# UNIVERSITY OF SOUTHERN MINDANAO

## COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT

ACCOUNTANCY DEPARTMENT

# BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING



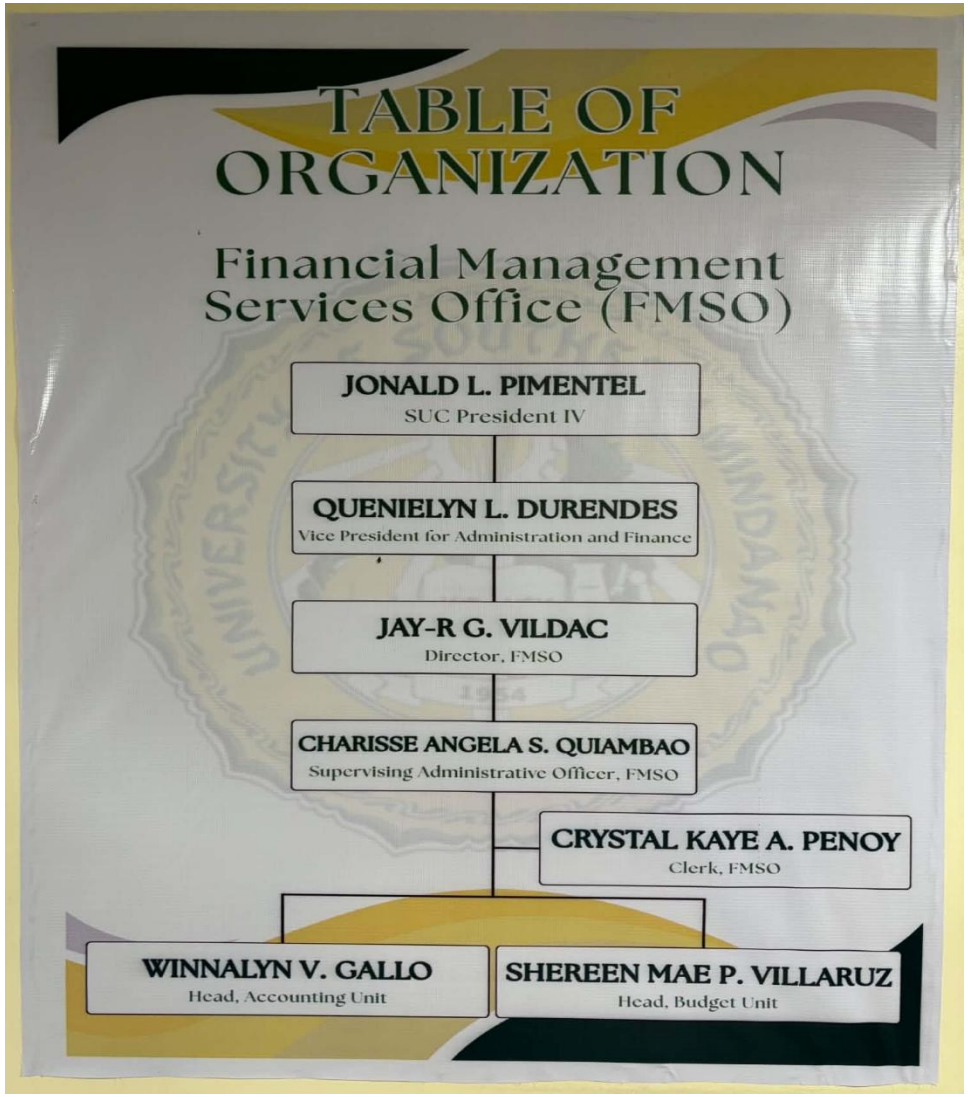




## AACCUP LEVEL 1 ACCREDITATION

# AREA X
# ADMINISTRATION

**I.1.** The institution maintains a Financial Management Office managed by qualified and competent staff.


TABLE OF ORGANIZATION
Financial Management Services Office (FMSO)
JONALD L. PIMENTEL
SUC President IV
QUENIELYN L. DURENDES
Vice President for Administration and Finance
JAY-R G. VILDAC
Director, FMSO
CHARISSE ANGELA S. QUIAMBAO
Supervising Administrative Officer, FMSO
CRYSTAL KAYE A. PENOY
Clerk, FMSO
WINNALYN V. GALLO
Head, Accounting Unit
SHEREEN MAE P. VILLARUZ
Head, Budget Unit

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.

(Do not fill up. For CSC use only)

## I. PERSONAL INFORMATION

| | | | |
|---|---|---|---|
| 2. SURNAME | DURENDES | | |
| FIRST NAME | QUENIELYN | NAME EXTENSION (JR., SR) | |
| MIDDLE NAME | LU | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 2/12/1987 | 16. CITIZENSHIP | ☑ Filipino ☐ Dual Citizenship<br>☑ by birth ☐ by naturalization<br>Pls. indicate country: |
| 4. PLACE OF BIRTH | PIKIT, NORTH COTABATO | If holder of dual citizenship, please indicate the details. | Philippines |
| 5. SEX | ☐ Male ☐ Female | | |
| 6. CIVIL STATUS | ☐ Single ☑ Married ☐ Widowed ☐ Separated ☐ Other/s: | 17. RESIDENTIAL ADDRESS | UBALDO CUEVAZ (House/Block/Lot No. / Street)<br>POBLACION (Subdivision/Village / Barangay)<br>PIKIT (City/Municipality) NORTH COTABATO (Province)<br>ZIP CODE: 9409 |
| 7. HEIGHT (m) | 1.6 | | |
| 8. WEIGHT (kg) | 47 | | |
| 9. BLOOD TYPE | B | 18. PERMANENT ADDRESS | UBALDO CUEVAZ (House/Block/Lot No. / Street)<br>POBLACION (Subdivision/Village / Barangay)<br>PIKIT (City/Municipality) NORTH COTABATO (Province)<br>ZIP CODE: 9409 |
| 10. GSIS ID NO. | 2004139527 | | |
| 11. PAG-IBIG ID NO. | NA | | |
| 12. PHILHEALTH NO. | 180503576772 | | |
| 13. SSS NO. | NONE | 19. TELEPHONE NO. | (OFFICE) 064-572-2500 |
| 14. TIN NO. | 285-077-703 | 20. MOBILE NO. | 9129376006 |
| 15. AGENCY EMPLOYEE NO. | 11-02463 | 21. E-MAIL ADDRESS (if any) | queen12_cpa@yahoo.com |

## II. FAMILY BACKGROUND

| | | | | |
|---|---|---|---|---|
| 22. SPOUSE'S SURNAME | DURENDES | | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | OLIVER RAM | NAME EXTENSION (JR., SR) | ART ANGELO DURENDES | 7/16/2016 |
| MIDDLE NAME | LUY | | | |
| OCCUPATION | BUSINESSMAN | | | |
| EMPLOYER/BUSINESS NAME | RAM-RAM MARKETING | | | |
| BUSINESS ADDRESS | PIKIT, NORTH COTABATO | | | |
| TELEPHONE NO. | 9129376006 | | | |
| 24. FATHER'S SURNAME | LU | | | |
| FIRST NAME | RIZALINO | NAME EXTENSION (JR., SR) | | |
| MIDDLE NAME | BUCA | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | LAUSA | | | |
| FIRST NAME | CONCEPCION | | | |
| MIDDLE NAME | MAKILANG | | (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 | PERIOD OF ATTENDANCE To | HIGHEST LEVEL/ UNITS EARNED (if not graduated) | YEAR GRADUATED | SCHOLARSHIP/ ACADEMIC HONORS RECEIVED |
|---|---|---|---|---|---|---|---|
| ELEMENTARY | PIKIT CENTRAL ELEMENTARY SCHOOL | PRIMARY EDUCATION | 1994 | 2000 | | 2000 | WIHONORS |
| SECONDARY | PIKIT NATIONAL HIGH SCHOOL | HIGH SCHOOL | 2000 | 2004 | | 2004 | 3RD HON. MEN. |
| VOCATIONAL / TRADE COURSE | N/A | | | | | | |
| COLLEGE | NOTRE DAME OF MIDSAYAP COLLEGE | BS ACCOUNTANCY | 2004 | 2008 | | 2008 | N/A |
| GRADUATE STUDIES | NOTRE DAME OF MIDSAYAP COLLEGE | MASTER IN BUSINESS ADMINISTRATION | 2010 | 2012 | | 2012 | N/A |

(Continue on separate sheet if necessary)

| SIGNATURE | | DATE | February 21, 2022 |
|---|---|---|---|

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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 |
| CPA BOARD | 85% | 10/6/2008 | DAVAO CITY | 0126845 | 2015-2018 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

(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 | | | | | | |
| 1/1/2021 | PRESENT | SUPERVISING ADMINISTRATIVE OFFICER | UNIVERSITY OF SOUTHERN MINDANAO | | 22-1 | PERMANENT | |
| 1/1/2020 | PRESENT | SUPERVISING ADMINISTRATIVE OFFICER | UNIVERSITY OF SOUTHERN MINDANAO | | 22-1 | PERMANENT | |
| 1/1/2018 | PRESENT | SUPERVISING ADMINISTRATIVE OFFICER | UNIVERSITY OF SOUTHERN MINDANAO | | 22-1 | PERMANENT | |
| 1/1/2017 | PRESENT | SUPERVISING ADMINISTRATIVE OFFICER | UNIVERSITY OF SOUTHERN MINDANAO | 53,783.00 | 22-1 | PERMANENT | Y |
| 3/17/2016 | 12/31/2016 | SUPERVISING ADMINISTRATIVE OFFICER | UNIVERSITY OF SOUTHERN MINDANAO | 47,448.00 | 22-1 | PERMANENT | Y |
| 1/1/2016 | 3/16/2016 | ACCOUNTANT III | UNIVERSITY OF SOUTHERN MINDANAO | 36,857.00 | 19-2 | PERMANENT | Y |
| 6/1/2012 | 12/31/2015 | ACCOUNTANT III | UNIVERSITY OF SOUTHERN MINDANAO | 33,859.00 | 19-1 | PERMANENT | Y |
| 6/1/2011 | 5/31/2012 | ACCOUNTANT III | UNIVERSITY OF SOUTHERN MINDANAO | 30,474.00 | 19-1 | PERMANENT | Y |

(Continue on separate sheet if necessary)

| SIGNATURE | | DATE | February 21, 2022 | |
|---|---|---|---|---|

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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) From | To | NUMBER OF HOURS | POSITION / NATURE OF WORK |
|---|---|---|---|---|
| | | | | |
| | | | | |

(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) |
|---|---|---|---|---|---|
| Training on E-NGAS and E-Budget System | 4/12/2021 | 4/23/2021 | 44 | TECHNICAL | Commission on Audit -ASDOSO |
| Seminar on Laws and Rules on Government Expenditures | 7/9/209 | 7/12/2019 | 32 | TECHNICAL | Commission on Audit XII |
| Public Financial Management Competency Program:Internal Audit for PFM Practitioners Track | 2/15/2018 | 2/15/2018 | 8 | TECHNICAL | Department of Budget and Management-Manila |
| Public Financial Management Competency Program:Cash Management Track | 2/13/2018 | 2/14/2018 | 16 | TECHNICAL | Department of Budget and Management-Manila |
| Public Financial Management Competency Program:Budgeting and PerformanceTrack Module 5 | 12/17/2018 | 12/18/2018 | 16 | TECHNICAL | Department of Budget and Management-Manila |
| Public Financial Management Competency Program:Budgeting and PerformanceTrack Module 4 | 12/16/2018 | 12/13/2018 | 24 | TECHNICAL | Department of Budget and Management-Manila |
| Public Financial Management Competency Program:Budgeting and Performance Track Module 1,2,3 and 6 | 11/19/2018 | 11/21/2018 | 24 | TECHNICAL | Department of Budget and Management-Manila |
| Public Financial Management Competency Program:Foundation Track | 10/17/2018 | 10/19/2018 | 24 | TECHNICAL | Department of Budget and Management-Manila |
| Seminar on Good Governance | 4/27/2018 | 4/27/2018 | 8 | TECHNICAL | University of Southern Mindanao Employees' Credit Cooperative |
| People Managers Association of State Universities And Colleges Annual Seminar and Convention | 4/25/2017 | 4/27/2017 | 24 | MANAGERIAL | University of Southeastern Philippines |
| 71ST Philippine Institute of Certified Public Accountants Annual National Convention | 11/24/2016 | 11/26/2016 | 24 | TECHNICAL | Philippine Institute of CPAs (PICPA) XI |
| Seminar on Laws and Rules on Gov't Expenditures | 11/10/2015 | 11/13/2015 | 32 | TECHNICAL | Commission on Audit XII |
| 37th Government Association of CPAs Annual National Convention | 04/15/15 | 04/18/15 | 32 | TECHNICAL | Government Association of CPAs (GACPA) |
| Unified Accounting Code System (UACS) Foundation and Challenges for SUCs | 11/18/2014 | 11/20/2014 | 24 | TECHNICAL | Department of Budget and Management XII |
| 33rd Conference Association of CPAs in Mindanao and 22nd Philippine Institute of Certified Public Accountants (PICPA) Mindanao Regional Conference | 10/23/2014 | 10/25/2014 | 24 | TECHNICAL | Association of CPAs in Mindanao (ACPAMin) |
| International Women's Human Rights & Governance Summer Course | 05/05/2014 | 05/10/2014 | 40 | TECHNICAL | Miriam College |
| 68th Philippine Institute of Certified Public Accounts Annual National Convention | 11/13/2013 | 11/16/2013 | 32 | TECHNICAL | Philippine Institute of CPAs (PICPA) |
| Department of Budget and Management Orientation on GIMS Web-Based Application System | 3/18/2012 | 3/21/2012 | 32 | TECHNICAL | Department of Budget and Management-Manila |
| AGAP Convention-Seminar | 10/19/2011 | 10/22/2011 | 32 | TECHNICAL | Association of Government Accountants in the Philippines (AGAP) |
| 36th Association of Certified Public Accountants Mindanao Conference and 19th Philippine Institute of Certified Public Accountants Joint Mindanao Conference | 8/19/2010 | 8/21/2010 | 24 | TECHNICAL | Philippine Institute of CPAs (PICPA) |
| 18th Accounting Teacher's Conference | 4/19/2010 | 4/21/2010 | 24 | TECHNICAL | Association of CPAs in Education (ACPAE) |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

(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) |
|---|---|---|
| | NONE | Philippine Institute of Certified Public Accountants-North Cotabato Chapter |
| | | |
| | | |
| | | |

(Continue on separate sheet if necessary)

| SIGNATURE | | DATE | February 21, 2022 |
|---|---|---|---|

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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,<br>a. within the third degree?<br>b. within the fourth degree (for Local Government Unit - Career Employees)? | ☐ YES ☑ NO<br>☐ YES ☑ NO<br>If YES, give details: |
| 35. a. Have you ever been found guilty of any administrative offense? | ☐ YES ☑ NO<br>If YES, give details: |
| b. Have you been criminally charged before any court? | ☐ YES ☑ NO<br>If YES, give details:<br>Date Filed:<br>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<br>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<br>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<br>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<br>If YES, give details: |
| 39. Have you acquired the status of an immigrant or permanent resident of another country? | ☐ YES ☑ NO<br>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:<br>a. Are you a member of any indigenous group?<br>b. Are you a person with disability?<br>c. Are you a solo parent? | ☐ YES ☑ NO<br>If YES, please specify:<br>☐ YES ☑ NO<br>If YES, please specify ID No:<br>☐ YES ☑ NO<br>If YES, please specify ID No: |

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

| NAME | ADDRESS | TEL. NO. |
|---|---|---|
| BERNABE B. MONDIA | USM, KABACAN, COTABATO | 9989672810 |
| | | |
| | | |

ID picture taken within the last 6 months
3.5 cm. X 4.5 cm
(passport size)

With full and handwritten name tag and signature over printed name

Computer generated or photocopied picture is not acceptable

PHOTO

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/License/Passport No.: | 0126845 |
| Date/Place of Issuance: | 2008/PRC DAVAO |



Signature (Sign inside the box)

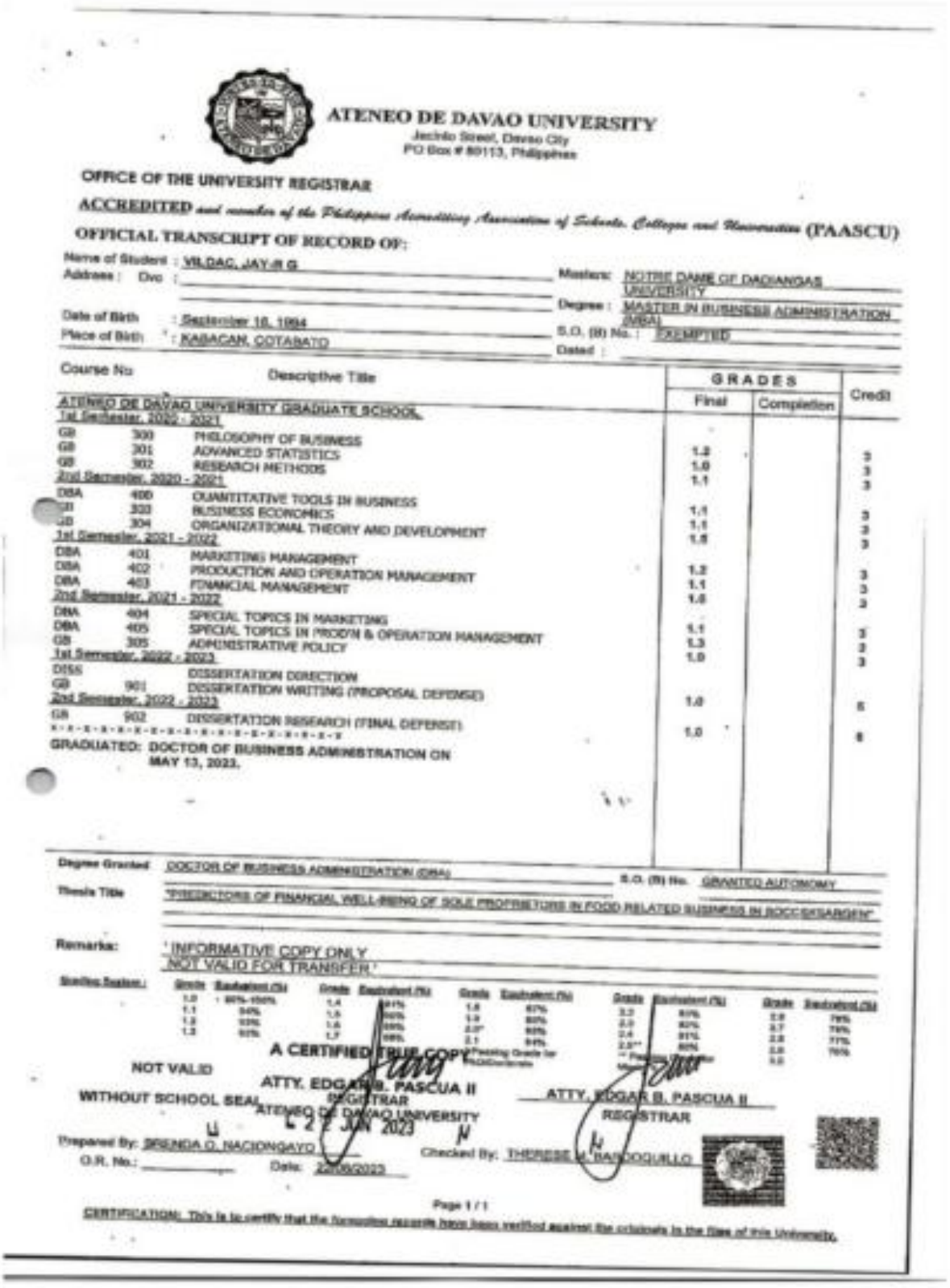
072522

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



ATENEO DE DAVAO UNIVERSITY
Jacinto Street, Davao City
PO Box # 80113, Philippines

OFFICE OF THE UNIVERSITY REGISTRAR

ACCREDITED and member of the Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU)

OFFICIAL TRANSCRIPT OF RECORD OF:

Name of Student : VILDAD, JAY-R G
Address : Dvo :
Date of Birth : September 16, 1984
Place of Birth : KABACAN, COTABATO

Masters: NOTRE DAME OF DADIANGAS UNIVERSITY
Degree : MASTER IN BUSINESS ADMINISTRATION (MBA)
S.O. (B) No. : EXEMPTED
Dated :

| Course No | Descriptive Title | GRADES Final | GRADES Completion | Credit |
|---|---|---|---|---|
| ATENEO DE DAVAO UNIVERSITY GRADUATE SCHOOL | | | | |
| 1st Semester, 2020 - 2021 | | | | |
| GB 300 | PHILOSOPHY OF BUSINESS | 1.2 | | 3 |
| GB 301 | ADVANCED STATISTICS | 1.0 | | 3 |
| GB 302 | RESEARCH METHODS | 1.1 | | 3 |
| 2nd Semester, 2020 - 2021 | | | | |
| DBA 400 | QUANTITATIVE TOOLS IN BUSINESS | 1.1 | | 3 |
| GB 303 | BUSINESS ECONOMICS | 1.1 | | 3 |
| GB 304 | ORGANIZATIONAL THEORY AND DEVELOPMENT | 1.0 | | 3 |
| 1st Semester, 2021 - 2022 | | | | |
| DBA 401 | MARKETING MANAGEMENT | 1.2 | | 3 |
| DBA 402 | PRODUCTION AND OPERATION MANAGEMENT | 1.1 | | 3 |
| DBA 403 | FINANCIAL MANAGEMENT | 1.0 | | 3 |
| 2nd Semester, 2021 - 2022 | | | | |
| DBA 404 | SPECIAL TOPICS IN MARKETING | 1.1 | | 3 |
| DBA 405 | SPECIAL TOPICS IN PROD'N & OPERATION MANAGEMENT | 1.3 | | 3 |
| GB 305 | ADMINISTRATIVE POLICY | 1.0 | | 3 |
| 1st Semester, 2022 - 2023 | | | | |
| DISS | DISSERTATION DIRECTION | 1.0 | | 6 |
| GB 901 | DISSERTATION WRITING (PROPOSAL DEFENSE) | | | |
| 2nd Semester, 2022 - 2023 | | | | |
| GB 902 | DISSERTATION RESEARCH (FINAL DEFENSE) | 1.0 | | 6 |

GRADUATED: DOCTOR OF BUSINESS ADMINISTRATION ON MAY 13, 2023.

Degree Granted: DOCTOR OF BUSINESS ADMINISTRATION (DBA) S.O. (B) No. GRANTED AUTONOMY

Thesis Title: "PREDICTORS OF FINANCIAL WELL-BEING OF SOLE PROPRIETORS IN FOOD RELATED BUSINESS IN SOCCSKSARGEN"

Remarks: 'INFORMATIVE COPY ONLY
'NOT VALID FOR TRANSFER'

Grading System:

| Grade | Equivalent (%) | Grade | Equivalent (%) | Grade | Equivalent (%) | Grade | Equivalent (%) | Grade | Equivalent (%) |
|---|---|---|---|---|---|---|---|---|---|
| 1.0 | 96%-100% | 1.4 | 91% | 1.8 | 87% | 2.2 | 83% | 2.6 | 79% |
| 1.1 | 94% | 1.5 | 90% | 1.9 | 86% | 2.3 | 82% | 2.7 | 78% |
| 1.2 | 93% | 1.6 | 89% | 2.0* | 85% | 2.4 | 81% | 2.8 | 77% |
| 1.3 | 92% | 1.7 | 88% | 2.1 | 84% | 2.5** | 80% | 2.9 | 76% |

* Passing Grade for PhD/DM Students
** Passing Grade for Masteral Students

A CERTIFIED TRUE COPY
NOT VALID
WITHOUT SCHOOL SEAL
ATTY. EDGAR B. PASCUA II
REGISTRAR
ATENEO DE DAVAO UNIVERSITY
22 JUN 2023

ATTY. EDGAR B. PASCUA II
REGISTRAR

Prepared By: SRENDA O. NACIONGAYO
O.R. No.: Date: 22/06/2023
Checked By: THERESE M. BARDOQUILLO

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CERTIFICATION: This is to certify that the foregoing records have been verified against the originals in the files of this University.

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. (Do not fill up. For CSC use only)

## I. PERSONAL INFORMATION

| | | | |
|---|---|---|---|
| 2. SURNAME | QUIAMBAO | | |
| FIRST NAME | CHARISSE ANGELA | NAME EXTENSION (JR., SR) | |
| MIDDLE NAME | SEGOCIO | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 3/3/1992 | 16. CITIZENSHIP | ☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization. Pls. indicate country: |
| 4. PLACE OF BIRTH | DAVAO CITY, DAVAO DEL SUR | If holder of dual citizenship, please indicate the details. | |
| 5. SEX | ☐ Male ☑ Female | | |
| 6. CIVIL STATUS | ☐ Single ☑ Married ☐ Widowed ☐ Separated ☐ Other/s: | 17. RESIDENTIAL ADDRESS | M.L. QUEZON (House/Block/Lot No.) (Street) POBLACION (Subdivision/Village) (Barangay) MATALAM (City/Municipality) N. COTABATO (Province) 9406 (ZIP CODE) |
| 7. HEIGHT (m) | 1.6 | | |
| 8. WEIGHT (kg) | 80 | | |
| 9. BLOOD TYPE | AB | 18. PERMANENT ADDRESS | M.L. QUEZON (House/Block/Lot No.) (Street) POBLACION (Subdivision/Village) (Barangay) MATALAM (City/Municipality) N. COTABATO (Province) 9406 (ZIP CODE) |
| 10. GSIS ID NO. | 188355 | | |
| 11. PAG-IBIG ID NO. | 1211-0308-1140 | | |
| 12. PHILHEALTH NO. | 1702-5455-6354 | | |
| 13. SSS NO. | N/A | 19. TELEPHONE NO. | N/A |
| 14. TIN NO. | 314-684-596-000 | 20. MOBILE NO. | 09239105594 |
| 15. AGENCY EMPLOYEE NO. | 13-02636 | 21. E-MAIL ADDRESS (if any) | csquiambao@usm.edu.ph / charissesegocio@yahoo.com |

## II. FAMILY BACKGROUND

| | | | | |
|---|---|---|---|---|
| 22. SPOUSE'S SURNAME | QUIAMBAO | | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | ROMUALDO | NAME EXTENSION (JR., SR) JR | GENYORI KAISER S. QUIAMBAO | 09/20/2011 |
| MIDDLE NAME | OPILAS | | | |
| OCCUPATION | GOVERNMENT AUDITOR | | | |
| EMPLOYER/BUSINESS NAME | COMMISSION ON AUDIT | | | |
| BUSINESS ADDRESS | DEPED SOUTH COTABATO | | | |
| TELEPHONE NO. | | | | |
| 24. FATHER'S SURNAME | SEGOCIO | | | |
| FIRST NAME | FRANCISCO | NAME EXTENSION (JR., SR) | | |
| MIDDLE NAME | SILVERIO | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | ALVISO | | | |
| FIRST NAME | ROSALINDA | | | |
| MIDDLE NAME | DERIADA | | (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, INC. | Primary Education | 1998 | 2004 | N/A | 2004 | 7TH HONORABLE MENTION |
| SECONDARY | UNIVERSITY LABORATORY SCHOOL- UNIVERSITY OF SOUTHERN MINDANAO | High School | 2004 | 2008 | N/A | 2008 | N/A |
| VOCATIONAL / TRADE COURSE | | | | | | | |
| COLLEGE | UNIVERSITY OF SOUTHERN MINDANAO | BS IN ACCOUNTANCY | 2008 | 2012 | N/A | 2012 | CUMLAUDE |
| GRADUATE STUDIES | ATENEO DE DAVAO UNIVERSITY | DBA | 2018 | PRESENT | 36 UNITS | N/A | N/A |

(Continue on separate sheet if necessary)

| SIGNATURE | | DATE | January 27, 2021 |
|---|---|---|---|

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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 1080 (CPA) | 80.86% | 5/1/2013 | UNIVERSITY OF MINDANAO, MATINA CAMPUS, DAVAO CITY | 0151852 | 3/3/2022 |
| CAREER SERVICE PROFESSIONAL | HONOR GRADUATE ELIGIBILITY | | | N/A | LIFETIME |
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*(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 | | | | | | |
| 7/14/2020 | PRESENT | ASST. PROF II | UNIVERSITY OF SOUTHERN MINDANAO | 35,106.00 | SG 12 | PERMANENT | YES |
| 1/1/2020 | 7/13/2020 | INSTRUCTOR 1 | UNIVERSITY OF SOUTHERN MINDANAO | 24,779.00 | SG 12 | PERMANENT | YES |
| 8/1/2019 | 12/31/2019 | INSTRUCTOR 1 | UNIVERSITY OF SOUTHERN MINDANAO | 23,222.00 | SG 12 | PERMANENT | YES |
| 1/1/2019 | 7/30/2019 | INSTRUCTOR 1 | UNIVERSITY OF SOUTHERN MINDANAO | 22,938.00 | SG 12 | PERMANENT | YES |
| 1/1/2018 | 12/31/2018 | INSTRUCTOR 1 | UNIVERSITY OF SOUTHERN MINDANAO | 22,149.00 | SG 12 | PERMANENT | YES |
| 1/1/2017 | 12/31/2017 | INSTRUCTOR 1 | UNIVERSITY OF SOUTHERN MINDANAO | 21,387.00 | SG 12 | PERMANENT | YES |
| 8/1/2016 | 12/31/2016 | INSTRUCTOR 1 | UNIVERSITY OF SOUTHERN MINDANAO | 20,650.83 | SG 12 | PERMANENT | YES |
| 3/21/2016 | 7/31/2016 | REVENUE OFFICER I (ASSESSMENT) | BUREAU OF INTERNAL REVENUE RR18 | 19,970.00 | SG 11 | PERMANENT | YES |
| 6/20/2013 | 3/30/2016 | INSTRUCTOR 1 | UNIVERSITY OF SOUTHERN MINDANAO | 19,970.00 | N/A | CONTRACT OF SERVICE | NO |
| 1/2/2012 | 6/9/2012 | BOOKKEEPER/ACCOUNTING STAFF | UNIVERSITY OF SOUTHERN MINDANAO FACULTY ASSOCIATION | 1,000.00 | n/a | JOB-ORDER | No |
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*(Continue on separate sheet if necessary)*

| SIGNATURE | | DATE | January 27, 2021 |
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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 | | | | |
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(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 L/D (Managerial/ Supervisory/ Technical/etc) | CONDUCTED/ SPONSORED BY (Write in full) |
|---|---|---|---|---|---|
| PCDEB WEBINAR SERIES 2: THE PLIGHT OF PHILIPPINE BUSINESS EDUCATION IN THE NEW NORMAL | 05/26/2020 | | 2 | TECHNICAL | PHILIPPINE COUNCIL OF DEANS AND EDUCATORS IN BUSINESS |
| FINANCIAL LITERACY AND GENDER SENSITIVITY SEMINAR | 02/28/2020 | | 8 | TECHNICAL | 7TH INFANTRY BATALLION, 6TH INFANTRY DIVISION, PA |
| 74TH PICPA ANNUAL NATIONAL CONVENTION | 11/20/2019 | 11/23/2019 | 24 | TECHNICAL | PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS |
| PUBLIC FINANCIAL MANAGEMENT COMPETENCY PROGRAM TRAINING : FOUNDATION TRACK | 10/16/2019 | 10/18/2019 | 24 | TECHNICAL | UNIVERSITY OF SOUTHERN MINDANAO AND DBM 12 |
| OUTCOMES-BASED EDUCATION (OBE) AND OUTCOMES-BASED TEACHING AND LEARNING (OBTL): CURRICULUM MAPPING AND COURSE OUTCOMES SETTING | 6/10/2019 | 6/11/2019 | 16 | TECHNICAL | UNIVERSITY OF SOUTHERN MINDANAO |
| 27TH ACCOUNTING TEACHERS CONFERENCE OF THE NATIONAL ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS IN EDUCATION | 04/29/2019 | 05/01/2019 | 24 | TECHNICAL | NATIONAL ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS IN EDUCATION |
| OUTCOMES-BASED EDUCATION (OBE) AND OUTCOMES-BASED TEACHING AND LEARNING (OBTL): PROGRAM EDUCATIONAL OBJECTIVES (PEO), PROGRAM OUTCOMES (PO) AND KEY PERFORMANCE INDICATORS (KPI) | 04/08/2019 | | 8 | TECHNICAL | UNIVERSITY OF SOUTHERN MINDANAO |
| 26TH ACCOUNTING TEACHERS CONFERENCE OF THE NATIONAL ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS IN EDUCATION | 04/25/2018 | 04/28/2018 | 32 | TECHNICAL | NATIONAL ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS IN EDUCATION |
| SEMINAR ON TRAIN LAW | 02/15/2018 | | 8 | TECHNICAL | SISON CORILLO PARONE & COMPANY |
| 72ND PICPA ANNUAL CONVENTION | 11/22/2017 | 11/25/2017 | 24.0 | TECHNICAL | PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS |
| 15TH ANNUAL ACCOUNTING TEACHERS CONFERENCE | 4/24/2017 | 4/26/2017 | 24.0 | TECHNICAL | ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS IN ACADEME |
| 71st PICPA ANNUAL CONVENTION | 11/24/16 | 11/26/16 | 24.0 | TECHNICAL | PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS |
| PERSONNEL ORIENTATION COURSE | 6/14/2016 | 6/15/2016 | 24 | TECHNICAL | BIR RR18 |
| REVISED CPDE OF CONDUCT | 6/8/2016 | | 4 | TECHNICAL | BIR RR18 |
| 70TH PICPA ANNUAL CONVENTION | 11/25/2015 | 11/28/2015 | 32 | TECHNICAL | PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS |
| 33RD CONFERENCE OF ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS IN MINDANAO/22ND PICPA MINDANAO REGIONAL CONFERENCE | 10/23/2014 | 10/25/2014 | 24 | TECHNICAL | DAVAO ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS IN PUBLIC PRACTICE |
| PICPA WEEK | 8/1/2014 | | 8 | TECHNICAL | NORTH COTABATO PICPA |
| GOOGLE APPS TEACHERS WORKSHOPS | 6/19/2014 | | 8 | TECHNICAL | PIXSELL CREATIVES, INC. |
| SEMINAR ON RETOOLING AND CAPACITY ENHANCEMENT COURSE | 3/24/2014 | 3/25/2014 | 16 | TECHNICAL | UNIVERSITY OF SOUTHERN MINDANAO FACULTY ASSOCITION |
| 7TH ANNUAL REGIONAL CONVENTION | 11/22/2013 | 11/25/2013 | 28 | TECHNICAL | REGIONAL FEDERATION OF JUNIOR INSTITUTE OF 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) |
|---|---|---|
| BAKING | N/A | PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS |
| SEWING | | UNIVERSITY OF SOUTHERN MINDANAO ALUMNI ASSOCIATION |
| PLANTING | | UNIVERSITY OF SOUTHERN MINDANAO FACULTY ASSOCIATION |
| | | NATIONAL ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS IN EDUCATION |
| | | PHILIPPINE COUNCIL OF DEANS AND EDUCATORS IN BUSINESS |
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(Continue on separate sheet if necessary)

| SIGNATURE | | DATE | January 29, 2021 |
|---|---|---|---|

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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,<br>a. within the third degree?<br>b. within the fourth degree (for Local Government Unit - Career Employees)? | ☐ YES ☑ NO<br>☐ YES ☑ NO<br>If YES, give details: |
| 35. a. Have you ever been found guilty of any administrative offense? | ☐ YES ☑ NO<br>If YES, give details: |
| b. Have you been criminally charged before any court? | ☐ YES ☑ NO<br>If YES, give details:<br>Date Filed:<br>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<br>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<br>If YES, give details:<br>END OF CONTRACT AND RESIGNATION |
| 38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? | ☐ YES ☑ NO<br>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<br>If YES, give details: |
| 39. Have you acquired the status of an immigrant or permanent resident of another country? | ☐ YES ☑ NO<br>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:<br>a. Are you a member of any indigenous group?<br>b. Are you a person with disability?<br>c. Are you a solo parent? | ☐ YES ☑ NO<br>If YES, please specify:<br>☐ YES ☑ NO<br>If YES, please specify ID No:<br>☐ YES ☑ NO<br>If YES, please specify ID No: |

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

| NAME | ADDRESS | TEL. NO. |
|---|---|---|
| DR. JUL-AIDA U. ENOCK | PIKIT, COTABATO | 572-2593 |
| RESURRECCION DAPULA | KIDAPAWAN CITY | 09082379193 |
| HERSON B. AMOLO, CPA, MBA, CESE | KABACAN, COTABATO | 09391444236 |



PHOTO

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.: | 0151852 |
| Date/Place of Issuance: | 06/26/2019 / KIDAPAWAN CITY |

Signature (Sign inside the box)
JANUARY 27, 2021
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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