

UNIVERSITY OF SOUTHERN MINDANAO GRADUATE SCHOOL



PhD in Applied Linguistics

PARAMETER C

C.1. Description of a system on:

C.1.1. maintenance of cleanliness and orderliness in the laboratories;

C.1.2. replenishment of perishable materials;

C.1.3. coding and inventory, and

C.1.4. repairs and calibration.

C.2. Composition of the Maintenance and Repair Unit C.3. PDF of the maintenance personnel.

AREA 9

C. Maintenance

C1. Description of a system on:

C.1.1. maintenance of cleanliness and orderliness in the laboratories;



ICT Laboratory used as venue for the conduct of class, seminars, and trainings.



SMART TV and computer used in computer subject lectures

BIOLOGY LABORATORY ROOM AND CENTRAL LABORATORY



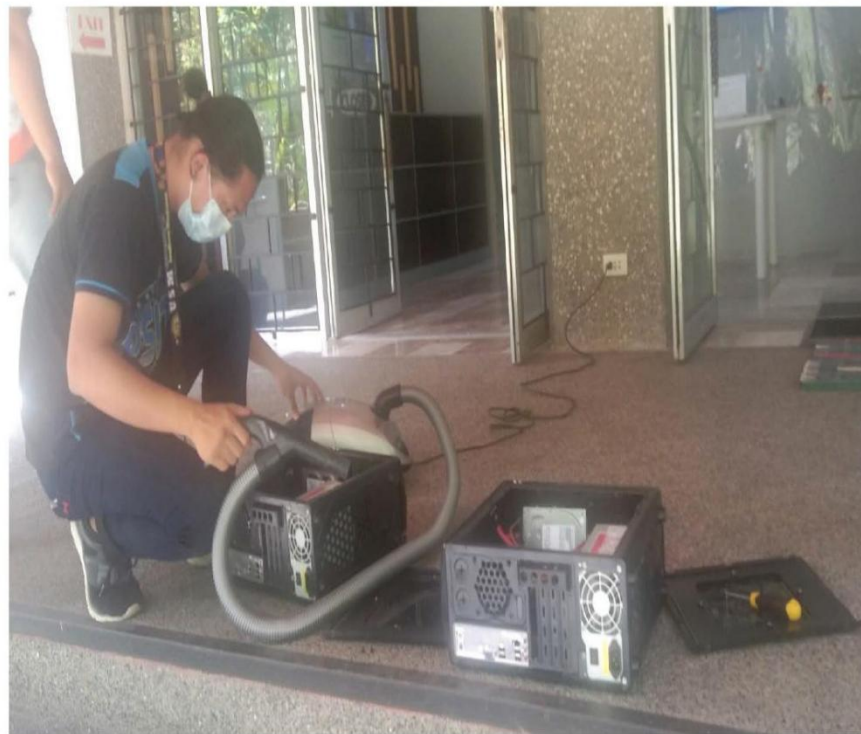


CHEMISTRY LABORATORY ROOM AND CENTRAL LABORATORY





C.1.2. replenishment of perishable materials;





UNIVERSITY OF SOUTHERN MINDANAO
Annual Procurement Plan FY 2025
Fund - 06 - IGP

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PHP)			Remarks (brief description of Project)
					Advertisement (Posting of IB/B/E)	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
Maintenance and Other Operating Expenses													
Part 1. PS-DBM ITEMS													
5020301000	Procurement of Common Use Supplies and Equipment (CSE) available at PS-DBM (Please refer APP CSE Part I attached)	USM - Kabacan	No	NP-53.5 Agency-to-Agency	N/A	N/A	Quarterly	Quarterly	Income	2,903,041.19	2,903,041.19	-	
Part 2. N/A at PS-DBM													
II.A Other Common Use Office Supplies (Not Available in PS-DBM)													
5020301000	Supply and Delivery of other Common Use Office Supplies (Not Available in PS-DBM)	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarterly	N/A	Quarterly	Quarterly	Income	10,815,477.29	10,815,477.29	-	
II.B Other Computer Supplies and Accessories													
5020301000	Supply and Delivery of Other Computer Supplies and Accessories	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	202,121.39	202,121.39	-	
II.C Printer Consumables													
5020301000	Supply and Delivery of Various Printers Consumables	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	346,290.75	346,290.75	-	
II.D Photocopier Consumables													
5020301000	Supply and Delivery of Various Photocopier Consumables	USM - Kabacan	No	Direct Contracting	N/A	N/A	Quarter 2	Quarter 2	Income	2,197,800.00	2,197,800.00	-	
II.E Travel Expenses													
5020100000	Procurement of Travel-Related Expenses	USM - Kabacan	No	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricants (POL) Products and Airline Tickets and Online Subscription	N/A	N/A	ANA	ANA	Income	468,000.00	468,000.00	-	includes per diem and plane ticket

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PHP)			Remarks (brief description of Project)
					Advertisement (Posting of IB/B/E)	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5020399000	Supply and Delivery of Various Hardware and Construction Supplies	USM - Kabacan	No	Competitive Bidding	Quarter 2	Quarter 2	Quarter 2	Quarter 2	Income	1,133,350.00	1,133,350.00	-	
II.J Fuels, Oils and Lubricants													
5020309000	Supply and Delivery of Fuels, Oils and Lubricants	USM - Kabacan	No	NP-53.9 - Small Value Procurement	N/A	N/A	Quarterly	Quarterly	Income	2,091,900.00	2,091,900.00	-	
II.L Semi-Expendables													
5020321002	Supply and Delivery of Semi-expendable Office Equipment (less than P50,000.00 per unit)	USM - Kabacan	No	Competitive Bidding	Quarter 2	Quarter 2	Quarter 2	Quarter 2	Income	1,010,420.00	1,010,420.00	-	
5020321003	Supply and Delivery of Semi-expendable I.C.T. Equipment (less than P50,000.00 per unit)	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	409,617.40	409,617.40	-	
5020321010	Supply and Delivery of Semi-expendable Medical Equipment (less than P50,000.00 per unit)	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	71,324.00	71,324.00	-	
5020321011	Supply and Delivery of Semi-expendable Printing Equipment (less than P50,000.00 per unit)	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	261,566.33	261,566.33	-	
5020321013	Supply and Delivery of Semi-expendable Technical and Scientific Equipment (less than P50,000.00 per unit)	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	392,800.00	392,800.00	-	
5020321099	Supply and Delivery of Semi-expendable Other Machinery and Equipment (less than P50,000.00 per unit)	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	666,000.00	666,000.00	-	
5020322001	Supply and Delivery of Semi-expendable Furniture and Fixtures (less than P50,000.00 per unit)	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	840,000.00	840,000.00	-	

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
					Advertisement/Posting of BIRs	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
II.O Other MOOE													
5020305000	Procurement of Catering Services	USM - Kabacan	No	N/A	N/A	N/A	ANA	ANA	Income	4,705,000.00	4,705,000.00	-	
5029990099	Procurement of Installation Services	USM - Kabacan	No	N/A	N/A	N/A	N/A	N/A	Income	100,000.00	100,000.00	-	
5029990099	Payment of Membership, Dues, & Contribution Expenses	USM - Kabacan	No	N/A	N/A	N/A	N/A	N/A	Income	50,000.00	50,000.00	-	
5029990099	Payment of Other MOOE and Miscellaneous Expenses	USM - Kabacan	No	NP-53.9 - Small Value Procurement	ANA	N/A	ANA	ANA		7,621,293.26	7,621,293.26	-	
5029990099	Food Coupon	USM - Kabacan	No	N/A	N/A	N/A	N/A	N/A		2,250,000.00	2,250,000.00	-	
Total MOOE										104,661,089.13			
Capital Outlay													
Equipment													
5060405001	Procurement of Various Machineries	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	565,000.00	-	565,000.00	
5060405002	Procurement of Various Office Equipment	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	295,000.00	-	295,000.00	
5060405003	Procurement of Various ICT Equipment	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	835,000.00	-	835,000.00	

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
					Advertisement/Posting of BIRs	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5060405011	Procurement of Medical Equipment	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	795,000.00	-	795,000.00	
5060405012	Procurement of Printing Equipment	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	250,000.00	-	250,000.00	
5060405011	Procurement of Laboratory Equipment	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	150,000.00	-	150,000.00	
5060405099	Procurement of Other Machinery and Equipment	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	140,000.00	-	140,000.00	
5060407001	Procurement of Various Furnitures and Fixtures	USM - Kabacan	No	NP-53.9 - Small Value Procurement	Quarter 2	N/A	Quarter 2	Quarter 2	Income	400,000.00	-	400,000.00	
TOTAL Capital Outlay										3,430,000.00			
TOTAL										106,091,089.22			

Prepared by:


MERCHIA C. MAYORMENTE
 BAC Secretariat

Reviewed by:

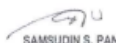

MYRNA E. TAN
 Head, BAC Secretariat

Recommending Approval:


QUENEELYN L. DURENADES
 BAC Chairperson, Infrastructure

Approved by:


JONALD L. PIMENTEL, PhD
 Head of Procuring Entity/Agency


SAMSUDIN S. PANDAY
 BAC Chairperson, Goods and Services



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

**INVENTORY REPORT OF USM PROPERTY,
PLANT AND EQUIPMENT**
December 31, 2024

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

INVENTORY COMMITTEE
CY 2024

This is to certify that the following inventory of various properties/equipment of the University of Southern Mindanao consisting of **202** pages were actually verified, counted, found correct and existing as of December 31, 2024.

SHIRLY J. MONDIA
Head, Property & Supply Office/
Administrative Officer V

ANACLETO G. DUQUE, JR.
Member

CHERYL M. ITABLE
Member

RENE P. LUCENA
Member

JAY-R.G. VILDAC
Member

IRVIN A. BALISE
Member

JEAN E. AUSTRIA
Member

MARGIE B. GALANG
Director, Admin Services/CAO

Article	New Property Number	Q t y	Unit	Unit Cost	Total Cost	Date Acquired	Est. Use-ful Life	Scrap Value	Yearly Depr'n	Depr'n for the Period	Depr'n for Prior Year	Total Accum. Depr'n	Net Book Value	Accountable Officer	Remarks
1 Solar Powered Irrigation System	2019-05-04-001-00-01-04	1.0	lot	568,096.60	568,096.60	04/04/2019	10	28,404.83	53,969.18	53,969.18	251,856.17	305,825.35	262,271.25	Fortnez, Jr., Benjamin F.	
Sub - Total					9,078,096.60					551,294.18		6,985,394.08			
											6,434,099.90	2,092,702.52			
10605110-B Laboratory Equipment															
1 Rheometer	1993-05-11-009-00-03-04-01	1.0	unit	1,188,505.00	1,188,505.00	07/01/1993	10	59,425.25	112,907.98	0.00	1,129,079.75	1,129,079.75	59,425.25	Andug, Joseph D.	FD
2 Mooney Viscosimeter	1993-05-11-010-00-03-04-01	1.0	unit	728,270.00	728,270.00	07/01/1993	10	36,413.50	69,185.65	0.00	691,856.50	691,856.50	36,413.50	Andug, Joseph D.	FD
3 Two-roll Mill	1993-05-11-013-00-03-04-01	1.0	unit	1,730,000.00	1,730,000.00	07/01/1993	10	86,500.00	164,350.00	0.00	1,643,500.00	1,643,500.00	86,500.00	Andug, Joseph D.	FD
4 Hydraulic Press	1993-05-11-018-00-03-04-01	1.0	unit	371,368.00	371,368.00	07/01/1993	10	18,568.40	35,279.96	0.00	352,799.60	352,799.60	18,568.40	Andug, Joseph D.	FD
5 Muffle Furnace	1993-05-11-002-00-03-04-01	1.0	unit	104,172.50	104,172.50	07/01/1993	10	5,208.63	9,896.39	0.00	98,963.87	98,963.87	5,208.63	Andug, Joseph D.	FD
6 Natural Convection Oven	1993-05-11-005-00-03-04-01	1.0	unit	64,112.50	64,112.50	07/01/1993	10	3,205.63	6,090.00	0.00	60,906.87	60,906.87	3,205.63	Andug, Joseph D.	FD
7 Fumehood	1993-05-11-0014-00-03-04-01	1.0	unit	108,932.00	108,932.00	07/01/1993	10	5,446.60	10,348.54	0.00	103,485.40	103,485.40	5,446.60	Andug, Joseph D.	FD
8 Fumehood	1993-05-11-006-00-03-04-01	1.0	unit	96,246.00	96,246.00	07/01/1993	10	4,812.30	9,143.37	0.00	91,433.70	91,433.70	4,812.30	Andug, Joseph D.	FD
9 Fumehood	1993-05-11-004-00-03-04-01	1.0	unit	118,574.00	118,574.00	07/01/1993	10	5,928.70	11,264.53	0.00	112,645.30	112,645.30	5,928.70	Andug, Joseph D.	FD
10 Natural Convection Oven	1993-05-11-007-00-03-04-01	1.0	unit	64,112.50	64,112.50	07/01/1993	10	3,205.62	6,090.69	0.00	60,906.87	60,906.87	3,205.63	Andug, Joseph D.	FD

C.1.4. repairs and calibration



CAMROCK ANALYTIKA EZZENTIALEZ TRADING

1255 Miramonte Pader Phase III Lucban, Quezon
 Telefax: 042 540 6575/ Mobile: 09165756218
 Email: vez_mzefill@yahoo.com

TEST AND CALIBRATION CERTIFICATE

Submitted by:	CAMROCK ANALYTIKA EZZENTIALEZ TRADING	Laboratory Certificate No. USM022024 - 014
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Instrument Identification

Equipment:	Analytical Balance	Serial No.:	052213
Client Name:	UNIVERSITY OF SOUTHERN MINDANAO	Calibrated At:	USM - Biology Department
Make:	BIOBASE	Condition of equipment submitted for calibration:	Working
Model:	BA2004C	Treatment of equipment prior to calibration:	No Adjustment

Certificate Information

Environmental Condition at the time of test		Type of calibration/ Verification	COMPARISON
Ambient temperature	29 °C	Date Calibrated/Validation	February 2024
Ambient Humidity	60 RH	Next due date per customer's request	February 2025

Traceability Statement

The standard of the Laboratory are traceable to either national standards (DOST), to NIST accepted intrinsic standards of measurements, to fundamental or physical constants, by ratio type of self-calibration techniques, or by comparison to Consensus standards and are part of the laboratory measurement assurance program for ensuring continued accuracy and measurement traceability within the level of uncertainty required by the laboratory. The laboratory test number identified above is the unique report number to be used in referencing measurement Traceability for equipment submitted in this certificate

Unit Under Test Set of Weight	Test Result					Difference %
	Left Bottom	Right Bottom	Center	Left Top	Right Top	
Grams						
1	1.0003	1.0007	1.0002	1.0004	1.0005	±0.0002
2	2.0120	2.0116	2.0122	2.0124	2.0118	±0.0002
10	10.0029	10.0035	10.0037	10.0036	10.0035	±0.0006
20	20.0013	20.0016	20.0014	20.0013	20.0022	±0.0009
50	50.0067	50.0077	50.0075	50.0069	50.0067	±0.0020
100	100.0046	100.0068	100.0063	100.0064	100.0078	±0.0032
200	200.0071	200.0099	200.0083	200.0109	200.0144	±0.0073

End of Data Sheet

The data in the above table of this report apply only to items specifically listed on this report.
 The results given in this report were those obtained at the time of calibration at ambient condition.
 Any number of factors may cause the calibration item to drift out of calibration before the recommended interval has expired.
 The user should determine the suitability of the equipment for its intended use.

EQUIPMENT USED FOR CALIBRATION				TEST METHOD USED
Standard(s) Used	Calibration Agency	Certificate No.	Date Issued	COMPARISON
Set of Weights	FPSI MET LAB	WP13-1079	July 12, 2023	

Calibrated by:

 AUGUSTO DAJAO
 Calibration Technician

Approved by:

 ZALDY E. VILLENAS
 Chemical Engineer



CAMROCK ANALYTIKA EZZENTIALEZ TRADING

1255 Miramonte Pader Phase III Lucban, Quezon

Telefax: 042 540 6575/ Mobile: 09165756218

Email: vez_mzefil@yahoo.com

TEST AND CALIBRATION CERTIFICATE

Submitted by:	CAMROCK ANALYTIKA EZZENTIALEZ TRADING	Laboratory Certificate No. USM022024 - 015
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Instrument Identification

Equipment:	Analytical Balance	Serial No:	306650
Client Name:	UNIVERSITY OF SOUTHERN MINDANAO	Calibrated At:	USM - Biology Department
Make:	OHYO	Condition of equipment submitted for calibration:	Working
Model:	JL-180	Treatment of equipment prior to calibration:	No Adjustment

Certificate Information

Environmental Condition at the time of test	Type of calibration/ Verification	COMPARISON
Ambient temperature	Date Calibrated/validation	February 2024
Ambient Humidity	Next due date per customer's request	February 2025

Traceability Statement

The standard of the Laboratory are traceable to either national standards (DOST), to NIST accepted intrinsic standards of measurements, to fundamental or physical constraints, by ratio type of self-calibration techniques, or by comparison to Consensus standards and are part of the laboratory measurement assurance program for ensuring continued accuracy and measurement traceability within the level of uncertainty required by the laboratory. The laboratory test number identified above is the unique report number to be used in referencing measurement Traceability for equipment submitted in this certificate

Unit Under Test Set of Weight	Test Result					Difference %
	Left Bottom	Right Bottom	Center	Left Top	Right Top	
Grams						
1	0.9999	1.0000	1.0000	1.0000	1.0000	±0.0001
10	10.0020	10.0020	10.0017	10.0019	10.0018	±0.0002
20	19.9992	19.9991	19.9996	19.9992	19.9992	±0.0000
50	50.0026	50.0027	50.0027	50.0022	50.0028	±0.0002
100	99.9954	99.9955	99.9951	99.9945	99.9951	±0.0003

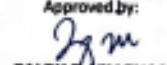
End of Data Sheet

The data in the above table of this report apply only to items specifically listed on this report.
The results given in this report were those obtained at the time of calibration at ambient condition.
Any number or factors may cause the calibration item to drift out of calibration before the recommended interval has expired.
The user should determine the suitability of the equipment for its intended use.

EQUIPMENT USED FOR CALIBRATION				TEST METHOD USED
Standard(s) Used	Calibration Agency	Certificate No.	Date Issued	COMPARISON
Set of Weights	FPSI MET LAB	WPT3-1079	July 12, 2023	

Calibrated by:

AUGUSTO DAMAO
Calibration Technician

Approved by:

ZALDY E. VILLENAS
Chemical Engineer



CAMROCK ANALYTIKA EZZENTIALEZ TRADING

1255 Miramonte Pader Phase III Lucban, Quezon

Telefax: 042 540 6575/ Mobile: 09165756218

Email: vez_mzefil@yahoo.com

TEST AND CALIBRATION CERTIFICATE

Submitted by:	CAMROCK ANALYTIKA EZZENTIALEZ TRADING	Laboratory Certificate No. USM122018-0109
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Instrument Identification

Equipment:	INCUBATOR	Serial No:	980018
Client Name:	UNIVERSITY OF SOUTHERN MINDANAO	Calibrated At:	USM - Biology Department
Make:	WTS Binder	Condition of equipment submitted for calibration:	Defective
Model:		Treatment of equipment prior to calibration:	Diagnose

Certificate Information

Environmental Condition at the time of test	Type of calibration/ Verification	COMPARISON
Ambient temperature °C	Date Calibrated/Validation	December 2017
Ambient Humidity RH	Next due date per customer's request	December 2018

Traceability Statement

The standard of the Laboratory are traceable to either national standards (DOST), to NIST accepted intrinsic standards of measurements, to fundamental or physical constraints, by ratio type of self-calibration techniques, or by comparison to Consensus standards and are part of the laboratory measurement assurance program for ensuring continued accuracy and measurement traceability within the level of uncertainty required by the laboratory. The laboratory test number identified above is the unique report number to be used in referencing measurement Traceability for equipment submitted in this certificate

Unit under Test Set Temperature (°C)	Test Results Temperature (°C) As Found	As Compared
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

End of Data Sheet


The data in the above table of this report apply only to items specifically listed on this report.
The results given in this report were those obtained at the time of calibration at ambient condition.
Any number of factors may cause the calibration item to drift out of calibration before the recommended interval has expired.
The user should determine the suitability of the equipment for its intended use.

EQUIPMENT USED FOR CALIBRATION				TEST METHOD USED
Standard(s) Used	Calibration Agency	Certificate No.	Date Issued	COMPARISON
Temperature	LUTRON ELECTRONIC CO. LTD.	07-2016-RH-0294	July 07, 2017	

Calibrated by:


AUGUSTO DAJAD
Calibration Technician

Approved by:


ZALDY E. VILLENAS
Chemical Engineer



CALIBRATION CERTIFICATE

Request Reference No. : R11-092022-MET-1340 Date Submitted : September 26, 2022
 Sample Code : MET-02443 Date of Calibration : October 12, 2022
 Calibration Item : Test Weight (5 pcs)* Serial No. : None*
 Make/Model : None Material : CHROME PLATED*
 Submitted by : UNIVERSITY OF SOUTHERN MINDANAO
 DEPARTMENT OF CHEMISTRY
 COLLEGE OF SCIENCE AND MATHEMATICS*
 Address : Bai Matabay Plang Avenue, Poblacion, Kabacan, North Cotabato*

CALIBRATION RESULTS:

Nominal Value	Marking / Identification	Conventional Mass Value	Uncertainty of Measurement, mg	Coverage Factor, k
1 g	None	1 g + 0.030 mg	0.058	1.96
5 g	None	5 g - 0.174 mg	0.060	1.96
10 g	None	10 g + 0.018 mg	0.061	1.96
20 g	None	20 g + 0.500 mg	0.062	1.96
50 g	None	50 g + 0.161 mg	0.066	1.96
Environmental Conditions	Temperature		(22.5 ± 2.5) °C	
	Relative Humidity		(55 ± 10) % RH	
	Atmospheric Pressure		(1013.5 ± 20) hPa	

STANDARDS USED AND TRACEABILITY


The Test Weight was calibrated using reference standard traceable to SI units as maintained by NML-ITDI, with Reference No. R11-012022-MET-0049.

CALIBRATION PROCEDURE

Calibration method is in accordance with DOST RSTL-Davao CAL-CM-002 – "Calibration of Test Weights".

REMARKS

- The above results were those obtained at the time of calibration and refer only to the particular samples submitted, however, should the item be modified or damaged in any way, or develop inconsistent readings, the results may not be valid and the unit will require recalibration. No adjustments were performed on the samples. The user should determine suitability of the samples for its intended use.
- Uncertainty stated is the expanded uncertainty obtained by multiplying the standard uncertainty by the coverage factor k. It has been determined in accordance with the "Guide to the Expression of Uncertainty (GUM)". The value of the measurement lies within the assigned range of values with a probability of 95%.
- All text with a single asterisk are provided by the customer at the time of submission.
- This report shall not be reproduced except in full, without the written approval of the laboratory.

Calibrated by : 
 ARA NARMEJA SIOS-E**
 Laboratory Analyst

Reviewed/Checked by : 
 BENJAMIN V.D. ESTRELLADO JR., PME**
 Laboratory Analyst

Approved for Release by : 
 BENJAMIN V.D. ESTRELLADO JR., PME**
 DOST RSTL Davao Laboratory Head

**Approved Signatory

RSTL XI-WI-015F 21
 Revision 0
 11-Feb-19



CALIBRATION CERTIFICATE

Request Reference No. : R11-092022-MET-1341 Date Submitted : September 26, 2022
 Sample Code : MET-02444 Date Calibrated : September 27, 2022
 Calibration Item : Analytical Balance*
 Make/Model : Mettler Toledo / MS3044TS Capacity : 320 g
 Serial Number : B641132972* Readability : 0.0001 g
 Calibrated at (On-site) : CHEMISTRY CENTRAL LABORATORY - Actual Scale Interval, d : 0.0001 g
 Instrumentation Room 1
 Submitted by : UNIVERSITY OF SOUTHERN MINDANAO
 DEPARTMENT OF CHEMISTRY
 COLLEGE OF SCIENCE AND MATHEMATICS*
 Address : Bai Matabay Plang Avenue, Poblacion, Kabacan, North Cotabato*

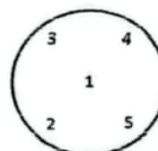
CALIBRATION RESULTS

REPEATABILITY: Test Load: 200 g

Trial	Indication (g)
1	199.9966
2	199.9966
3	199.9964
4	199.9966
5	199.9964
6	199.9964
7	199.9965
8	199.9965
9	199.9966
10	199.9967

ECCENTRICITY: Test Load: 100 g

Position	Indication (g)	Error (g)
1	99.9983	
2	99.9986	0.0003
3	99.9984	0.0002
4	99.9981	-0.0002
5	99.9982	-0.0001
1	99.9982	



- 1- Center
- 2- Front Left
- 3- Back Left
- 4- Back Right
- 5- Front Right

Standard Deviation : 0.0001 g

ERRORS OF INDICATION:

Test Load (g)	Standard Mass Used (g)	Balance Indication (g)	Error (g)	Coverage Factor, k	Expanded Uncertainty (g)
0	0.00000	0.0000	0.0000	0.00	0.00
0.1	0.10005	0.0999	-0.0002	1.99	0.00014
2	1.99996	2.0000	0.0000	1.97	0.00023
5	4.99655	4.9963	-0.0003	1.97	0.00029
10	9.99980	9.9995	-0.0003	1.97	0.00035
50	49.99948	49.9990	-0.0005	1.97	0.00052

RSTL XI-WI-015F21
Revision 0
11-Feb-19



CALIBRATION CERTIFICATE

Request Reference No. R11-092022-MET-1341 Date Submitted September 26, 2022
Sample Code MET-02445 Date Calibrated September 27, 2022
Calibration Item Drying Oven
Make/Model Memmert / UN 110 Resolution 0.1 °C
Serial No. B413.1507 Calibrated at UCB 207 - HOT LABORATORY

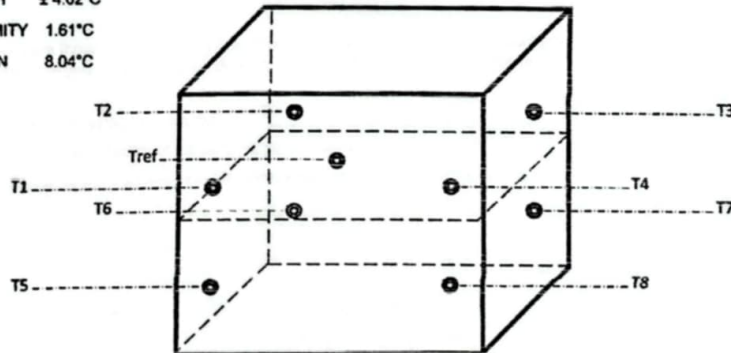
Submitted by UNIVERSITY OF SOUTHERN MINDANAO
DEPARTMENT OF CHEMISTRY
COLLEGE OF SCIENCE AND MATHEMATICS
Address Bai Matabay Plang Avenue, Poblacion, Kabacan, North Cotabato

CALIBRATION RESULTS

Chamber Temperature Controller/Indicator (°C)		Mean Reading at each Measurement Location, (°C)									Uncertainty (°C)
Test point	Ave. Reading	Tref	T1	T2	T3	T4	T5	T6	T7	T8	± 1.83
100	100.5	98.93	100.53	99.36	98.96	99.22	92.62	92.81	93.30	93.09	

SKETCH OF EUT

CHAMBER STABILITY ± 4.02°C
CHAMBER UNIFORMITY 1.61°C
OVERALL VARIATION 8.04°C



UNCERTAINTY OF MEASUREMENT

Uncertainty stated is the expanded uncertainty obtained by multiplying the combined standard uncertainty by the coverage factor $k = 1.98$. It has been determined in accordance with the "Guide to the Expression of Uncertainty (GUM)". The value of the measurand lies within the assigned range of values with a probability of 95%.

ASTI 11-W-015F22
Revision 0
11-Feb-19



Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
REGIONAL OFFICE NO. XI
REGIONAL STANDARDS AND TESTING LABORATORY - DAVAO

Request Reference No. R11-092022-MET-1341
Date Calibrated September 27, 2022

STANDARDS USED AND TRACEABILITY

Name of Standard	Make / Model	Reference Number	Traceability
Data Acquisition Unit w/ thermocouple	FLUKE / 32450009	05 - 2021 - DT - 0082	Traceable to the SI unit as maintained by NML, ITDI-DOST

CALIBRATION PROCEDURE:

Calibration method is in accordance with DOST RSTL-Davao CAL-CM-016 - "Calibration of Climatic Chambers".

MEASUREMENT CONDITIONS

Temperature : 31 °C
Relative Humidity: 40 %

REMARKS:

1. The above results were those obtained at the time of calibration and refer only to the particular sample submitted, however, should the item be modified or damaged in any way, or develop inconsistent readings, the results may not be valid and the unit will require recalibration.
2. No adjustment was performed on the samples.
3. The user should determine suitability of the samples for its intended use.
4. This report shall not be reproduced except in full, without the written approval of the laboratory.

Calibrated By:


ARA YARMES SIOS-E
Laboratory Analyst

Reviewed / Checked By:


BENJAMIN V.D. ESTRELLADO JR., PME
Laboratory Analyst

Approved for Released By:


BENJAMIN V.D. ESTRELLADO JR., PME
DOST RSTL-Davao Laboratory Head

-Page 2 of 2 pages-

RSTL XI-05-015F22
Revision 0
13 Feb 19

C.2 Composition of the maintenance and repair unit

	LegalName	Designation	OfficeAssgn	ReportFormat
1	JOSHUA OMAR B. BALANGUE	Audio-Visual Equipment Operator	UPRIO	Contract COS NT
2	ARAVILA Q. DEMON	Audio-Visual Media Producer	UMPC	Contract COS NT
3	ALEJO M. NICOLAS	Carpenter	GSO - Civil Works Section	Contract COS NT
4	ARNEL L. DAOILE	Carpenter	GSO - Civil Works Section	Contract COS NT
5	EFREN A. NARCISO	Carpenter	GSO - Civil Works Section	Contract COS NT
6	JERRY BINATAK	Carpenter	GSO - Civil Works Section	Contract COS NT
7	ROWEL E. BALERA SR.	Carpenter	GSO - Civil Works Section	Contract COS NT
8	SANDER T. MAPANAO	Carpenter	GSO - Civil Works Section	Contract COS NT
9	JAMELA A. SUMANGKONG	DCE Laboratory Aide	CEIT	Contract COS NT
10	GHANY MHAR G. ATIH	DCLIS Laboratory Aide	CEIT	Contract COS NT
11	DESIRIE V. OTAÑES	DCPE Laboratory Aide	CEIT	Contract COS NT
12	LOUREIN ANNE N. ANTONIO	DCPE Laboratory Aide	CEIT	Contract COS NT
13	DESIRIE V. OTAÑES	DCpE/DECE Lab Aide	CEIT	Contract COS NT
15	MCKIENLIE A. RIVERA	Electrician	GSO - Electrical Section	Contract COS NT
17	ROLAND B. YAGONG	Electrician	GSO - Electrical Section	Contract COS NT
19	REYNALDO B. DEANG	Electronic Technician	GSO - Electrical Section	Contract COS NT
20	ELNORA L. FLORES	Laboratory Aide	PICRI/FPIC (Food Processing and Innovation Center) USMARC	Contract COS NT
21	ALPIE B. RECAPENTE	Laboratory Aide	HM Laboratory	Contract COS NT

22	ANGELO G. MORTERA	Laboratory Aide	PRTC	Contract COS NT
23	DHELIAFE A. BAYAM	Laboratory Aide	USM, Biotech Office	Contract COS NT
24	EVONIE MAE B. SANCHEZ	Laboratory Aide	CHS	Contract COS NT
25	FRENCHILLE ROSE V. CAUNDA	Laboratory Aide	CSM - Bio Dept.	Contract COS NT
26	GHANY MHAR G. ATIH	Laboratory Aide	CEIT - DCLIS	Contract COS NT
27	KIM JOHN A. BONETE	Laboratory Aide	USMARDC	Contract COS NT
28	MARY GRACE M. DAGOPL0	Laboratory Aide	Chemistry Central Laboratory	Contract COS NT
29	MICHAEL T. JORDAN	Laboratory Aide	Chefs	Contract COS NT
30	ROZEN G. PECHO	Laboratory Aide	PRTC	Contract COS NT
31	RUBE GEM B. RUFINO	Laboratory Aide	Chemistry Central Laboratory	Contract COS NT
32	SANSHINE O. LACSAO	Laboratory Aide	USMARDC	Contract COS NT
33	VIRGIE J. SEBASTIAN	Laboratory Aide	Physics Laboratory	Contract COS NT
34	LOUREIN ANNE N. ANTONIO	Laboratory Aide	CEIT	Contract COS NT
35	FERDINAND C. MAÑEBOG	Laboratory Aide	College of Medicine	Contract COS NT
36	SAMUEL A. CALUYAN	Laboratory Assistant	Biological Sciences Dept., CSM	Contract COS NT
37	BAIREN M. MAMALAGIA	Laboratory Teaching Assistant	College of Medicine	Contract COS NT
38	MUTAN M. SENCIL	Laboratory Technician	PRTC	Contract COS NT
39	JAMES CARL P. CORDERO	Law School Utility	College of Law	Contract COS NT
40	JAY LORD L. VILLANUEVA	Law School Utility	College of Law	Contract COS NT
41	MARK ANTHONY A. MAPANDI	Law School Utility	College of Law	Contract COS NT
42	LEONARDO J. AGRAVE	Print Media Technician	UMPC	Contract COS NT

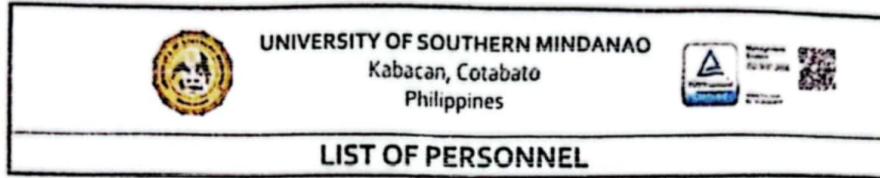
43	KEN R. SANGCALA	Technical Support	UICTO	Contract COS NT
44	MARIO M. RENTUAYA	Technical Support	UICTO	Contract COS NT
45	WILLIAM O. GERSALINO	Technical Support	UICTO	Contract COS NT
46	KEN R. SANGCALA	Technical Support Staff	UICTO	Contract COS NT
47	MARIO M. RENTUAYA	Technical Support Staff	UICTO	Contract COS NT
48	WILLIAM O. GERSALINO	Technical Support Staff	UICTO	Contract COS NT
49	NASRUDIN L. ABAS	Technician	DXVL	Contract COS NT
50	ABDUL JAJI	Utility Worker	CSM	Contract COS NT
51	ABDULBASSIT S. SAINODIN	Utility Worker	IMEAS	Contract COS NT
52	ALFREDO G. LOGRONIO JR.	Utility Worker	CBDEM	Contract COS NT
53	ANNIE Y. LABORDO	Utility Worker	Presidential Cottage	Contract COS NT
54	AQUILINO D. CALVO, JR.	Utility Worker	HVCFPC	Contract COS NT
55	ARLEN B. MAGBANUA	Utility Worker	WOMEN'S DORM	Contract COS NT
56	ARNEL G. CANSECO	Utility Worker	College of Education	Contract COS NT
57	ASNA U. DALANDA	Utility Worker	CHS	Contract COS NT
58	BEN W. SENCIL	Utility Worker	GSO - Ground Maintenance and Water System Section	Contract COS NT
59	BENNY B. SALINGKA	Utility Worker	CBDEM	Contract COS NT
60	CRISTINO L. PAGAYAO	Utility Worker	CHS	Contract COS NT
61	DANILO M. ELIPIAN JR.	Utility Worker	USG	Contract COS NT
62	DATU JOEL S. SULTAN	Utility Worker	USMARDC	Contract COS NT
63	DODOY D. BULAHING	Utility Worker	CHS	Contract COS NT

64	EDUARDO M. DURAN	Utility Worker	S&T Building	Contract COS NT
65	ERIC MARATAS	Utility Worker	Chefs	Contract COS NT
66	FLORANTE L. PAREJA	Utility Worker	Men's Dormitory	Contract COS NT
67	FRANCIS S. PANANSALAN	Utility Worker	CVM Main Building	Contract COS NT
68	FRED D. VERGARA	Utility Worker	Women's Dorm	Contract COS NT
69	GIERIC S. ESPARAGOZA	Utility Worker	CASS	Contract COS NT
70	GLENY C. JANANI	Utility Worker	CASS	Contract COS NT
71	HAVABE C. LIMBO	Utility Worker	CBDEM	Contract COS NT
72	JAIME L. ESTIMO JR.	Utility Worker	CTI	Contract COS NT
73	JASCHA B. BALIWAN	Utility Worker	CSM - 1st floor Right wing and Right back	Contract COS NT
74	JEANNY FE C. MOLINA	Utility Worker	Guest House	Contract COS NT
75	JESSIE O. MAGBANUA, JR.	Utility Worker	CSM	Contract COS NT
76	JOHAIDEN C. SOLAIMAN	Utility Worker	USMARDC	Contract COS NT
77	JOHN CESAR S. CASTILLO	Utility Worker	BDC - Men's Dorm	Contract COS NT
78	JOLCAREM S. SOLAIMAN	Utility Worker	ISPEAR	Contract COS NT
79	JONNY BOY VILLO	Utility Worker	CASS	Contract COS NT
80	JOPEL GATCHALIAN	Utility Worker	College of Medicine 3rd Floor	Contract COS NT
81	JOSE N. AGLUTAY JR.	Utility Worker	CVM Academic Building	Contract COS NT
82	JUNE L. PINANTAO	Utility Worker	GSO - Ground Maintenance and Water System Section	Contract COS NT
83	JUSTIN M. DUMACON	Utility Worker	College of Medicine 2nd Floor	Contract COS NT

84	LYBERT S. TAGBO	Utility Worker	College of Agriculture	Contract COS NT
85	MARIELO M. BUCANG	Utility Worker	College of Education	Contract COS NT
86	MARIO D. BULAHING	Utility Worker	GSO - Ground Maintenance and Water System Section	Contract COS NT
87	MARLON GUIAMEL	Utility Worker	ULS	Contract COS NT
88	MARY GRACE R. MARTIZANO	Utility Worker	CASS	Contract COS NT
89	MEO W. SENCIL	Utility Worker	GSO - Ground Maintenance and Water System Section	Contract COS NT
90	MOHAMAD M. BALAYMAN	Utility Worker	College of Medicine 1st Floor	Contract COS NT
91	MOJAMID D. SENCIL	Utility Worker	College of Education	Contract COS NT
93	MOSANIP LINGGADINGAN	Utility Worker	USMARDC	Contract COS NT
94	NASRODIN L. WAGIA	Utility Worker	ULS	Contract COS NT
95	PANTALEON P. SALINAS	Utility Worker	CEIT	Contract COS NT
96	RADZMER JAJI	Utility Worker	CSM	Contract COS NT
97	RAHIB K. SAMPULNA	Utility Worker	CEIT	Contract COS NT
98	RASUL D. BALAYMAN	Utility Worker	ISPEAR	Contract COS NT
99	REAGAN J. ATIENZA	Utility Worker	Graduate School	Contract COS NT
100	RENANTE D. ONTULAN	Utility Worker	HRM Building	Contract COS NT
101	REXAM P. PITOGO	Utility Worker	Admin Building	Contract COS NT
102	REYNALDO M. APIADO	Utility Worker		Contract COS NT
103	RODOLFO C. DERECHO	Utility Worker	WOMEN'S DORM	Contract COS NT
104	ROEL AVENA	Utility Worker	CEIT	Contract COS NT

105	ROMEO COMAÑA	Utility Worker	ISPEAR	Contract COS NT
106	ROMULO M. RECONA, SR.	Utility Worker	CA Annex	Contract COS NT
107	ROY M. ESPARAGOZA	Utility Worker	ISPEAR	Contract COS NT
108	RYAN C. EDER	Utility Worker	Counseling and Career Department	Contract COS NT
109	SAHID N. MANAGAY	Utility Worker	Graduate School	Contract COS NT
110	SAMMY D. KADINGILAN	Utility Worker	CVM Annex Building	Contract COS NT
111	SAMSUDIN M. WAGIA	Utility Worker	KEPLRC	Contract COS NT
112	TAKILID M. ANTAGAN	Utility Worker	IMEAS Old Building	Contract COS NT
113	TATO S. PANGA	Utility Worker	2nd Floor COM	Contract COS NT
114	TEODORICO JR. B. LEONILLO	Utility Worker	Graduate School	Contract COS NT
115	WARREN C. BANGCAS	Utility Worker	KEPLRC	Contract COS NT
116	YASSER M. GUIADEL	Utility Worker	Buluan Campus	Contract COS NT
117	YUSOP A. BATUA	Utility Worker	CBDEM	Contract COS NT

LIST OF PPDS PERSONNEL



Machinery and Landscape

1. MAGONCIA, Rogelio
2. BUSELEY, Christopher
3. MOLINA, Arnold
4. PAGAYAO, Delfin
5. RUIZ, Artemio, Jr.
6. SENCIL, Meo
7. SENCIL, Ben

Water System

1. CABASAG, Charlie F.
2. DACANAY, Ronnie
3. SALONGA, Abdulkadil

Electrical

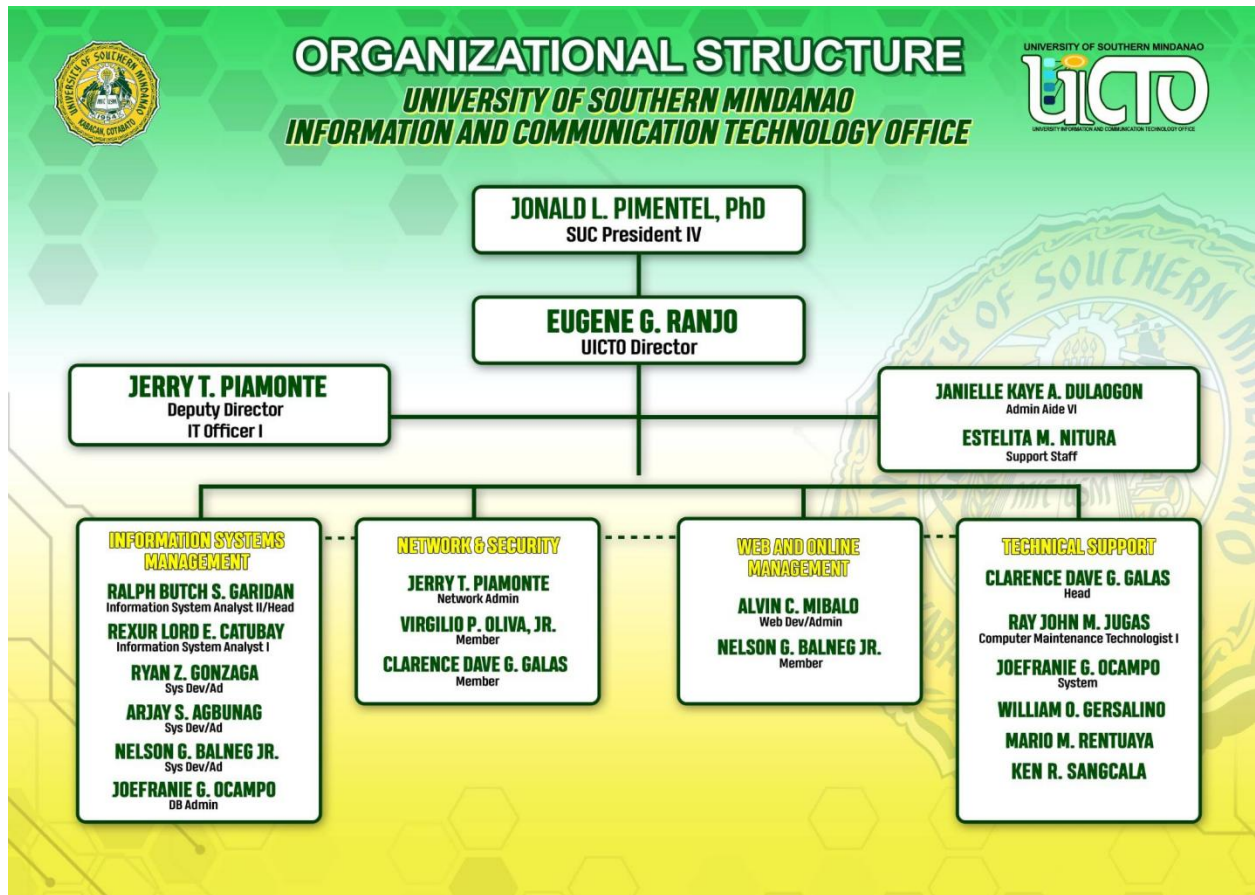
1. ENGR. ABRIL, Eugene Mars H.
2. AFDAL, Moem M.
3. BALIWAN, Butch
4. VITALES, Cesario III

Civil Works

1. NAVARRO, Marcelo L.
2. AQUINO, Amando G.
3. NICOLAS, Crisanto
4. DEANG, Reynaldo


BENJAMIN E. FORTINEZ, JR.
Director, PPDSO

C.3. PDF of the maintenance personnel



Republic of the philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

1	INFORMATION SYSTEMS ANALYST II	GARIDAN, RALPH BUTCH SARTE	M	P	main	UICTO
2	INFORMATION SYSTEMS ANALYST I	CATUBAY, REXUR LORD	M	P	main	UICTO
3	COMPUTER MAINTENANCE TECHNOLOGIST I	ESTAMPA	M	P	main	UICTO
4	SCIENCE AIDE	JUGAS, RAY JOHN MAGBANUA	M	P	main	UICTO
5	LABORATORY TECHNICIAN I	OCAMPO, JOEFRANIE GALVEZ	M	P	main	UICTO
6	LABORATORY TECHNICIAN I	ESMEJARDA, BELEN ENAGUAS	F	P	main	CSM
7	LABORATORY TECHNICIAN I	ANDUG, JOSEPH DUMPAO	M	P	main	USMARC
8	LABORATORY TECHNICIAN I	ABDULKADIL, JHELYN YAACOB	F	P	main	USMARC
9	LABORATORY TECHNICIAN I	KAMAMANG, JULIE SALASAL	F	P	main	CSM
10	LABORATORY AIDE II	EVANGELISTA, ANALIZA RUIZ	F	P	main	CVM
11	ADMINISTRATIVE AIDE II	SALLAPAO, LAO-ING ATMA	M	P	main	PPDO
12	ADMINISTRATIVE AIDE I	MOLINA, ARNOLD GASPAN	M	P	main	PPDO
13	ADMINISTRATIVE AIDE I	RONQUILLO, ALMA MARIANITO	F	P	main	OP
14	ADMINISTRATIVE AIDE I	RENTUAYA, SHERLITA MANLA	F	P	main	OP
15	ADMINISTRATIVE AIDE I	ABARAN, DATUCAN B	M	C	main	ADMIN
16	ADMINISTRATIVE AIDE I	GUIAMALUDIN, ALAMANSA S	M	C	main	EXTENSION
17	FARM FOREMAN	ORTEGA, JUVY AMAN	M	P	main	BDC
18	FARM WORKER II	SALINAS, EDWIN PARAS	M	P	main	BDC
19	ADMINISTRATIVE AIDE IV	BALIWAN, BUTCH MAGANAKA	M	P	main	ELECTRICAL
20	ADMINISTRATIVE ASSISTANT III	AFDAL, MOEM MANAMPAN	M	P	main	ELECTRICAL
20	ADMINISTRATIVE OFFICER I	VITALES, CESARIO III CABAEI	M	P	main	ELECTRICAL

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	JUGAS		
FIRST NAME	RAY JOHN	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MAGBANUA		
3. DATE OF BIRTH (mm/dd/yyyy)	11/27/1996	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	UPPER BAGUER, PIGCAWAYAN, COTABATO	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input 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	Purok 3 House/Block/Lot No. Street Subdivision/Village CAPAYURAN Barangay PIGCAWAYAN COTABATO City/Municipality Province
7. HEIGHT (m)	1.70	18. PERMANENT ADDRESS	Purok 3 House/Block/Lot No. Street Subdivision/Village CAPAYURAN Barangay PIGCAWAYAN COTABATO City/Municipality Province
8. WEIGHT (kg)	98	19. TELEPHONE NO.	N/A
9. BLOOD TYPE	B+	20. MOBILE NO.	09464398346
10. GSIS ID NO.	2006574523	21. E-MAIL ADDRESS (if any)	
11. PAG-IBIG ID NO.	1212-7931-6237		
12. PHILHEALTH NO.	17-025648625-6		
13. SSS NO.	35-1091608-9		
14. TIN NO.	767-216-213		
15. AGENCY EMPLOYEE NO.	24-10009		

II. FAMILY BACKGROUND

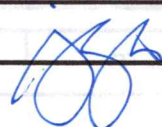
22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)		N/A	
MIDDLE NAME				
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	JUGAS			
FIRST NAME	JELITO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	GARCIA			
25. MOTHER'S MAIDEN NAME	POLARON			
SURNAME	JUGAS			
FIRST NAME	FE			
MIDDLE NAME	MAGBANUA			

(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	CAPAYURAN ELEMENTARY SCHOOL	ELEMENTARY	2003	2009		2009	
SECONDARY	PRESBITERO NATIONAL HIGHSCHOOL	HIGHSCHOOL	2009	2013		2013	
VOCATIONAL / TRADE COURSE	PTC-PIGCAWAYAN	ELECTRICAL INSTALLATION MAINTENANCE II	2020	2020		2020	
COLLEGE	UNIVERSITY OF SOUTHEASTERN PHILIPPINES UNIVERSITY OF SOUTHERN MINDANAO	ELECTRONICS ENGINEERING	2013	2020		2020	
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	February 20, 2025
-----------	---	------	-------------------

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: _____

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.
NESTOR AYSON	PRESBITERO, PIGCAWAYAN, COTABATO	9096957755
JERRY T. PIAMONTE	KABACAN, COTABATO	9686073488
MARICEL G. DAYADAY, EdD	KIDAPAWAN, COTABATO	9333322263



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, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **National ID**

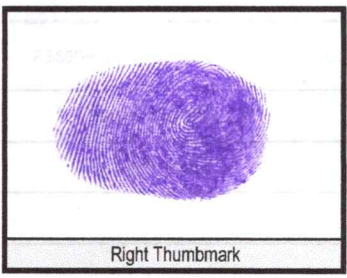
ID/License/Passport No.: **2845-0346-2132-7143**

Date/Place of Issuance: **07-31-2023/PIGCAWAYAN**

Signature (Sign inside the box)

FEBRUARY 20, 2025

Date Accomplished



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

Person Administering Oath

PERSONAL DATA SHEET

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

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

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

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	OCAMPO		NAME EXTENSION (JR., SR)	
FIRST NAME	JOEFRANIE			
MIDDLE NAME	GALVEZ			
3. DATE OF BIRTH (mm/dd/yyyy)	1/10/1981	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 checked="" type="checkbox"/> Male <input 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	OSMEÑA ST.	
7. HEIGHT (m)	5'7 1/2	House/Block/Lot No. Street		
8. WEIGHT (kg)	170 lbs	Subdivision/Village Poblacion		
9. BLOOD TYPE	AB	KIDAPAWAN CITY NORTH COTABATO		
10. GSIS ID NO.	011-1328-7994-6	City/Municipality Province		
11. PAG-IBIG ID NO.	1010-0345-7103	ZIP CODE 9400		
12. PHILHEALTH NO.	160504815231	18. PERMANENT ADDRESS	Blk 4 Lot 8 Lola Dilang.	
13. SSS NO.	33-51900-966	House/Block/Lot No. Street		
14. TIN NO.	282811818	Arellano Village POBLACION		
15. AGENCY EMPLOYEE NO.		Subdivision/Village Barangay		
		Kidapawan City NORTH COTABATO		
		City/Municipality Province		
		ZIP CODE 9400		
		19. TELEPHONE NO.		
		20. MOBILE NO.	09124430884	
		21. E-MAIL ADDRESS (if any)	joeocampo@usm.edu.ph	


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	OCAMPO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	HAZEL ANN	NAME EXTENSION (JR., SR)	MAUIME HALENETTE P. OCAMPO	8/28/2010
MIDDLE NAME	PORTILLO		IORI JERIC P. OCAMPO	10/16/2012
OCCUPATION	PHARMACIST ASST.		VICTOR ANGELO P. OCAMPO	10/16/2016
EMPLOYER/BUSINESS NAME	MERCURY DRUG CORPORATION			
BUSINESS ADDRESS	QUEZON. KIDAPAWAN CITY			
TELEPHONE NO.	577-5733			
24. FATHER'S SURNAME	OCAMPO			
FIRST NAME	FRANCISCO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MERCADO			
25. MOTHER'S MAIDEN NAME	GALVEZ			
SURNAME				
FIRST NAME	JOCELYN			
MIDDLE NAME	TAHUM		<i>(Continue on separate sheet if necessary)</i>	

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	Epifanio Delos Santos Elem School	ELEMENTARY EDUCATION	6/10/1988	3/16/1994		1994	
SECONDARY	Arellano Univ A. Mabini High School	SECONDARY EDUCATION	6/3/1994	3/20/1905		1998	
VOCATIONAL / TRADE COURSE	PHOENIX ONE KNOWLEDGE INSTITUTE	ADVANCE DIPLOMA IN INFORMATION TECHNOLOGY	6/25/2003	6/28/2006		2006	
COLLEGE	TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES	BS IN COMPUTER ENGINEERING	6/22/2000	4/24/2001	1st year collge		
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Feb. 14, 2025	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		
N/A					N/A

(Continue on separate sheet if necessary)

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

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)


30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	ISSP	3/5/2025	3/5/2025	8.0	Technical	UP Information Development Center
	CYBER SECURITY	8/14/2024	8/14/2024	8.0	Technical	DICT Region 12
	MIKROTIK CERTIFIED NETWORK ASSOCIATE	8/26/2019	8/27/2019	16.0	Technical	Mikrotik (PSITE Region 12)
	MIKROTIK CERTIFIED ROUTING ENGINEER	8/28/2019	8/29/2019	16.0	Technical	Mikrotik (PSITE Region 12)
	MIKROTIK CERTIFIED USER MANAGEMENT ENGINEER	8/30/2019	9/1/2019	16.0	Technical	Mikrotik (PSITE Region 12)
	VIRTUAL CISCO CONNECT	4/12/2018	4/12/2018	5.0	Technical	Cisco Corp, ARDEN Network, UniCenter
	ONLINE ASSESSMENT SYSTEM TRAINING	12/11/2017	12/12/2017	16.0	Technical	CHED
	FINANCIAL MANAGEMENT SYSTEM TRAINING	12/11/2017	12/11/2017	6.0	Technical	PRINCE TECHNOLOGIES CORP.
	CERTIFICATE OF APPRECIATION	10/19/2016	10/19/2016	8.0	Technical	OFFICE OF RECORDS AND MANAGEMENT
	INTERNATIONAL SYMPOSIUM ON BIODIVERSITY	09/21/2015	09/ 21/2015	8.0	Technical	UNIVERSITY OF SOUTHERN MINDANAO
	GOOGLE EDUCATION	8/19/2014	8/21/2014	24.0	Technical	GOOGLE EDUCATOR ASIA
	WINDOWS SERVER 2003	10/27/2003	10/27/2003	8.0	Technical	NIIT

(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)
	ACCESS CONTROL SYSTEM		N/A		N/A
	CCTV SYSTEM		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Feb. 14, 2025	CS FORM 212 (Revised 2017), Page 3 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)?

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 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: _____

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 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?

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.
ALBERTO ARELLANO	KABACAN, NORTH COTABATO	9485666950
EUGENE RANJO	KABACAN, NORTH COTABATO	9481712703
MELECIO CORDERO JR.	MLANG, NORTH COTABATO	9989863576



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, GSIS, SSS, PRC, Driver's License, etc.)
 PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **USM EMPLOYEE ID**

ID/License/Passport No.: **12-02453**

Date/Place of Issuance: **12/15/2012/ Kabacan**

Signature (Sign inside the box)
 February 14, 2025
 Date Accomplished



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

 Person Administering Oath