separate sheet if necessary)

Signature		Date	5
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OFFICE OF THE DEPARTMENT SECRETARY
DEPARTMENT OF NATIONAL DEFENSE

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,

a. within the third degree? YES NO

b. within the fourth degree (for Local Government Unit - Career Employees)? YES NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? YES NO

If YES, give details: _____

b. Have you been criminally charged before any court? YES NO

If YES, give details: _____
 Date Filed: _____
 Status of Case/s: _____

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal? YES NO

If YES, give details: _____

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? YES NO

If YES, give details: (RESIGNED)
TRANSFERRED TO PRIVATE ORGANIZATION

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? YES NO

If YES, give details: _____

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? YES NO

If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country? YES NO

If YES, give details (country): _____

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:

a. Are you a member of any indigenous group? YES NO

If YES, please specify: _____

b. Are you a person with disability? YES NO

If YES, please specify ID No: _____

c. Are you a solo parent? YES NO

If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)

NAME	ADDRESS	TEL. NO.
JONATHAN M. TABARA	OSIAS, KABACAN, COTABATO	91 16
ZAYNAB A. AMPATUAN	POBLACION, KABACAN, COTABATO	91 11
SOPHIA MAE GERoy	COTABATO CITY	91 12



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 agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: PASSPORT

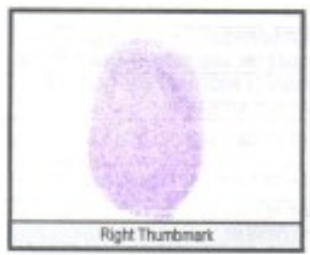
ID/License/Passport No: _____

Date/Place of Issuance: 03/18/2018 DPA DAVAO CITY

Signature (Sign inside the box)

JANUARY 31, 2025

Date Accomplished



SUBSCRIBED AND SWORN to before me this JANUARY 31, 2025, affiant exhibiting his/her validly issued government ID as indicated above.

NERISSA G. DELA VINA, PhD.
 HR/DO Director

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. CSC ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	BALUNGAY		
FIRST NAME	MARIA ANGELIKA	NAME EXTENSION (JR., SR.)	
MIDDLE NAME	TOLENTINO	N/A	
3. DATE OF BIRTH (mm/dd/yyyy)	11 12 1974	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	KABACAN, COTABATO	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	1099 SINAMAR 1 STREET House/Block/Lot No. Street POBLACION Subdivision/Village Barangay KABACAN COTABATO City/Municipality Province ZIP CODE 9407
7. HEIGHT (m)	1.57	18. PERMANENT ADDRESS	1099 SINAMAR 1 STREET House/Block/Lot No. Street POBLACION Subdivision/Village Barangay KABACAN COTABATO City/Municipality Province ZIP CODE 9407
8. WEIGHT (kg)	65	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	B+	20. MOBILE NO.	+639162694304
10. GSIS ID NO.	7	21. E-MAIL ADDRESS (if any)	mathalungay@gmail.com
11. PAG-BIG ID NO.	37		
12. PHILHEALTH NO.	04		
13. SSS NO.			
14. TIN NO.	000		
15. AGENCY EMPLOYEE NO.	10-UJUL0		

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	NAME EXTENSION (JR., SR.)		N/A	
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	BALUNGAY			
FIRST NAME	FERDIE MAR	NAME EXTENSION (JR., SR.)		
MIDDLE NAME	SANTOS			
25. MOTHER'S MAIDEN NAME				
SURNAME	TOLENTINO			
FIRST NAME	JINKY			
MIDDLE NAME	BEL			

(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	BEREAN CHRISTIAN SCHOOL, USM AVENUE, KABACAN, COTABATO 9407	ELEMENTARY EDUCATION	05/2001	03/2007	N/A	2007	CONSISTENT IN HONORS LIST
SECONDARY	UNIVERSITY LABORATORY SCHOOL - UNIVERSITY OF SOUTHERN MINDANAO, KABACAN, COTABATO 9407	HIGHSCHOOL	05/2007	03/2011	N/A	2011	SECOND HONORS (S.Y. 2008-2009)
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	ATENEO DE DAVAO UNIVERSITY, JACINTO ST., DAVAO CITY 8000	BACHELOR OF ARTS IN PSYCHOLOGY	05/2011	03/2015	N/A	2015	DEWYS LISTER (S.Y. 2012-2013, 1ST SEMESTER)
GRADUATE STUDIES	DE LA SALLE UNIVERSITY, TAFT AVENUE, MANILA, METRO MANILA 1004	MASTER OF SCIENCE IN PSYCHOLOGY, MAJOR IN CLINICAL PSYCHOLOGY	09/2017	07/2022	N/A	2022	CHED 4-12 SCHOLARSHIP

(Continue on separate sheet if necessary)

SIGNATURE		DATE	-----
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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 (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	TELEPSYCHOLOGY FOR THE LABALLAN COMMUNITY - DE LA SALLE UNIVERSITY (FREE ONLINE COUNSELING SERVICES DURING COVID-19 PANDEMIC)	04/16/2020	06/30/2020	400 HOURS	COORDINATOR/FIRST RESPONDER
	NOTHING FOLLOWS				

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

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)	CREDIT/ITY SPONSORED BY (Write in full)
		From	To			
	INTERNATIONAL CONFERENCE ON ARTS AND SCIENCES 2024	11/23/2024	11/23/2024	16 HOURS	TECHNICAL	UNIVERSITY OF SOUTHEASTERN PHILIPPINES
	POCA 59TH MIDYEAR CONFERENCE	10/17/2024	10/18/2024	16 HOURS	TECHNICAL	PHILIPPINE GUIDANCE AND COUNSELING ASSOCIATION, INC.
	TRAINING ON MONITORING AND EVALUATION	7/2/2024	7/2/2024	8 HOURS	TECHNICAL	UNITED NATION-WORLD FOOD PROGRAMME/USM EXTENSION SERVICES OFFICE
	GAD STRATEGIC PLANNING AND GENDER TOOLS ANALYSIS ON GENDER MAINSTREAMING AND EVALUATION FRAMEWORK WORKSHOP	5/10/2024	5/11/2024	16 HOURS	TECHNICAL	UNIVERSITY OF SOUTHERN MINDANAO - GENDER AND DEVELOPMENT OFFICE
	PAGLINAW SA MGA ALINGAWNGAW: BREAKING STIGMAS IN MENTAL HEALTH THROUGH RESEARCH AND DEVELOPMENT	4/11/2024	4/11/2024	8 HOURS	TECHNICAL	DEPARTMENT OF SCIENCE AND TECHNOLOGY - PHILIPPINE COUNCIL FOR RESEARCH AND DEVELOPMENT
	INTRODUCTION TO SOLUTION-FOCUSED BRIEF THERAPY	2/7/2024	2/7/2024	8 HOURS	TECHNICAL	IN TOUCH COMMUNITY SERVICES
	AN INTRODUCTION TO THE 6-STEP RATIONAL APPROACH TO DESIGNING AND DEVELOPING PSYCHOLOGICAL SCREENING ASSESSMENTS	12/9/2023	12/9/2023	4 HOURS	TECHNICAL	PSYCHOLOGICAL ASSOCIATION OF THE PHILIPPINES (PAP)
	TRAINING ON RESEARCH DESIGN, EXTENSION, AND MICRO-CREDENTIALS	7/26/2023	7/27/2023	16 HOURS	TECHNICAL	UNIVERSITY OF THE PHILIPPINES - LOS BANGS
	USM 2023 MIDYEAR IN-HOUSE REVIEW (EMCEE/FACILITATOR)	7/20/2023	7/20/2023	4 HOURS	TECHNICAL	UNIVERSITY OF SOUTHERN MINDANAO - RESEARCH, DEVELOPMENT, AND EXTENSION
	IX ISA WORLD CONGRESS OF SOCIOLOGY (PAPER PRESENTER)	6/25/2023	7/1/2023	-	TECHNICAL	INTERNATIONAL SOCIOLOGICAL ASSOCIATION, UNIVERSITY OF MELBOURNE - GRADUATE SCHOOL OF
	WSFISA RC-55 CONFERENCE (PAPER PRESENTER)	6/23/2023	6/24/2023	16 HOURS	TECHNICAL	WORLD SOCIETY FOUNDATION, ISA RC-55
	USM 8TH IN-HOUSE REVIEW (WORKING COMMITTEE)	5/25/2023	5/25/2023	8 HOURS	TECHNICAL	UNIVERSITY OF SOUTHERN MINDANAO - RESEARCH, DEVELOPMENT, AND EXTENSION
	CASS STUDENT IN-HOUSE REVIEW (FACILITATOR)	5/22/2023	5/22/2023	8 HOURS	TECHNICAL	COLLEGE OF ARTS AND SOCIAL SCIENCES, UNIVERSITY OF SOUTHERN MINDANAO
	HOW TO WRITE A CAPSULE PROPOSAL FOR FUNDING	4/25/2023	4/25/2023	8 HOURS	TECHNICAL	COLLEGE OF ARTS AND SOCIAL SCIENCES, UNIVERSITY OF SOUTHERN MINDANAO
	USM 2022 YEAR-END IN-HOUSE REVIEW (MODERATOR)	12/2/2022	12/2/2022	4 HOURS	TECHNICAL	UNIVERSITY OF SOUTHERN MINDANAO - RESEARCH, DEVELOPMENT, AND EXTENSION
	PSYCHOLOGICAL ASSOCIATION OF THE PHILIPPINES 56TH ANNUAL CONVENTION (PAPER PRESENTER/PARTICIPANT)	09/22/2022	09/24/2022	18 HOURS	TECHNICAL	PSYCHOLOGICAL ASSOCIATION OF THE PHILIPPINES (PAP)
	NOTHING FOLLOWS					

(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)
PSYCHOLOGICAL ASSESSMENT/TESTING SKILLS	BEST UNDERGRADUATE THESIS AWARDEE - PSYCHOLOGICAL ASSOCIATION OF THE PHILIPPINES JUNIOR AFFILIATES (PAPJA) NATIONAL CONVENTION (JANUARY 2015)	PSYCHOLOGICAL ASSOCIATION OF THE PHILIPPINES (PAP, PROFESSIONAL)
COUNSELING & PSYCHOTHERAPY SKILLS	CHIEF GIRL SCOUT OF THE PHILIPPINES (2011)	ASSAN-INDIA STUDENTS EXCHANGE PROGRAM (AISEP) PHILIPPINE DELEGATION (BATCH 2018)
BASIC COMPUTER/TECHNOLOGY SKILLS	NOTHING FOLLOWS	NOTHING FOLLOWS
SPORTS (TABLE TENNIS, BADMINTON)		
NOTHING FOLLOWS		

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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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,

a. within the third degree? YES NO

b. within the fourth degree (for Local Government Unit - Career Employees)? YES NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? YES NO

If YES, give details: _____

b. Have you been criminally charged before any court? YES NO

If YES, give details: _____
Date Filed: _____
Status of Case/s: _____

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal? YES NO

If YES, give details: _____

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? YES NO

If YES, give details: _____
FINISHED CONTRACT IN SUC (PUBLIC SECTOR)

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? YES NO

If YES, give details: _____

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? YES NO

If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country? YES NO

If YES, give details (country): _____

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:

a. Are you a member of any indigenous group? YES NO

If YES, please specify: _____

b. Are you a person with disability? YES NO

If YES, please specify ID No: _____

c. Are you a solo parent? YES NO

If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)

NAME	ADDRESS	TEL. NO.
DR. MELISSA LUCIA LOPEZ REYES	DE LA SALLE UNIVERSITY, MALATE, MANILA, METRO MANILA 1004	09232569065
PROF. CHARITY MULIG-CRUZ	MINDANAO STATE UNIVERSITY - ILIGIAN INSTITUTE OF	09273767978
PROF. HARRIAN MORONIO	PALAWAN STATE UNIVERSITY, PUERTO PRINCESA CITY	09215773487



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.

Government Issued ID (i.e. Passport, GS-11, SS-5, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: PRC ID

ID/License/Passport No.: C-11111111

Date/Place of Issuance: 08/11/2015/DAVAO CITY

Signature (Sign inside the box)

01/20/2025

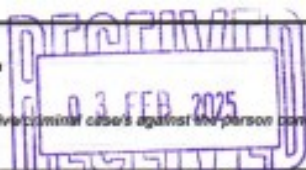
Date Accomplished



SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

NERISSA VELA VINA, PhD.
Person Administering Oath

PERSONAL DATA SHEET



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

I. CS ID NO.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	GONSANG		
FIRST NAME	SHANDRA	NAME EXTENSION (JR., SR.) N/A	
MIDDLE NAME	CAUP		
3. DATE OF BIRTH (mm/dd/yyyy)	01/14/1976	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	KAYAGA KABACAN, COTABATO	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A House/Block/Lot No. Street N/A MATALAM STREET Subdivision/Village Barangay/Poblacion KABACAN COTABATO City/Municipality Province
7. HEIGHT (in)	1.52 METERS	18. PERMANENT ADDRESS	N/A House/Block/Lot No. Street N/A MATALAM STREET Subdivision/Village Barangay/Poblacion KABACAN COTABATO City/Municipality Province
8. WEIGHT (kg)	50kg	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	O	20. MOBILE NO.	09263623443
10. GSIS ID NO.		21. E-MAIL ADDRESS (if any)	sggonsang@usm.edu.ph
11. PAG-IBIG ID NO.			
12. PhilHEALTH NO.			
13. SSS NO.			
14. TIN NO.			
15. AGENCY EMPLOYEE NO.	USM 9U-UU430		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	DIMAUDTANG		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	KABU	NAME EXTENSION (JR., SR.)	NADJAH SALAM G. DIMAUDTANG	Ag 1
MIDDLE NAME	BIRUAR		ABDOLLAH ADNAN G. DIMAUDTANG	JL,5
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	GONSANG			
FIRST NAME	ABDUL	NAME EXTENSION (JR., SR.)		
MIDDLE NAME	LAO			
25. MOTHER'S MAIDEN NAME				
SURNAME	CAUP			
FIRST NAME	SAUDA			
MIDDLE NAME	LAGUIDONG			


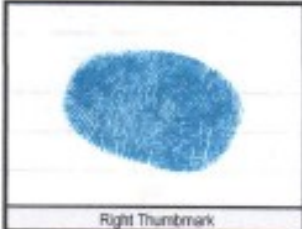



(Continue on separate sheet if necessary)

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	KAYAGA ELEMENTARY SCHOOL	Elementary Diploma	8/1/1976	3/1/1982	N/A	1982	1ST HONORABLE
SECONDARY	UNIVERSITY LABORATORY SCHOOL	SECONDARY Diploma	01/06/1982	3/1/1988	N/A	1988	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	COLLEGE OF EDUCATION, UNIVERSITY OF SOUTHERN MINDANAO	BACHELOR OF SECONDARY EDUCATION	JUNE 1988	APR, 1990	N/A	1990	Academic Scholar for 3 semesters
GRADUATE STUDIES	DE LA SALLE UNIVERSITY	MALL-FIL	Sept, 1993	May, 1996	N/A	1996	with Distinction
	MSU-IIT, ILIGAN CITY	PH.D FILIPINO	Oct 2009	Nov, 2013	N/A	2013	Best Dissertation Award

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____													
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ Date Filed: _____ Status of Case/s: _____													
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____													
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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____													
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____													
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____													
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: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify ID No: _____ Divorce under Shariah Law													
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align:center;">NAME</th> <th style="text-align:center;">ADDRESS</th> <th style="text-align:center;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td style="text-align:center;">PROF. MARCOS F. MONDERIN</td> <td style="text-align:center;">CASS-USM,KABACAN,COTABATO</td> <td style="text-align:center;">064-572-23-85</td> </tr> <tr> <td style="text-align:center;">DR. JONALD L. PIMENTEL</td> <td style="text-align:center;">CSM-USM,KABACAN,COTABATO</td> <td style="text-align:center;">064-572-23-85</td> </tr> <tr> <td style="text-align:center;">DR.LEORÉNCÉ TANDOG</td> <td style="text-align:center;">USM-GS KABACAN,COTABATO</td> <td style="text-align:center;">064-572-23-85</td> </tr> </tbody> </table>	NAME	ADDRESS	TEL. NO.	PROF. MARCOS F. MONDERIN	CASS-USM,KABACAN,COTABATO	064-572-23-85	DR. JONALD L. PIMENTEL	CSM-USM,KABACAN,COTABATO	064-572-23-85	DR.LEORÉNCÉ TANDOG	USM-GS KABACAN,COTABATO	064-572-23-85	 <p style="text-align:center;">PHOTO</p>	 <p style="text-align:center;">Right Thumbmark</p>
NAME	ADDRESS	TEL. NO.												
PROF. MARCOS F. MONDERIN	CASS-USM,KABACAN,COTABATO	064-572-23-85												
DR. JONALD L. PIMENTEL	CSM-USM,KABACAN,COTABATO	064-572-23-85												
DR.LEORÉNCÉ TANDOG	USM-GS KABACAN,COTABATO	064-572-23-85												
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.														
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Government issued ID: PRC														
ID/License/Passport No.: _____														
Date/Place of Issuance: 07/12/2022/ Davao City														
 _____ Date Accomplished														
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.														
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align:center;"> MARGIE M. ISUTUAN-GALANG Chief Administrative Officer University of Southern Mindanao Date: <u>Person Administering Oath</u> </td> </tr> </table>		MARGIE M. ISUTUAN-GALANG Chief Administrative Officer University of Southern Mindanao Date: <u>Person Administering Oath</u>												
MARGIE M. ISUTUAN-GALANG Chief Administrative Officer University of Southern Mindanao Date: <u>Person Administering Oath</u>														

PERSONAL DATA SHEET

RECEIVING COPY
15 JAN 2018

WARNING: Any misinterpretation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases 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.

CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	RAMOS-CANDIDIER		
FIRST NAME	KRISTINE ANNE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CARCILLA		
3. DATE OF BIRTH (mm/dd/yyyy)	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	Poblacion, Pikit, Cotabato		If holder of dual citizenship, please indicate the details
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	M.H. del Pilar Street
7. HEIGHT (m)	1.5	House/Block/Lot No.	
8. WEIGHT (kg)	58	Misagana Subdivision/Village	Poblacion Barangay
9. BLOOD TYPE	B+	Kabacan City/Municipality	Cotabato Province
10. GSIS ID NO.	4	ZIP CODE	9407
11. PAG-BIG ID NO.	1	18. PERMANENT ADDRESS	M.H. del Pilar Street
12. PHILHEALTH NO.	1	House/Block/Lot No.	
13. SSS NO.	1	Misagana Subdivision/Village	Poblacion Barangay
14. TIN NO.	1	Kabacan City/Municipality	Cotabato Province
15. AGENCY EMPLOYEE NO.	1234567	ZIP CODE	9407
		19. TELEPHONE NO.	064-572-9172
		20. MOBILE NO.	0907-286-5598
		21. E-MAIL ADDRESS (if any)	kacramos@usm.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CANDIDIER		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	WALTER	NAME EXTENSION (JR., SR) JR	KHRISTEL WAYNE R. CANDIDIER	9
MIDDLE NAME	CADANGIN		TIMOTHY ALEXANDER R. CANDIDIER	1
OCCUPATION	Government Employee			
EMPLOYER/BUSINESS NAME	Philippine National Police			
BUSINESS ADDRESS	Anas, Kidapawan City			
TELEPHONE NO.				
24. FATHER'S SURNAME	RAMOS			
FIRST NAME	VIRGILIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CADUNOG			
25. MOTHER'S MAIDEN NAME				
SURNAME	CARCILLA			
FIRST NAME	BEATRIZ			
MIDDLE NAME	SABADLAN			

(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	Pikit Central Elementary School Pikit, Cotabato	Elementary Education	1996	2002		2002	1st Honorable Mention
SECONDARY	Pikit National High School Pikit, Cotabato	Secondary Education	2002	2006		2006	1st Honorable Mention
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA		NA	NA
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato	Bachelor of Science in Agricultural Engineering	2006	2011		2011	NA
GRADUATE STUDIES	UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato	Master of Engineering in Rural Infrastructure Engineering	2015	2021		2021	NA

(Continue on separate sheet if necessary)

SIGNATURE		DATE		CS FORM 212 (Revised 2017), Page 1 of 4
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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 (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
NA		NA	NA	NA	NA

(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 L&D (Managerial/Supervisory/Technical)	CONDUCTED/SPONSORED BY (Write in full)
		From	To			
	Participant, 1st PSABE Mindanao Wide Convension(VIRTUAL)	11/17/2021	11/18/2021	16 hours	Technical	Philippine Society of Agricultural & Biosystems Engineers
	1st Southeast Asia Rubber-based Cropping Production Forum (VIRTUAL)	6/22/2021	6/23/2021	16 hours	Technical	ACIAR, PCAANRRD & Griffith University, Australia
	International Women in Engineering Day Forum (VIRTUAL)	6/19/2021	6/19/2021	3 hours	Technical	Philippine Technological Council Women Engineers Network
	Participant, 32nd Philippine Agricultural Engineering Week/ 17th International Agricultural & Biosystems Engineering Conference & Exhibition/ 70th PSABE Annual	4/26/2021	4/28/2020	24 hours	Technical	Philippine Society of Agricultural & Biosystems Engineers
	Participant, Re-echo Seminar on Data Archiving & Records Management	2/28/2020	2/25/2020	8 hours	Technical	USM HRMDO
	Participant & Second Best Paper (Research category), 35th USM Research, Development and Extension In - House Review	10/23/2019	10/25/2019	24 hours	Technical	USM
	Facilitator, Training Workshop on Small Scale Irrigation Projects Suitability Mapping Using GIS Software, Maguindanao Group	12/11/2018	12/14/2018	32 hours	Technical	USM - GISforSSIP12+ Research Project
	Facilitator, Training Workshop on DD/SWIP/SFR Suitability Mapping Using GIS Software, South Cotabato & Sarangani Group	10/29/2018	10/31/2018	16 hours	Technical	USM - GISforSSIP12+ Research Project
	Facilitator, Training Workshop on DD/SWIP/SFR Suitability Mapping Using GIS Software, North Cotabato & Sultan Kudarat Group	10/24/2018	10/26/2018	16 hours	Technical	USM - GISforSSIP12+ Research Project
	Facilitator, Training Workshop on STWPISOS Suitability Mapping Using GIS Software, South Cotabato & Sarangani Group	8/16/2018	8/17/2018	16 hours	Technical	USM - GISforSSIP12+ Research Project
	Participant, Training Workshop on STWPISOS Suitability Mapping Using GIS Software, Sultan Kudarat Group	8/9/2018	8/10/2018	16 hours	Technical	USM - GISforSSIP12+ Research Project
	Facilitator, Training Workshop on STWPISOS Suitability Mapping Using GIS Software, North Cotabato Group	7/12/2018	7/13/2018	16 hours	Technical	USM - GISforSSIP12+ Research Project
	Participant, 29th Philippine Agricultural Engineering Week/ 15th International Agricultural & Biosystems Engineering Conference & Exhibition/ 68th PSABE Annual Convention	04/22/2018	04/28/2018	56 hours	Technical	Philippine Society of Agricultural & Biosystems Engineers
	Participant, Research Proposal Writeshop for Internal & External Funding	04/20/2018	04/20/2018	8 hours	Technical	USM RDS
	Participant, Orientation and Consultation on Research and Extension Operational Systems	2/9/2018	2/9/2018	8 hours	Technical	USM RDS
	Participant, 7S, Research Ethics and Moral Values Training and Workshop	12/21/2017	12/22/2017	15hours	Technical	USM RDE
	Facilitator, 37th USM Research, Development and Extension In-House Review	9/22/2017	9/24/2017	24 hours	Technical	USM RDE
	Facilitator, 4th Student Research, Development and Extension In-House Review	6/8/2017	6/8/2017	8 hours	Technical	USM RDE
	Participant, Seminar-workshop on "Publishing Your Thesis/Dissertation, Research and Extension Projects"	4/8/2017	4/8/2017	8 hours	Technical	Dr. Rowena D. Bancoguis/USM, Graduate School








(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)
			NA		Philippine Society of Agricultural & Biosystems Engineers

(Continue on separate sheet if necessary)

SIGNATURE		DATE	-----	CS FORM 212 (Revised 2017), Page 2 of 4
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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, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ Date Filed: _____ Status of Case/s: _____												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <div style="text-align: right;">finished contract</div>												
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____												
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: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)													
<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>Engr. Willie Jones B. Salling</td> <td>Kabacan, Cotabato</td> <td>0948-236-9867</td> </tr> <tr> <td>Dr. Maria Leida M. Donque</td> <td>Kabacan, Cotabato</td> <td>0947-991-8773</td> </tr> <tr> <td>Engr. Renel M. Alucija</td> <td>Kabacan, Cotabato</td> <td>0939-928-2261</td> </tr> </tbody> </table>	NAME	ADDRESS	TEL. NO.	Engr. Willie Jones B. Salling	Kabacan, Cotabato	0948-236-9867	Dr. Maria Leida M. Donque	Kabacan, Cotabato	0947-991-8773	Engr. Renel M. Alucija	Kabacan, Cotabato	0939-928-2261	 PHOTO
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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.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%; padding: 5px;"> Government Issued ID (e.g. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: PRC (Professional Agricultural & Biosystems Engineer) ID/License/Passport No.: L... .. Date/Place of Issuance: 5-22-2019/Kidapawan City </td> <td style="width:40%; padding: 5px;">  <div style="text-align: right;">_____ Date Accomplished</div> </td> <td style="width:30%; padding: 5px;">  Right Thumbmark </td> </tr> </table>	Government Issued ID (e.g. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: PRC (Professional Agricultural & Biosystems Engineer) ID/License/Passport No.: L... .. Date/Place of Issuance: 5-22-2019/Kidapawan City	 <div style="text-align: right;">_____ Date Accomplished</div>	 Right Thumbmark									
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SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.													
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