UNIVERSITY OF SOUTHERN MINDANAO

COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT

ACCOUNTANCY DEPARTMENT

BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING





AACCUP LEVEL 1 ACCREDITATION

AREA X
ADMINISTRATION

I.1. The Dean is assisted by Department Chair/s or their equivalent with appropriate/relevant educational qualification and experience.

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. 2777G
Series of 2026

TO: **DR. CHERYL Y. DULAY**

SUBJECT: **Redesignation as DEAN of the COLLEGE OF BUSINESS DEVELOPMENT AND ECONOMICS MANAGEMENT (CBDEM)**

DATE: **Thursday, 9 July 2026**

Taking cognizance of your educational preparation and most of all your interest to lead the college/institute 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 redesignated as **DEAN of the COLLEGE OF BUSINESS DEVELOPMENT AND ECONOMICS MANAGEMENT (CBDEM)** in addition to your plantilla position, subject to the performance evaluation as set in the OPCR and subject further to the confirmation of the Board of Regents.

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

1. Provide leadership in the preparation, implementation, development and evaluation of undergraduate curricular programs, as well as diploma or other short term courses;
2. Coordinate with the office of registrar and ICTC to monitor admission, registration, and other status of undergraduate college students;
3. Monitor syllabi making or revision of the course offering of the college;
4. Supervise the curriculum review/revision of college curricular offerings;
5. Submit Faculty profiling for SUC leveling (Doctorate) and other reports;
6. Spearhead the conduct of Research, Extension and Production projects;
7. Submit training needs analysis for faculty and staff;
8. Submit the College for Quality Assessment (e.g. Accreditation, I.S.O, and others);
9. Submit College Annual Development Plan and OPCR;
10. Exercise primary jurisdiction over disciplinary cases involving faculty and students of the unit as may be provided by law;
11. Monitor the preparation and submission of faculty loading within the faculty field of specialization and in accordance to the academic loading policies of the University;
12. Monitor the conduct of periodic faculty performance evaluation in coordination with the HRMDO;
13. Monitor the conduct of periodic classroom observation of faculty teaching in coordination with the department chairperson and conduct post observation conference;
14. Supervise the monitoring of employability rate of graduates within one year after graduation;
15. Consult the department chairpersons, coordinators and college faculty on the preparation of college budget proposal;
16. Collaborate with department heads in the determination and requisition of the needed facilities of the unit;
17. Monitor the submission of faculty IPCR and DTR;
18. Monitor the faculty profile of the college;
19. Monitor graduation of students within the prescribe year (e.g. 4 yrs/5yrs/6yrs);
20. Monitor attainment of above the national licensure passing performance;
21. Cascade information to all concerned personnel;
22. Attend to various programs and meetings related to this work assignment and designation;
23. Recommend to the University President the designation of department chairpersons and other designations in the college; and,
24. Perform such other duties as may be assigned to you by the President or higher authorities.

USM-SYS-F70-Rev.1.2020.07.14

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Furthermore, you shall be entitled to a **load displacement of twelve (12) units, on Vacation/Sick Leave status and receive a monthly RETE amounting to FIFTEEN THOUSAND PESOS (₱15,000.00) as reimbursible pecuniary benefits and privileges** thereto appertaining subject to existing laws and policies on the matter.As such, you shall indicate in your IPCR twelve target success indicators relevant to your functions.

a. number of curricular programs undergoing evaluation by stakeholders;
b. percentage of syllabi approved in the College;
c. percentage of curriculum reviewed;
d. Timeliness of submission of faculty loading;
e. number of faculty observed;
f. number of tracer studies conducted;
g. percentage of faculty engaged in RDEP;
h. quality of plan /policies drafted for the Unit;
i. number of procedure/process enrolled/drafted;
j. number of personnel with ILDP;
k. compliance of CARS/NC closed;
l. percentage of personnel with IPCR/Performance reports;
m. number of networks built and maintained to help improve in administration.

This designation shall take effect on **August 01, 2026 until July 31, 2027** otherwise revoked by the undersigned or by a higher competent authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superseded.

JONALD L. PIMENTEL, PhD.
SUC President IV

Conforme:

____

Copy Furnished
___ records
___ HRMDO/201 file
___ File
___ COA file
___ Board Secretary

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

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Special Order No. 18061

Series of 2025

TO: **PROF. SANDRA ANGELA A. BANGCAYA**

SUBJECT: **Designation as DEPARTMENT CHAIRPERSON-ACCOUNTANCY**

DATE: **Wednesday, 3 September 2025**

Taking cognizance of your educational preparation and most of all your interest to lead the department 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, your are hereby designated as **DEPARTMENT CHAIRPERSON-ACCOUNTANCY** addition to your plantilla position.

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

1. Provide formal inputs to the administration following proper consultation with the departmental peers on all recommended policy and administrative circulars which could affect the department's operations;
2. Respond to the requests of stakeholders and allied agencies/offices in the university such as the Admissions and Records Office, Office of the Director for Instruction, University Information and Communications Technology, Office of Student Affairs, Human Resource & Development Office, and other relevant offices;
3. Effectively communicate with other academic departments to insure co-operation in maintaining an integrated university curriculum, as well as reaching the mission, goals and strategic objectives of the University;
4. Prepare the Department's Annual Report;
5. Submit the annual staffing proposals;
6. Submit the annual budget proposal and monitor the budget;
7. Implement and monitor the compliance of the department to the ISO and Accreditation standards, and procedures;
8. Facilitate departmental curriculum revisions;
9. Facilitate the deployment of material and human resources by developing class schedules and teaching assignments;
10. Schedule and preside over department meetings;
11. Serve as the primary departmental contact for institutional advancement, recruitment, and retention efforts;
12. Co-ordinate and/or participate in the faculty recruitment/faculty search/screen committees;
13. Promote a team effort within the department to addressing departmental and institutional issues;
14. Facilitate implementation of revisions in catalog copy/web sites/policies which address

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departmental curriculum issues; and
15. Conduct classroom observation, as deemed necessary, a Department Committee may be created for this purpose.

By virtue of this designation, you shall be entitled to a **six (6) unit load displacement and on Vacation/Sick Leave Status**. As such, you shall integrate in you IPCR the following success indicators:

a. percentage of syllabi updated on OBTL format;
b. number of student organizations accredited in OSA;
c. percentage of courses with updated course outcome integrated in the curriculum map;
d. percentage of faculty members involved in RDEP;
e. percentage of personnel with completed activities as planned in ILDP;
f. number of non-conformity (NCs) closed in a semester

This designation shall remain in force and in effect on **August 04, 2025 until July 31, 2026** otherwise the same is revoked by the undersigned or by a higher competent authority. All issuances that contradict to any of the provisions hereof are deemed revoked, amended or superseded.

JONALD L. PIMENTEL, PhD
SUC President IV

By Authority of the President:

NERISSA G. DELA VIÑA, PhD
HRMDO Director

Conforme:

___

Copy Furnished
___ records
___ HRMDO/201 file
___ File
___ COA file
___ Board Secretary

REPUBLIC OF THE PHILIPPINES
PROFESSIONAL REGULATION COMMISSION
PROFESSIONAL IDENTIFICATION CARD



Apelyido/*Surname*	BANGCAYA
Pangalan/*Given Name*	SANDRA ANGELA
Panggitnang Apelyido/*Middle Name*	AMOLO
Registration No.	0124477
Registration date	06/30/2008
Valid Until	07/27/2029

CERTIFIED PUBLIC ACCOUNTANT

The University of Mindanao

AUTONOMOUS STATUS
per CEB Resolution NO. 076-2009

CATEGORY A(t)
per CMO No. 09 s. 2009

FORMERLY THE MINDANAO COLLEGES
VINCIT OMNIA VERITAS

Sa lahat ng nakakabasa nito
TO ALL PERSONS TO WHOM THESE PRESENTS MAY COME

Pagpupugay sa Panginoon
GREETINGS IN THE LORD

Mula sa Pangulo at mga Guro ng Pamantasan ng Mindanao
FROM THE PRESIDENT AND FACULTY OF THE UNIVERSITY OF MINDANAO

Sa kasulatang ito at sa bisa ng kapangyarihang iginawad sa amin ng Republika ng Pilipinas, kami ay nagpapatunay na si
BY THE AUTHORITY GRANTED TO US BY THE REPUBLIC OF THE PHILIPPINES, WE TESTIFY BY THIS PRESENTS THAT

SANDRA ANGELA G. AMOLO

yamang nakatapos na ng mga kurso at nakakuha na ng kinakailangang pagsusulit ay iginawad namin ang Titulong
HAS DULY FINISHED THE COURSE OF STUDIES AND TAKEN THE FINAL EXAMINATION FOR THE DEGREE OF

Dalubhasa sa Pangasiwaang Pangnegosyo
MASTER IN BUSINESS ADMINISTRATION

at pinagkalooban namin ng mga karapatan at ng mga pribilehiyong karapat-dapat sa Titulong ito. Bilang saksi ito ay
WITH THE RIGHTS AND PRIVILEGES PERTAINING TO THE DEGREE. IN TESTIMONY THEREOF ARE

nilagdaan ng Pangulo at Dekano at inilagyan ng Selyo ng Pamantasan.
AFFIXED THE SIGNATURES OF THE PRESIDENT AND THE DEAN OF THE COLLEGE AND THE SEAL OF THE UNIVERSITY.

Iginagawad sa Lungsod ng Davao, Republika ng Pilipinas
GIVEN IN THE CITY OF DAVAO, REPUBLIC OF THE PHILIPPINES

ngayong *ikatatlumpu't isa* *ng* Oktubre
THIS THIRTY FIRST DAY OF OCTOBER

taon ng aking Panginoon, *dalawang libu't labing dalawa*
IN THE YEAR OF OUR LORD, TWO THOUSAND AND TWELVE

Dekano
DEAN

Pangulo ng Pamantasan
PRESIDENT OF THE UNIVERSITY

2012-02300

S. C. Hand Rel No. 103-012 2013 as of OCTOBER, 2012

Document Camscanner

COMMISSION ON HIGHER EDUCATION
QUEZON CITY

CAV(RXI) No. A 00708
Series 2016

January 19, 2016

CERTIFICATION, AUTHENTICATION AND VERIFICATION

To Whom It May Concern:

This is to certify the records of the student mentioned below as forwarded by the concerned Higher Education Education Institution.

Name of Student:	:	SANDRA ANGELA G. AMOLO
Degree	:	Master in Business Administration
Date of Graduation	:	October 2012
Accreditation Status	:	Level II Re-accredited by PACUCOA
Name of Institution	:	University of Mindanao
Address:	:	Davao City

This is to further certify that the above institution is a duly authorized private higher education institution to offer the course and that the Transcript of Records and Diploma are authentic copies and the signatures appearing are those of the President and other authorities of the said institution.

The certification must not be honored if the copies of the student's Transcript of Records and Diploma presented are not duly authenticated / certified by the School Registrar.

Issued upon the request of SANDRA ANGELA G. AMOLO for whatever legal purpose it may serve.

For the Commission:

EMMA K. BONSOBRE, DPA
Chief Administrative Officer

NOT VALID WITHOUT CHED SEAL OR
WITH ERASURE OR ALTERATION

Processed by:	:	MINJOR D. SEVARILLOS
Reviewed by:	:	JERMINE R. BASISTER
Certification Fee	:	Php 80.00
Doc Stamp Tax	:	Php 15.00
OR No.	:	9643903
Date Issued:	:	01/12/2016

CHED RM
RELEASED
JAN 20 2016

SN - 0024697

CS Form No. 212
Revised 2017

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	BANGCAYA		
FIRST NAME	SANDRA ANGELA	NAME EXTENSION (JR., SR.)	N/A
MIDDLE NAME	AMOLO		
3. DATE OF BIRTH (mm/dd/yyyy)	07/27/1998	16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☑ by birth ☐ by naturalization
4. PLACE OF BIRTH	KABACAN, NORTH COTABATO	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	☐ Male ☑ Female		
6. CIVIL STATUS	☐ Single ☑ Married ☐ Widowed ☐ Separated ☐ Others:	17. RESIDENTIAL ADDRESS	AMOLO COMPOUND (House/Block/Lot No.) QUIRINO STREET (Street); N/A (Subdivision/Village) POBLACION (Barangay); KABACAN (City/Municipality) COTABATO (Province)
7. HEIGHT (m)	1.6002 METERS	ZIP CODE	9407
8. WEIGHT (kg)	73 KG		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	AMOLO COMPOUND (House/Block/Lot No.) QUIRINO STREET (Street); N/A (Subdivision/Village) POBLACION (Barangay); KABACAN (City/Municipality) COTABATO (Province)
10. GSIS ID NO.	280 373 1267		
11. PAG-IBIG ID NO.	1211 50 113 683		
12. PHILHEALTH NO.	17-000068995-8	ZIP CODE	9407
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	2767 386 75	20. MOBILE NO.	0908 7616 346
15. AGENCY EMPLOYEE NO.	09-00834	21. E-MAIL ADDRESS (If any)	saibangcaya@usm.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BANCGAYA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JARED VIRGIL	NAME EXTENSION (JR., SR.) N/A	DAVID ISAAC AMOLO BANGCAYA	12/06/2018
MIDDLE NAME	ACELAR			
OCCUPATION	INTERNAL AUDITOR			
EMPLOYER/BUSINESS NAME	UNIVERSITY OF SOUTHERN MINDANAO			
BUSINESS ADDRESS	KABACAN, NORTH COTABATO			
TELEPHONE NO.	(064) 572 2593			
24. FATHER'S SURNAME	AMOLO			
FIRST NAME	ALBERT	NAME EXTENSION (JR., SR.) N/A		
MIDDLE NAME	BASMILLO			
25. MOTHER'S MAIDEN NAME				
SURNAME	GATUS			
FIRST NAME	MYRNA			
MIDDLE NAME	NANALES		(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 From	To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	ENHANCED CHILDHOOD LEARNING CENTER	PRIMARY EDUCATION	1993	1999	N/A	1999	N/A
SECONDARY	UNIVERSITY LABORATORY SCHOOL - UNIVERSITY OF SOUTHERN MINDANAO	HIGHSCHOOL	1999	2003	N/A	2003	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	ATENEO DE DAVAO UNIVERSITY	BACHELOR OF SCIENCE IN ACCOUNTANCY	2003	2007	N/A	2007	N/A
GRADUATE STUDIES	UNIVERSITY OF MINDANAO	MASTERS IN BUSINESS ADMINISTRATION	2009	2012	N/A	2012	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Jan 27, 2025	

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IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD)/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (If applicable)	
				NUMBER	Date of Validity
RA 9298 -CERTIFIED PUBLIC ACCOUNTANT	76.50%	MAY 2008	DAVAO CITY	0124477	07/27/2026
RA 9293 -PROFESSIONAL TEACHER	84.20%	SEPTEMBER 2019	KIDAPAWAN CITY	1880600	07/27/2023

(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/PAY GRADE (if applicable) STEP (Format "00-0") / INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
01/01/2025	Present	ASSOCIATE PROFESSOR II	UNIVERSITY OF SOUTHERN MINDANAO	62,967.00	20-1	PERMANENT	Y
10/19/2024	12/31/2024	ASSOCIATE PROFESSOR II	UNIVERSITY OF SOUTHERN MINDANAO	60,157.00	20-1	PERMANENT	Y
03/11/2024	10/18/2024	ASSISTANT PROFESSOR IV	UNIVERSITY OF SOUTHERN MINDANAO	49,051.00	18-1	PERMANENT	Y
01/01/2023	03/10/2024	ASSISTANT PROFESSOR III	UNIVERSITY OF SOUTHERN MINDANAO	43,030.00	17-1	PERMANENT	Y
06/20/2022	12/31/2022	ASSISTANT PROFESSOR III	UNIVERSITY OF SOUTHERN MINDANAO	41,508.00	17-1	PERMANENT	Y
01/01/2022	06/19/2022	ASSISTANT PROFESSOR II	UNIVERSITY OF SOUTHERN MINDANAO	38,150.00	16-1	PERMANENT	Y
01/01/2021	12/31/2021	ASSISTANT PROFESSOR II	UNIVERSITY OF SOUTHERN MINDANAO	36,628.00	16-1	PERMANENT	Y
01/01/2020	12/31/2020	ASSISTANT PROFESSOR II	UNIVERSITY OF SOUTHERN MINDANAO	35,106.00	16-1	PERMANENT	Y
07/01/2019	12/31/2019	ASSISTANT PROFESSOR II	UNIVERSITY OF SOUTHERN MINDANAO	33,584.00	16-1	PERMANENT	Y
01/01/2019	06/30/2019	ASSISTANT PROFESSOR I	UNIVERSITY OF SOUTHERN MINDANAO	30,531.00	15-1	PERMANENT	Y
03/26/2018	12/31/2018	ASSISTANT PROFESSOR I	UNIVERSITY OF SOUTHERN MINDANAO	29,010.00	15-1	PERMANENT	Y
01/01/2018	03/25/2018	INSTRUCTOR III	UNIVERSITY OF SOUTHERN MINDANAO	26,494.00	14-1	PERMANENT	Y
01/01/2017	12/31/2017	INSTRUCTOR III	UNIVERSITY OF SOUTHERN MINDANAO	25,290.00	14-1	PERMANENT	Y
11/20/2016	12/31/2016	INSTRUCTOR III	UNIVERSITY OF SOUTHERN MINDANAO	24,141.00	14-1	PERMANENT	Y
01/01/2016	11/19/2016	INSTRUCTOR II	UNIVERSITY OF SOUTHERN MINDANAO	22,328.00	13-1	PERMANENT	Y
03/25/2015	12/31/2015	INSTRUCTOR II	UNIVERSITY OF SOUTHERN MINDANAO	21,436.00	13-1	PERMANENT	Y
11/23/2012	03/24/2015	INSTRUCTOR I	UNIVERSITY OF SOUTHERN MINDANAO	20,140.00	12-2	PERMANENT	Y
06/01/2012	11/22/2012	INSTRUCTOR I	UNIVERSITY OF SOUTHERN MINDANAO	19,940.00	12-1	PERMANENT	Y
06/01/2011	05/31/2012	INSTRUCTOR I	UNIVERSITY OF SOUTHERN MINDANAO	18,333.00	12-1	PERMANENT	Y
06/24/2010	05/31/2011	INSTRUCTOR I	UNIVERSITY OF SOUTHERN MINDANAO	16,681.00	12-1	PERMANENT	Y
11/23/2009	06/23/2010	INSTRUCTOR I	UNIVERSITY OF SOUTHERN MINDANAO	15,119.00	12-1	PERMANENT	Y
07/01/2009	11/22/2009	INSTRUCTOR I	UNIVERSITY OF SOUTHERN MINDANAO	15,119.00	12-1	SUBSTITUTE	Y
01/26/2009	06/30/2009	INSTRUCTOR I	UNIVERSITY OF SOUTHERN MINDANAO	13,512.00	12-1	SUBSTITUTE	Y
01/06/2008	12/31/2008	ACCOUNTING STAFF	MINDANAO CHRISTIAN FOUNDATION COLLEGE AND SEMINARY / DAVAO CITY	8,000.00	N/A	REGULAR	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Jan 27, 2025	

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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) From	To	NUMBER OF HOURS	POSITION / NATURE OF WORK
N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

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

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

30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) From	To	NUMBER OF HOURS	Type of LD (Managerial / Supervisory / Technical/etc)	CONDUCTED / SPONSORED BY (Write in full)
31ST ACCOUNTING TEACHERS' CONFERENCE	06/13/2024	06/13/2024	24	TECHNICAL COMPETENCE/ PROFESSIONAL SKILLS/ PROFESSIONAL VALUES, ETHICS, AND ATTITUDES	NATIONAL ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS IN EDUCATION
78TH PICPA ANNUAL NATIONAL CONVENTION	11/22/2023	11/25/2023	16	TECHNICAL COMPETENCE/ PROFESSIONAL SKILLS/ PROFESSIONAL VALUES, ETHICS, AND ATTITUDES	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
OBE TRAINING FOR PHILIPPINE ACCOUNTING TEACHERS: REVISITING THE THEORETICAL FOUNDATION OF PROFESSIONAL EDUCATION	11/16/2023	11/17/2023	16	TECHNICAL COMPETENCE	NATIONAL ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS IN EDUCATION
STRENGTHENING COLLEGE-BASED FUTURES THINKING CAPACITY BUILDING	09/26/2023	09/26/2023	8	TECHNICAL COMPETENCE	UNIVERSITY OF SOUTHERN MINDANAO
PICPA WEBINAR SERIES	09/25/2023	09/21/2023	13	TECHNICAL COMPETENCE/ PROFESSIONAL SKILLS/ PROFESSIONAL VALUES, ETHICS, AND ATTITUDES	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
28TH EDUKCIRCLE INTERNATIONAL CONVENTION ON BUSINESS, ACCOUNTING AND FINANCE	09/04/2023	09/06/2023	4	TECHNICAL COMPETENCE	THE EDUKCIRCLE INTERNATIONAL CENTER FOR COMMUNICATION STUDIES
PICPA TAXATION WEBINAR SERIES	04/06/2023	04/10/2023	28	TECHNICAL COMPETENCE	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
STATISTICAL ANALYSIS TRAINING FOR FACULTY (STAT FX)	02/24/2023	02/24/2023	4	TECHNICAL COMPETENCE	COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT - UNIVERSITY OF SOUTHERN MINDANAO
77TH PICPA ANNUAL NATIONAL CONVENTION	11/23/2022	11/26/2022	32	TECHNICAL COMPETENCE/ PROFESSIONAL SKILLS	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
TRAINING WORKSHOP ON STATISTICAL TOOLS AND ANALYSIS	05/21/2022	05/21/2022	8	TECHNICAL COMPETENCE	UNIVERSITY OF SOUTHERN MINDANAO
24TH EDUKCIRCLE INTERNATIONAL CONVENTION ON BUSINESS, ACCOUNTING AND FINANCE	05/07/2022	05/07/2022	8	TECHNICAL COMPETENCE	THE EDUKCIRCLE INTERNATIONAL CENTER FOR COMMUNICATION STUDIES
INTERNATIONAL BUSINESS RESEARCH CONGRESS 2021	10/22/2021	10/22/2021	8	TECHNICAL COMPETENCE	DE LA SALLE ARANETA UNIVERSITY
VLE 4.0 WEBINAR	08/17/2021	08/17/2021	4	TECHNICAL COMPETENCE	UNIVERSITY OF SOUTHERN MINDANAO
NACPAE 28TH ACCOUNTING TEACHERS' CONFERENCE (ATC)	03/26/2021	03/26/2021	24	TECHNICAL COMPETENCE/ PROFESSIONAL SKILLS/ PROFESSIONAL VALUES, ETHICS, AND ATTITUDES	NATIONAL ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS IN EDUCATION
20TH EDUKCIRCLE INTERNATIONAL CONVENTION ON BUSINESS	04/16/2021	04/16/2021	8	TECHNICAL COMPETENCE	THE EDUKCIRCLE INTERNATIONAL CENTER FOR COMMUNICATION STUDIES
BUILDING ACADEMIC INTEGRITY: BEST PRACTICES IN TEACHING & LEARNING	03/22/2021	03/22/2021	2	TECHNICAL COMPETENCE	TURNITIN
A LEARNING SESSION ON SEC MANDATES AND FUNCTIONS, SALIENT FEATURES OF THE RCC AND INVESTMENT SCAMS	03/19/2021	03/19/2021	2	TECHNICAL COMPETENCE	SECURITIES AND EXCHANGE COMMISSION - DAVAO EXTENSION OFFICE
7TH NACPAE MIDYEAR ACCOUNTING TEACHERS' INTERNATIONAL CONFERENCE	01/07/2021	01/07/2021	4	TECHNICAL COMPETENCE	NATIONAL ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS IN EDUCATION
SEMINAR-WORKSHOP ON DEVELOPING EFFECTIVE PRINT-BASED IEC MATERIALS	08/13/2020	08/14/2020	16	TECHNICAL COMPETENCE	UNIVERSITY OF SOUTHERN MINDANAO
THE NEW NORMAL IN ACCOUNTING EDUCATION IN THE ASEAN REGION	06/18/2020	06/18/2020	8	TECHNICAL COMPETENCE	ASEAN ACCOUNTING EDUCATION WORKGROUP
WEBINAR ON OUTCOME-BASED TEACHING AND LEARNING (OBTL: DESIGN AND DEVELOPMENT OF COURSE ADAPTING FLEXIBLE LEARNING APPROACH	06/17/2020	06/17/2020	8	TECHNICAL COMPETENCE	UNIVERSITY OF SOUTHERN MINDANAO
HOW TO FILE INCOME TAX RETURNS FOR INDIVIDUAL AND NON-INDIVIDUAL TAXPAYERS	05/29/2020	05/29/2020	2	TECHNICAL COMPETENCE	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
MANAGING CASH AND LIQUIDITY OF MSMES DURING COVID-9 OUTBREAK	05/28/2020	05/28/2020	2	TECHNICAL COMPETENCE	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
FINANCIAL PLANNING IN THE AGE OF CORONAVIRUS: EVERYTHING YOU NEED TO KNOW TO DO IT RIGHT	05/26/2020	05/26/2020	2	PROFESSIONAL SKILLS	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
ETHICAL JUSTIFICATION AND ETHICAL REASONING	05/26/2020	05/26/2020	2	PROFESSIONAL VALUES, ETHICS AND ATTITUDES	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
COVID-19: BLACK SWAN RISK MANAGEMENT	05/19/2020	05/19/2020	2	TECHNICAL COMPETENCE	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
BASIC FINANCIAL INSTRUMENTS	05/18/2020	05/18/2020	2	TECHNICAL COMPETENCE	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
TAX UPDATES ON BIR ISSUANCES DURING SCQECQ	05/16/2020	05/16/2020	2	TECHNICAL COMPETENCE	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
TAX FILING AND PAYMENT AMID COVID-19 CRISIS AND BEYOND	05/15/2020	05/15/2020	2	TECHNICAL COMPETENCE	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
FINANCIAL MARKETS AND THE PHILIPPINE ECONOMY IN THE TIME OF COVID	05/14/2020	05/14/2020	2	TECHNICAL COMPETENCE	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

(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)
PHOTOSHOP EDITING	N/A	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS (PICPA)
		ATENEO DE DAVAO ALUMNI ASSOCIATION
		NATIONAL ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS IN EDUCATION (NACPAE)
		PHILIPPINE COUNCIL OF DEANS AND EDUCATORS IN BUSINESS (PCDEB)
		PHILIPPINE ASSOCIATION FOR TEACHERS & EDUCATORS (PAFTE), INC.

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Jan 27, 2025

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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?	☐ 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? 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.
MS. LEA VINDUA, CPA	ZAMBALES CITY	0918-921-9801
MS. EVA BRACIL, CPA, MBA	COR JESU COLLEGE, DIGOS	0919-468-3070
IRVING T. FAJARITO, JR.	USM, KABACAN, COTABATO	0907-365-1082



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:	PRC ID
ID/License/Passport No.:	0124477
Date/Place of Issuance:	06/28/2017 / MANILA

Signature (Sign inside the box)

January 31, 2018
Date Accomplished



Right Thumbmark

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

Person Administering Oath

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