AREA II

FACULTY

PARAMETER D:

RANK AND TENURE

I.5

I.5 The institution implements a CSC-approved Strategic Performance Management System (SPMS) which emphasizes quality teaching performance, research, creative work, extension and production services.



With the new President of the University of Southern Mindanao (USM), the Administrative Council Members, USM- Kidapawan City Campus Management Council members, Heads of units, and the Performance Management Team (PMT) gathered for the Strategic Planning Workshop on April 7 to 9 2025, at the Cavanico Il Mare Function Hall, Babak, IGACOS, Davao Del Norte.

Dr. Nerissa G. Dela Viña, the Human Resource Management and Development Office (HRMDO) Director started the presentation on how the Strategic Performance Management System (SPMS) works. She said SPMS seeks to link individual performance with the agency's organizational vision, mission, and strategic goals.

"We do this for the university not only for ourselves," she underscored.

Meanwhile, Dr. Lawrence Anthony U. Dollente, the University Quality Assurance Office (UQAO) Director, presented the SUC Leveling criteria and Anti-Red Tape Authority (ARTA) Concerns. He commended the University Research, Development and Extension Committee (URDEC) for complying all the requirements in the last year and secured the commitment of all other committees to earn a good score in SUC Leveling.

BANGCAYA, SANDRA ANGELA

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)	07/27/1986	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 ☐ Other/s:	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.	200 373 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)	saabangcaya@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 LEANING 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	06/15/2024	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	05/28/2023	05/31/2023	15	TECHNICAL COMPETENCE/ PROFESSIONAL SKILLS/ PROFESSIONAL VALUES, ETHICS, AND ATTITUDES	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
28TH EDUKCIRCLE INTERNATIONAL CONVENTION ON BUSINESS: ACCOUNTING AND FINANCE	05/06/2023	05/06/2023	4	TECHNICAL COMPETENCE	THE EDUKCIRCLE INTERNATIONAL CERTER FOR COMMUNICATION STUDIES
PICPA TAXATION WEBINAR SERIES	04/06/2023	04/10/2023	20	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	05/27/2022	05/27/2022	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 CERTER 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)	05/26/2021	05/28/2021	24	TECHNICAL COMPETENCE/ PROFESSIONAL SKILLS/ PROFESSIONAL VALUES, ETHICS, AND ATTITUDES	NATIONAL ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS IN EDUCATION
20TH EDUKCIRCLE INTERNATIONAL CONVENTION ON BUSINESS	04/10/2021	04/10/2021	8	TECHNICAL COMPETENCE	THE EDUKCIRCLE INTERNATIONAL CENTER FOR COMMUNICATION STUDIES
BUILDING ACADEMIC INTEGRITY: BEST PRACTICES IN TEACHING & LEARNING	02/22/2021	02/22/2021	2	TECHNICAL COMPETENCE	TURNITIN
A LEARNING SESSION ON SEC MANDATES AND FUNCTIONS, SALIET FEATURES OF THE RCC AND INVESTMENT SCAMS	02/10/2021	02/10/2021	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	05/28/2020	05/28/2020	2	PROFESSIONAL SKILLS	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
ETHICAL JUSTIFICATION AND ETHICAL REASONING	05/20/2020	05/20/2020	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 GCQ/ECQ	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 apppointed, 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 27, 2025
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

VILDAC, JAY-R G.

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	VILDAC		
FIRST NAME	JAY-R	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	GRAZA		
3. DATE OF BIRTH (mm/dd/yyyy)	09/18/1994	16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	KABACAN, NORTH COTABATO	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	BLOCK 2 (House/Block/Lot No.) Street: GRAZA SUBDIVISION / OSIAS; Subdivision/Village / Barangay: KABACAN / NORTH COTABATO; City/Municipality / Province
7. HEIGHT (m)	1.71 m	ZIP CODE	9407
8. WEIGHT (kg)	85 kg		
9. BLOOD TYPE	"B+"	18. PERMANENT ADDRESS	BLOCK 2 (House/Block/Lot No.) Street: GRAZA SUBDIVISION / OSIAS; Subdivision/Village / Barangay: KABACAN / NORTH COTABATO; City/Municipality / Province
10. GSIS ID NO.	021183400610		
11. PAG-IBIG ID NO.	121177142456		
12. PHILHEALTH NO.	17-250067102-0	ZIP CODE	9407
13. SSS NO.	0943649298	19. TELEPHONE NO.	N/A
14. TIN NO.	325-089-136-000	20. MOBILE NO.	0938-561-3331
15. AGENCY EMPLOYEE NO.	15-02998	21. E-MAIL ADDRESS (if any)	jaygvildac@usm.edu.ph

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	N/A
MIDDLE NAME				
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	VILDAC			
FIRST NAME	RASTITO	NAME EXTENSION (JR., SR) JR.		
MIDDLE NAME	ABIAN			
25. MOTHER'S MAIDEN NAME				
SURNAME	GRAZA			
FIRST NAME	JULIET			
MIDDLE NAME	LAGRADA		(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	OSIAS ELEMENTARY SCHOOL	Elementary Education	2001	2007	N/A	2007	VALEDICTORIAN
SECONDARY	UNIVERSITY LABORATORY SCHOOL - UNIVERSITY OF SOUTHERN MINDANAO	Highschool	2007	2011	N/A	2011	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO	BACHELOR OF SIENCE IN ACCOUNTANCY	2011	2015	N/A	2015	WITH ACADEMIC DISTICTION
GRADUATE STUDIES	NOTRE DAME OF DADIANGAS UNIVERSITY	MASTER IN BUSINESS ADMINISTRATION	2017	2020	N/A	2020	N/A
	ATENEO DE DAVAO UNIVERSITY	DOCTOR OF BUSINESS ADMINISTRATION	2020	2023	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	2025. 01. 09

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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
CERTIFIED PUBLIC ACCOUNTANT BOARD EXAMINATION	77.29%	OCTOBER 3-4 and 10-11, 2017	ILOILO DOCTORS' COLLEGE, INFANTE ST. MOLO, ILOILO CITY, PHILIPPINES	0168864	09/18/2024

(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	GOV'T SERVICE (Y/ N)
From	To						
03/11/2024	Present	ASSOCIATE PROFESSOR II	UNIVERSITY OF SOUTHERN MINDANAO	60,157.00	20-1	PERMANENT	YES
01/01/2024	03/10/2024	ASSOCIATE PROFESSOR I	UNIVERSITY OF SOUTHERN MINDANAO	55,437.00	19-3	PERMANENT	YES
01/01/2023	12/31/2023	ASSOCIATE PROFESSOR I	UNIVERSITY OF SOUTHERN MINDANAO	51,357.00	19-2	PERMANENT	YES
01/01/2022	12/31/2022	ASSOCIATE PROFESSOR I	UNIVERSITY OF SOUTHERN MINDANAO	49,835.00	19-2	PERMANENT	YES
01/12/2021	12/31/2021	ASSOCIATE PROFESSOR I	UNIVERSITY OF SOUTHERN MINDANAO	49,052.00	19-2	PERMANENT	YES
01/01/2021	07/11/2021	ACCOUNTANT III	UNIVERSITY OF SOUTHERN MINDANAO	49,052.00	19-2	PERMANENT	YES
12/19/2020	12/31/2020	ACCOUNTANT III	UNIVERSITY OF SOUTHERN MINDANAO	47,530.00	19-2	PERMANENT	YES
01/01/2020	12/18/2020	ACCOUNTANT III	UNIVERSITY OF SOUTHERN MINDANAO	46,791.00	19-1	PERMANENT	YES
01/01/2019	12/31/2019	ACCOUNTANT III	UNIVERSITY OF SOUTHERN MINDANAO	45,269.00	19-1	PERMANENT	YES
01/01/2018	12/31/2018	ACCOUNTANT III	UNIVERSITY OF SOUTHERN MINDANAO	42,099.00	19-1	PERMANENT	YES
12/19/2017	12/31/2017	ACCOUNTANT III	UNIVERSITY OF SOUTHERN MINDANAO	39,151.00	19-1	PERMANENT	YES
12/18/2015	12/18/2017	ACCOUNTANT	UNIVERSITY OF SOUTHERN MINDANAO	19.940.00	N/A	CONTRACTUAL	NO

(Continue on separate sheet if necessary)

SIGNATURE		DATE	2025. 01. 09

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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				

(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)
NEGROS ISLAND REGIONAL FORUM	12/7/2024	12/7/2024	8	TECHNICAL	National Association of CPAs in Education
OBE Training for Philippine Accounting Teachers: Revisiting the Theoretical foundation of professional education.	11/15/2024	11/16/2024	16	TECHNICAL	National Association of CPAs in Education
MIDYEAR ACCOUNTING TEACHERS CONFERENCE	10/29/2024	10/31/2024	24	TECHNICAL	National Association of CPAs in Education
ILOCOS REGION AND CAR REGIONAL FORUM	08/17/2024	08/17/2024	8	TECHNICAL	National Association of CPAs in Education
ACCOUNTANCY DAY	07/18/2024	07/18/2024	8	TECHNICAL	National Association of CPAs in Education
31st Accounting Teachers Conference	06/13/2024	06/15/2024	24.0	TECHNICAL	National Association of CPAs in Education
SIBR 2024 Seoul Conference Interdisciplinary Business and Economics Research	01/05/2024	01/06/2024	16.0	TECHNICAL	SIBR
78th PICPA Annual National Convention	11/22/2023	11/25/2023	15.0	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANT
OBE Training for Philippine Accounting Teachers: Revisiting the Theoretical foundation of professional education.	11/16/2023	11/17/2023	16.0	TECHNICAL	National Association of CPAs in Education
28th EdukCircle International Convention On Business: Accounting and Finance	05/06/2023	05/06/2023	8.0	TECHNICAL	THE EDUKCIRCLE
Various Tax-related-topic seminar	04/06/2023	04/10/2023	16.0	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANT - LA UNION CHAPTER
Statistical Analysis Training for Faculty (StAT Fx)	02/24/2023	02/24/2023	8.0	TECHNICAL	COLLEGE OD BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT
PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANT ANNUAL NATIONAL CONVENTION	11/23/2022	11/26/2022	24.0	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANT
INTERIM GUIDELINES ON THE IMPLEMENTATION OF THE TES DURING THE COVID-19 PANDEMIC AND AMENDMENTS ON GUIDLES ON THE IMPLEMENTATION OF THE TULONG DUNONG PROGRAM FOR AY 2020-2021 AND ONWARDS	10/28/2021	10/28/2021	8.0	TECHNICAL	COMMISSION ON HIGHER EDUCATION
BUSINESS RESILIENCY AND SUSTAINABILITY TOWARDS SYNERGIZED ACTION IN NEW NORMAL	10/22/2021	10/22/2021	8.0	TECHNICAL	DE LA SALLE ARANETA UNIVERSITY
PREPARING FOR A POST-PANDEMIC WORLD: TRENDS AND TRAJECTORIES	10/20/2021	10/22/2021	24.0	RESEARCH CONGRESS	PHILIPPINE NORMAL UNIVERSITY
SEMINAR-WORKSHOP ON UPDATED RESEARCH DEVELOPMENT EXTENSION INDEXING SYSTEM	10/07/2021	10/07/2021	4.0	RESEARCH CONGRESS	UNIVERSITY OF SOUTHERN MINDANAO
SEMINAR ON LAWS AND REGULATIONS ON GOVERNMENT EXPENDITURES	07/09/2019	07/12/2019	32.0	TECHNICAL	COMMISSION ON AUDIT REGION XII
11TH GOVERNMENT FINANCIAL MAMAGEMENT INNOVATORS CIRCLE (GFMI , INC. ANNUAL NATIONAL CONVENTION	06/18/2019	06/21/2019	32.0	TECHNICAL	GOVERNMENT FINANCIAL MAMAGEMENT INNOVATORS CIRCLE, INC.
PUBLIC FINANCIAL MANAGEMENT COMPETENCY PROGRAM: INTERNAL AUDIT FOR PFM PRACTITIONERS TRACK	02/15/2019	02/15/2019	8.0	TECHNICAL	DEPARTMENT OF BUDGET AND MANAGEMENT
PUBLIC FINANCIAL MANAGEMENT COMPETENCY PROGRAM: CASH MANAGEMENT TRACK	02/13/2019	02/14/2019	16.0	TECHNICAL	DEPARTMENT OF BUDGET AND MANAGEMENT

(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)
ADVANCED WRITTEN COMMUNICATION	N/A	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANT
ADVANCED ORAL COMMUNICATION		GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANT
COMPUTER LITERATE		GOVERNMENT FINANCIAL MAMAGEMENT INNOVATORS CIRCLE, INC.
		NATIONAL ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANT IN EDUCATION

(Continue on separate sheet if necessary)

SIGNATURE		DATE	2025. 01. 09

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GARCIA, ALLEN SHANE C.

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	GARCIA
FIRST NAME	ALLEN SHANE
NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	CABAÑOG
3. DATE OF BIRTH (mm/dd/yyyy)	11/08/1994
4. PLACE OF BIRTH	DAVAO CITY,DAVAO DEL SUR
5. SEX	☐ Male ☑ Female
6. CIVIL STATUS	☐ Single ☑ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	1.60
8. WEIGHT (kg)	60
9. BLOOD TYPE	AB+
10. GSIS ID NO.	2006295930
11. PAG-IBIG ID NO.	121228185283
12. PHILHEALTH NO.	16-250741122-3
13. SSS NO.	09-4332927-5
14. TIN NO.	711-278-557-000
15. AGENCY EMPLOYEE NO.	
16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☑ by birth ☑ by naturalization If holder of dual citizenship, please indicate the details. Pls. indicate country:
17. RESIDENTIAL ADDRESS	N/A (House/Block/Lot No.) N/A (Street) PUROK DAISY (Subdivision/Village) LADTINGAN (Barangay) PIKIT (City/Municipality) NORTH COTABATO (Province) ZIP CODE 9409
18. PERMANENT ADDRESS	N/A (House/Block/Lot No.) N/A (Street) PUROK DAISY (Subdivision/Village) LADTINGAN (Barangay) PIKIT (City/Municipality) NORTH COTABATO (Province) ZIP CODE 9409
19. TELEPHONE NO.	N/A
20. MOBILE NO.	09301311749
21. E-MAIL ADDRESS (if any)	allenlimcabanog@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	GARCIA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	BERNIE	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	SIADOR			
OCCUPATION	SELF-EMPLOYED			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CABAÑOG			
FIRST NAME	AMPLIADO	NAME EXTENSION (JR., SR) JR.		
MIDDLE NAME	BUSCATO			
25. MOTHER'S MAIDEN NAME				
SURNAME	LIM			
FIRST NAME	SUSANA			
MIDDLE NAME	BOCALA		(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	LADTINGAN ELEMENTARY SCHOOL	ELEMENTARY	06/01/2001	03/31/2007	N/A	2007	VALEDICTORIAN
SECONDARY	NOTRE DAME OF PIKIT, INC.	SECONDARY	06/01/2007	03/31/2011	N/A	2011	SALUTATORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO	BACHELOR OF SCIENCE IN ACCOUNTANCY	06/01/2011	04/08/2016	N/A	2016	N/A
GRADUATE STUDIES	NOTRE DAME OF DADIANGAS UNIVERSITY	MASTER IN BUSINESS ADMINISTRATION	04/01/2019	07/08/2021	N/A	2021	N/A
POST GRADUATE STUDIES	UNIVERSITY OF THE IMMACULATE CONCEPTION	DOCTOR IN BUSINESS MANAGEMENT	01/29/2022	05/25/2024	N/A	2024	CHED SIKAP SCHOLAR

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 2, 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 1080 (CERTIFIED PUBLIC ACCOUNTANT)	78.83	08/10/2017	UM ,DAVAO CITY	0183439	08/11/2026
CAREER SERVICE PROFESSIONAL	81.74	26/11/2015	KIDAPAWAN NATIONAL HIGH SCHOOL, KIDAPAWAN CITY	N/A	N/A

(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	PAY GRADE (if applicable)/& STEP (Format "00-0") INCUMBENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
01/06/25	PRESENT	ASSISTANT PROFESSOR 1	UNIVERSITY OF SOUTHERN MINDANAO	40,208.00	15-1	PERMANENT	Y
02/01/2023	01/05/2025	INSTRUCTOR II	MAKILALA INSTITUTE OF SCIENCE AND TECHNOLOGY	28,188.00	13-1	PERMANENT	Y
08/01/2021	09/31/2023	ASSISTANT PROFESSOR 1	MAKILALA INSTITUTE OF SCIENCE AND TECHNOLOGY	29,400.00	N/A	CONTRACT OF SERVICE	Y
11/27/2017	07/31/2021	INSTRUCTOR III	MAKILALA INSTITUTE OF SCIENCE AND TECHNOLOGY	27,000.00	N/A	CONTRACT OF SERVICE	Y
10/10/2017	11/24/2017	FINANCE OFFICER	READ DATA ACCESS COMPUTER COLLEGE	9,000.00	N/A	CONTRACT OF SERVICE	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 2, 2025

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

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)

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)
OBE Training for Philippine Accounting Teachers	04/4/2025	04/5/2025	16	Technical	National Association of Accounting Teachers in the Philippines (NACPAE)
Exploring and Improving my Professional Life: Key to awareness, Growth, and Committed Self	12/20/2024	12/20/2024	8	Technical	Makilala Institute of Science and Technology
In-Service Training on Quality Improvement for an outcome-based Education	12/10/2024	12/10/2024	8	Technical	Makilala Institute of Science and Technology
Capability Building Seminar Workshop on Socioeconomic Research and Data Analytics	12/04/2024	12/06/2024	24	Technical	University of Southern Mindanao
DTI Youth Entrepreneurship Program YEP! You can Be Your Own Boss	09/13/2024	09/13/2024	8	Managerial	Department of Trade and Industry Region XII
Future - Proofing Students: Integrating Technology for Business Readiness	08/23/2024	08/23/2024	4	Technical	Comission on Higher Education Region XII
51st Annual National conference &4th International Research Summit	04/18/2024	04/19/2024	16	Technical	Philippine Association of Collegiate Schools of Business
AICPA Infosession with teachnical sessions of "Demystifying Artificial Intelligence"	09/22/2022	09/22/2022	8	Technical	Association of International Certified Professional Accountants
Three-day Strategic Planning seminar workshop	07/13/2022	07/13/2022	24	Supervisory	Makilala Institue of Science and Technology
Research Ethics Protocol During the Pandemic	01/28/2022	01/28/2022	2.0	Technical	Philippine Association of Collegiate Schools of Business
Tools for Effective Online Teaching and Assessment and Leadership Challenge under the New Normal	04/08/2021	04/08/2021	3.0	Supervisory	Philippine Association of Collegiate Schools of Business
Registration and Renewal of CDA and SEC Accreditation	12/12/2020	12/12/2020	8.0	Technical	Philippine Institute of Certified Public Accountants
Recalibrating the New Normal: Seminar on Google Classroom and Open Broadcaster Software	11/08/2020	11/08/2020	8.0	Technical	Makilala Institute of Science and Technology
16th ANC Annual National Conference	05/28/2019	05/28/2019	24.0	Technical	Philippine Association of Local Government Accountants.Inc
13th Mindanao Geographical Conference	04/24/2019	04/24/2019	25.0	Technical	Philippine Association of Local Government Accountants.Inc
Cooperative Standards	01/27/2018	01/27/2018	8.0	Technical	Philippine Institute of Certified Public Accountants
Financial Reporting framework, Working Paper Guidelines, and Internal Control System for Cooperatives	01/26/2018	01/26/2018	8.0	Technical	Philippine Institute of Certified Public Accountants
CDA Updates on Rules, Regulations and Issuances for Cooperatives	01/25/2018	01/25/2018	8.0	Technical	Philippine Institute of Certified Public Accountants
Tax Updates (Year -End Tax Reminders and the New Tax Reform Law)	01/19/2018	01/19/2019	8.0	Technical	Philippine Institute of Certified Public Accountants
Training workshop in the construction of evaluation measures	12/28/2017	12/282017	8.0	Technical	Makilala Institue of Science and Technology

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
32		
RESOURCE PERSONS	Ms. Kadsambya (3rd runner up)	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
BOOKKEEPING	Ms. College of Business Development and Economics Management (1st runner up)	
READING BOOKS	Ms. Math Olympics (1st runner up)	
COMPUTER LITERATE		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 2, 2025

CS FORM 212 (Revised 2017), Page 3 of 4

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: 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 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.
Annie D. Arcilla, CPA	No 1104blk 61, Purok 3, Brgay. 21-C, Piapi Boulevard, Davao City	9750526113
Dr. Esiel B. Cabrera, CEE, CGSP	Leon Llido St. General Santos City	9177978005
Dr. Stella C. Flores	Notre Dame of Kidapawan College	9323442164



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.:	0183439
Date/Place of Issuance:	11/20/2017

Signature (Sign inside the box)

July 3, 2023

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

CS FORM 212 (Revised 2017), Page 4 of 4

Guiaman, Baikongan B.

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	GUIAMAN		
FIRST NAME	BAIKONGAN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BUDAY		
3. DATE OF BIRTH (mm/dd/yyyy)	10/20/1990	16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	PAGALUNGAN, MAGUINDANAO	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	SITIO MALABUAYA (House/Block/Lot No.) KAYAGA (Street) KABACAN (Subdivision/Village) COTABATO (Barangay) KABACAN (City/Municipality) 9407 (Province) (ZIP CODE)
7. HEIGHT (m)	1.63		
8. WEIGHT (kg)	55		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	SITIO MALABUAYA (House/Block/Lot No.) KAYAGA (Street) KABACAN (Subdivision/Village) COTABATO (Barangay) KABACAN (City/Municipality) 9407 (Province) (ZIP CODE)
10. GSIS ID NO.	02004228330		
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.	17-000079411-5		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	415-580-964-000	20. MOBILE NO.	09123997696
15. AGENCY EMPLOYEE NO.	11-02605	21. E-MAIL ADDRESS (if any)	baibguiaman@usm.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH
FIRST NAME		N/A	N/A
MIDDLE NAME			
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME	GUIAMAN		
FIRST NAME	SANGOTIN		
MIDDLE NAME	SAIL		
25. MOTHER'S MAIDEN NAME			
SURNAME	BUDAY		
FIRST NAME	BABAYSALABO		
MIDDLE NAME	KADI	(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	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	MATALAM FARM SETTLEMENT ELEMENTARY SCHOOL	BASIC EDUCATION	1997	2003	N/A	2003	VALEDICTORIAN
SECONDARY	PIKIT NATIONAL HIGH SCHOOL	BASIC EDUCATION	2003	2007	N/A	2007	VALEDICTORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO	BACHELOR OF SCIENCE IN ACCOUNTANCY	2007	2011	N/A	2011	MAGNA CUM LAUDE
	NOTRE DAME OF KIDAPAWAN COLLEGE	PROFESSIONAL EDUCATION	06/2005	10/2005	21 UNITS	N/A	N/A
GRADUATE STUDIES	NOTRE DAME OF DADIANGAS UNIVERSITY - NOTRE DAME OF KIDAPAWAN COLLEGE CONSORTIUM	MASTER OF BUSINESS ADMINISTRATION	11/2015	03/2016	9 UNITS	N/A	N/A
	UNIVERSITY MINDANAO	MASTER OF SCIENCE IN ACCOUNTANCY	2016	Present	36 UNITS	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/15/2026

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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
CERTIFIED PUBLIC ACCOUNTANT (CPA) BOARD EXAMINATION	83.29%	OCT. 8,9,15, 16, 2011	DAVAO CITY	0142705	OCTOBER 20, 2028
LICENSURE EXAMINATION FOR TEACHER	86.00%	SEPT. 25, 2016	DAVAO CITY	1523419	OCTOBER 20, 2028
P.D NO. 907 (HONOR GRADUATE)	N/A	April 4, 2011	UNIVERSITY OF SOUTHERN MINDANAO, KABACAN, COTABATO	N/A	N/A

(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	GOV'T SERVICE (Y/ N)
From	To						
12/20/2024	PRESENT	ASSISTANT PROFESSOR I	UNIVERSITY OF SOUTHERN MINDANAO KIDAPAWAN CITY CAMPUS	38,413.00	15-1	TEMPORARY	Y
02/16/2012	12/19/2024	INSTRUCTOR I	UNIVERSITY OF SOUTHERN MINDANAO KIDAPAWAN CITY CAMPUS	31,568.00	12-3	PERMANENT	Y
11/21/2011	02/15/2012	INSTRUCTOR	UNIVERSITY OF SOUTHERN MINDANAO KIDAPAWAN CITY CAMPUS	16,000.00	N/A	CONTRACT OF SERVICE	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/15/2026	

CS FORM 212 (Revised 2017), Page 2 of 4

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				

(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)
REGIONAL FINANCIAL COMPLIANCE AND LIQUIDATION WORKSHOP FOR UAQTEA PARTNER HEIS	08/192025	08/19/2025	8	TECHNICAL	COMMISSION ON HIGHER EDUCATION RO XII
RA 12009 THE NEW GOVERNMENT PROCUREMENT ACT	08/14/2025	08/15/2025	16	TECHNICAL	UNIVERSITY OF SOUTHERN MINDANAO MAIN CAMPUS
AAOs AND ERF HANDLERS' ORIENTATION	05/23/2025	05/23/2025	3	TECHNICAL	GOVERNMENT SERVICE INSURANCE SYSTEM-KIDAPAWAN
AGENCY AUTHORIZED OFFICERS AND ELECTRONIC FILE HANDLERS RE-ORIENTATION SEMINAR	06/26/2024	06/26/2024	3	TECHNICAL	GOVERNMENT SERVICE INSURANCE SYSTEM-KIDAPAWAN
SAFEGUARDING LEARNER'S MENTAL HEALTH AND PREVENTING SUICIDE IN SCHOOL	11/23/2023	11/23/2023	3.0	TECHNICAL	UNIVERSITY OF SOUTHERN MINDANAO KIDAPAWAN CITY CAMPUS
PLANNING, BUDGETING, AND EXPENDITURE MANAGEMENT IN SUCS	5/16/2023	5/18/2023	24	MANAGERIAL	PHILIPPINE ASSOCIATION OF STATE UNIVERSITIES AND COLLEGES
SCS ORIENTATION FOR FINANCE AND ADMIN PERSONNEL	01/26/2023	01/26/2023	3.0	TECHNICAL	NATIONAL ACADEMY OF SCIENCE AND TECHNOLOGY
SELF-CARE: MANAGING MULTIPLE LIFE ROLES SKILLFULLY	02/16/2022	02/16/2022	3.0	TECHNICAL	UNIVERSITY OF SOUTHERN MINDANAO KIDAPAWAN CITY CAMPUS
TEST CONSTRUCTION WITH ITEM ANALYSIS	09/03/2021	09/03/2021	3.0	TECHNICAL	UNIVERSITY OF SOUTHERN MINDANAO KIDAPAWAN CITY CAMPUS
WEBINAR ON MANAGEMENT OF PANDEMIC RISKS	08/19/2021	08/19/2021	3.0	TECHNICAL	UNIVERSITY OF SOUTHERN MINDANAO KIDAPAWAN CITY CAMPUS
WEBINAR ON STRATEGIC MANAGEMENT	08/17/2021	08/17/2021	3.0	MANAGERIAL	UNIVERSITY OF SOUTHERN MINDANAO KIDAPAWAN CITY CAMPUS
WEBINAR ON EFFECTIVE WRITING	08/11/2021	08/11/2021	3.0	TECHNICAL	UNIVERSITY OF SOUTHERN MINDANAO KIDAPAWAN CITY CAMPUS
KADANGATAN SANG KADALAG-AN: TES SUCCESS STORIES	05/18/2021	05/18/2021	3.0	TECHNICAL	COMMISSION ON HIGHER EDUCATION RO XII
WRITING FUNDABLE RESEARCH PROPOSAL	02/17/2021	02/17/2021	3.0	TECHNICAL	UNIVERSITY OF SOUTHERN MINDANAO KIDAPAWAN CITY CAMPUS
RESEARCH ETHICS GUIDELINES AND IMPLEMENTATION	2/17//2021	02/17/2021	3.0	TECHNICAL	UNIVERSITY OF SOUTHERN MINDANAO KIDAPAWAN CITY CAMPUS
EMBRACING THE NEW NORMAL: MANAGING STRESS AND EMOTIONAL WELL-BEING	01/26/21	01/26/21	3.0	TECHNICAL	UNIVERSITY OF SOUTHERN MINDANAO KIDAPAWAN CITY CAMPUS
STRATEGIC PLANNING AND MID-YEAR REVIEW 2019	02/08/2019	02/08/2019	8 HOURS	MANAGERIAL	UNIVERSITY OF SOUTHERN MINDANAO KIDAPAWAN CITY CAMPUS
SEMINARS ON LAWS AND RULES ON GOVERNMENT EXPENDITURES	09/07/2019	12/07/2019	32 HOURS	TECHNICAL	COMMISSION ON AUDIT
PUBLIC FINANCIAL MANAGEMENT COMPETENCY PROGRAM: INTERNAL AUDIT FOR PFM PRACTITIONERS TRACK	02/15/2019	02/15/2019	8 HOURS	TECHNICAL	DEPARTMENT OF BUDGET AND MANAGEMENT
PUBLIC FINANCIAL MANAGEMENT COMPETENCY PROGRAM: CASH MANAGEMENT TRACK	02/13/2019	02/14/2019	16 HOURS	TECHNICAL	DEPARTMENT OF BUDGET AND MANAGEMENT
CYBERSECURITY AWARENESS AND INFORMATION CAMPAIGN	07/02/2019	07/02/2019	4 HOURS	TECHNICAL	DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
PUBLIC FINANCIAL MANAGEMENT COMPETENCY PROGRAM: FOUNDATION TRACK	10/17/2018	10/19/2018	36 HOURS	TECHNICAL	DEPARTMENT OF BUDGET AND MANAGEMENT
STRATEGIC PLANNING FOR 2018 AND PRESENTATION OF ANNUAL ACCOMPLISHMENT	04/04/2018	04/04/2018	8 HOURS	MANAGERIAL	UNIVERSITY OF SOUTHERN MINDANAO KIDAPAWAN CITY CAMPUS
RECORDS MANAGEMENT AND TRACKING OF BILLING DOCUMENTS OF SUCS FOR THE FREE TUITION 2017; AND RE-ORIENTATION ON THE BILLING PROCESS FREE TUITION 2017	02/29/2018	02/29/2018	8 HOURS	TECHNICAL	COMMISSION ON HIGHER EDUCATION
USM 2017 MID-YEAR OPERATIONS REVIEW AND PROJECTIONS	08/29/2017	08/30/2017	8 HOURS	MANAGERIAL	UNIVERSITY OF SOUTHERN MINDANAO
ZONAL ASSEMBLY OF IMPLEMENTERS OF THE EXPANDED STUDENTS' GRANTS-IN-AID PROGRAM FOR POVERTY ALLEVIATION	10/08/2017	80/08/2017	8 HOURS	TECHNICAL	COMMISSION ON HIGHER EDUCATION
FREE TUITION 2017 ORIENTATION FOR STATE UNIVERSITIES AND COLLEGES	06/29/2017	06/30/2017	16 HOURS	TECHNICAL	COMMISSION ON HIGHER EDUCATION-UNIFIED FINANCIAL ASSISTANCE FOR TERTIARY EDUCATION
GACPA 39TH ANNUAL NATIONAL CONVENTION	05/24/2017	05/27/2017	32 HOURS	TECHNICAL	THE GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS, INC.
SEMINAR ORIENTATION ON ANTI-SEXUAL HARRASMENT LAW	05/15/2017	05/15/2017	8 HOURS	TECHNICAL	USM-KCC GENDER AND DEVELOPMENT OFFICE
PRE-MEMBERSHIP EDUCATION SEMINAR	10/05/2017	10/05/2017	4 HOURS	TECHNICAL	USM EMPLOYEES CREDIT COOPERATIVE
DECISION TECHNIQUES, PROBLEM SOLVING AND CREATIVE VISUALIZATION	04/24/2017	04/24/2017	8 HOURS	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANT
TRAINING ON THE 2016 REVISED IMPLEMENTING RULES AND REGULATIONS OF RA 9184	04/19/2017	04/21/2017	24 HOURS	TECHNICAL	GOVERNMENT PROCUREMENT POLICY BOARD
SEMINAR-WORKSHOP ON CLASSROOM TEST CONSTRUCTION	03/31/2017	03/31/2017	6 HOURS	TECHNICAL	UNIVERSITY OF SOUTHERN MINDANAO KIDAPAWAN CITY CAMPUS
USM 2016 ANNUAL REVIEW AND 2017 STRATEGIC PLANNING WORKSHOP	01/18/2017	01/20/2017	24 HOURS	MANAGERIAL	UNIVERSITY OF SOUTHERN MINDANAO

(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)
N/A	N/A	UNIVERSITY OF SOUTHERN MINDANAO FACULTY ASSOCIATION

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/15/2026

CS FORM 212 (Revised 2017), Page 3 of 4

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 apppointed, 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)? 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.
QUENIELYN L. DURENDES	PIKIT, COTABATO	09989664998
HERMINIGILDO M. GUTIERREZ	KIDAPAWAN CITY	09292025112
RONIELYN F. PINSOY	KIDAPAWAN CITY	09988462805



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:	GSIS UMID
ID/License/Passport No.:	CRN-021-1369-8010-3
Date/Place of Issuance:	KIDAPAWAN CITY

Signature (Sign inside the box)
01/15/2018
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

CS FORM 212 (Revised 2017), Page 4 of 4

Alcocelja, Lady Enginee H.

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 cases/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.

CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	ALOCELJA
FIRST NAME	LADY ENGINEE
NAME EXTENSION (JR., SR)	
MIDDLE NAME	HATANOSA
3. DATE OF BIRTH (mm/dd/yyyy)	11/29/1994
4. PLACE OF BIRTH	QUEZON CITY
5. SEX	☐ Male ☑ Female
6. CIVIL STATUS	☐ Single ☑ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	1.5m
8. WEIGHT (kg)	55kg
9. BLOOD TYPE	A+
10. GSIS ID NO.	n/a
11. PAG-IBIG ID NO.	121160553417
12. PHILHEALTH NO.	170255395958
13. SSS NO.	0940137918
14. TIN NO.	324996663000
15. AGENCY EMPLOYEE NO.	
16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☑ by birth ☐ by naturalization
If holder of dual citizenship, please indicate the details.	Pls. indicate country:
17. RESIDENTIAL ADDRESS	House/Block/Lot No. Purok 5 · Street Del Carmen · Subdivision/Village President Roxas · Barangay North Cotabato · City/Municipality 9405 · Province
ZIP CODE	
18. PERMANENT ADDRESS	House/Block/Lot No. Purok 5 · Street Del Carmen · Subdivision/Village President Roxas · Barangay North Cotabato · City/Municipality 9405 · Province
ZIP CODE	
19. TELEPHONE NO.	N/A
20. MOBILE NO.	+63-938-078-4822
21. E-MAIL ADDRESS (if any)	lerhalocelja@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ALOCELJA
FIRST NAME	JAY LOYD
NAME EXTENSION (JR., SR)	
MIDDLE NAME	BABIA
OCCUPATION	ENGINEER / HYDROGRAPHER
EMPLOYER/BUSINESS NAME	NATIONAL MAPPING AND RESOURCE INFORMATION AUTHORITY
BUSINESS ADDRESS	Lawton Ave., Fort Andres Bonifacio 1634 Taguig City, Philippines
TELEPHONE NO.	63-2) 8810-4831 to 34 Local 401,444
24. FATHER'S SURNAME	HATAMOSA
FIRST NAME	NOEL
NAME EXTENSION (JR., SR)	
MIDDLE NAME	MANORINA
25. MOTHER'S MAIDEN NAME	
SURNAME	RAFOLS
FIRST NAME	BELEN
MIDDLE NAME	SARIO

23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
ALOCELJA, ELIANA KYOMI, HATAMOSA	11/14/2022

(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	DONA CONCORDIA B. JAYME ELEMENTRAY SCHOOL	ELEMENTARY	2000	2006		2006	Salutatorian
SECONDARY	ST. MARY'S ACADEMY OF KIDAPAWAN	HIGH SCHOOL	2006	2011		2001	Salutatorian
VOCATIONAL / TRADE COURSE							
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO	BS IN ACCOUNTANCY	2011	2015		2015	Cum Laude
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE — LADY ENGINEE ALOCELJA — DATE — July 5, 2025

CS FORM 212 (Revised 2017), Page 1 of 4

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
Certified Public Accountant Licensure Examination 2015.		October 3-4 & 10-11, 2015	UNIVERSITY OF MINDANAO. MATINA, DAVAO CITY	0169597	11/19/2027
Driver's License		5/8/2024	LTO KIDAPAWAN	M06-24-002374	11/29/2028

(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) From	To	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	GOV'T SERVICE (Y/ N)
3/1/2024	Present	Accountant	GoldHill Coin	50,000.00		Full Time/ Freelancer	N
4/20/2020	0/31/2022	TREASURY -CASH FORECAST SPECIALIST	DITO TELECOMMUNITY CORPORATION	40,000.00		REGULAR	N
6/19/2016	3/20/2020	TREASURY AND COMPLIANCE SUPERVISOR	FASTCARGO LOGISTICS CORPORATION	25,000.00		REGULAR	N
1/5/2016	6/18/2016	ACCOUNTING AND TREASURY ANALYST	FASTCARGO LOGISTICS CORPORATION	15,000.00		REGULAR	N

(Continue on separate sheet if necessary)

SIGNATURE	LADY ENGINEE ALOCELJA	DATE	July 5, 2025

CS FORM 212 (Revised 2017), Page 2 of 4

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

(Continue on separate sheet if necessary)

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

30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) From	To	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)

(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)

(Continue on separate sheet if necessary)

SIGNATURE	LADY ENGINEE ALOCELJA	DATE	July 5, 2025

CS FORM 212 (Revised 2017), Page 3 of 4

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.
NEIL FRANCIS SEVILLA, CPA	Alabang, Muntinlupa City	9171327111
DEC JHON MENDOZA, CPA	19 Tangigue St., Brgy Lapulapu, Jerome, Agdao, Davao City	9171327111
KATHY TAN VILLANUEVA	Udenna Tower, Rizal Drive corner 4th Avenue, Bonifacio Global City, Taguig City 1634	kathy.villanueva@dito.ph



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.

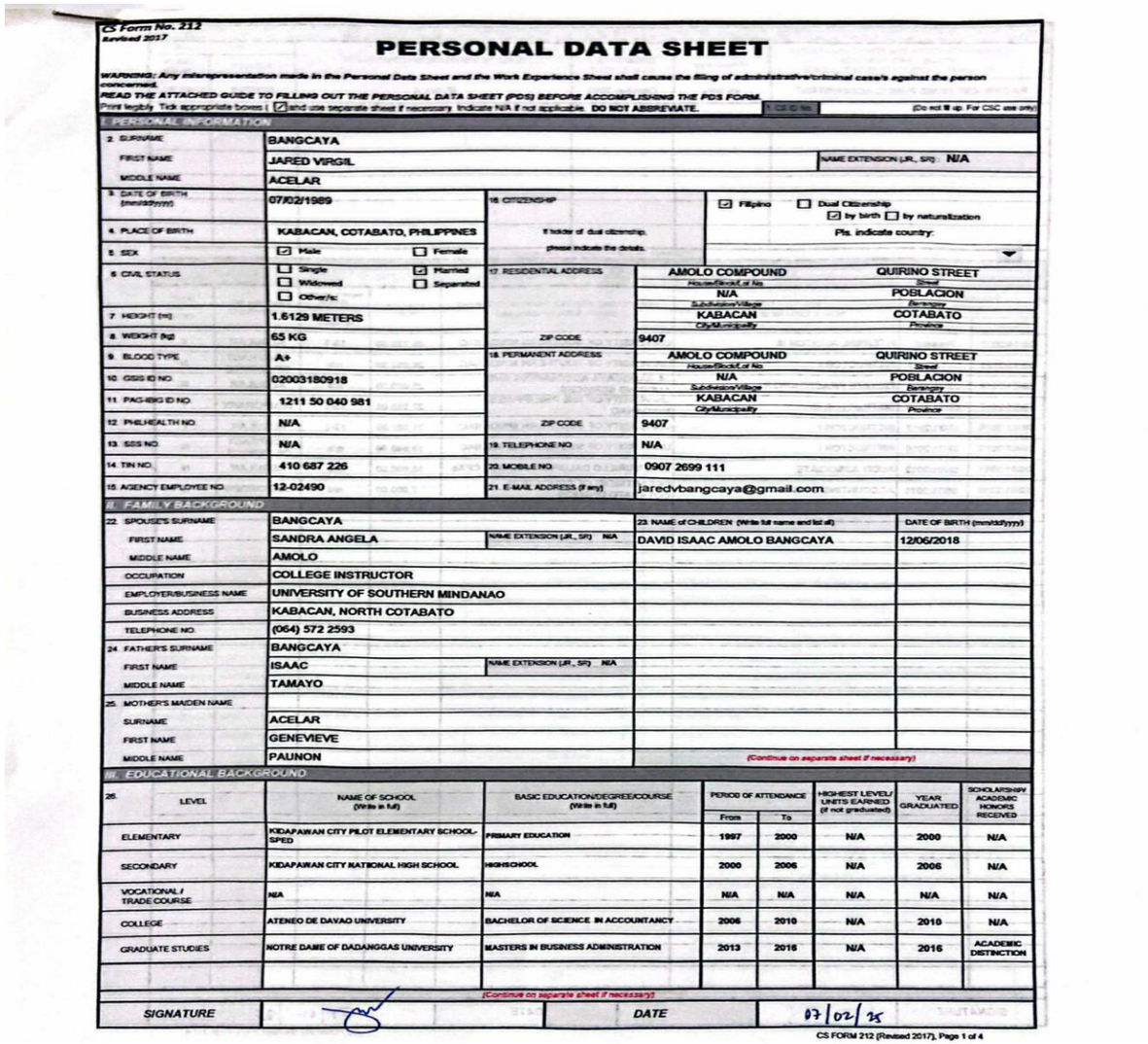
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance			
Government Issued ID:	Driver's License	Signature (Sign inside the box)	Right Thumbmark
ID/License/Passport No.:	M06-24-062374		
Date/Place of Issuance:	05/08/2024 | LTO Kidapawan City	July 6, 2025 Date Accomplished	

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

Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4

Bangcaya, Jared Virgil A.



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.**

CSC ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	BANGCAYA		
FIRST NAME	JARED VIRGIL	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	ACELAR		
3. DATE OF BIRTH (mm/dd/yyyy)	07/02/1989	16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☑ by birth ☐ by naturalization
4. PLACE OF BIRTH	KABACAN, COTABATO, PHILIPPINES	If holder of dual citizenship, please indicate the details.	Pls. indicate country:
5. SEX	☑ Male ☐ Female		
6. CIVIL STATUS	☐ Single ☑ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	AMOLO COMPOUND (House/Block/Lot No.) QURINO STREET (Street) N/A POBLACION KABACAN COTABATO
7. HEIGHT (m)	1.6129 METERS		(Subdivision/Village) (Barangay) (City/Municipality) (Province)
8. WEIGHT (kg)	65 KG	ZIP CODE	9407
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	AMOLO COMPOUND (House/Block/Lot No.) QURINO STREET (Street) N/A POBLACION KABACAN COTABATO
10. GSIS ID NO.	02003180918		(Subdivision/Village) (Barangay) (City/Municipality) (Province)
11. PAG-IBIG ID NO.	1211 50 040 981	ZIP CODE	9407
12. PHILHEALTH NO.	N/A	19. TELEPHONE NO.	N/A
13. SSS NO.	N/A	20. MOBILE NO.	0907 2699 111
14. TIN NO.	410 687 226	21. E-MAIL ADDRESS (if any)	jaredvbangcaya@gmail.com
15. AGENCY EMPLOYEE NO.	12-02490		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BANGCAYA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	SANDRA ANGELA	NAME EXTENSION (JR., SR) N/A	DAVID ISAAC AMOLO BANGCAYA	12/06/2018
MIDDLE NAME	AMOLO			
OCCUPATION	COLLEGE INSTRUCTOR			
EMPLOYER/BUSINESS NAME	UNIVERSITY OF SOUTHERN MINDANAO			
BUSINESS ADDRESS	KABACAN, NORTH COTABATO			
TELEPHONE NO.	(064) 572 2593			
24. FATHER'S SURNAME	BANGCAYA			
FIRST NAME	ISAAC	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	TAMAYO			
25. MOTHER'S MAIDEN NAME				
SURNAME	ACELAR			
FIRST NAME	GENEVIEVE			
MIDDLE NAME	PAUNON		(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	KIDAPAWAN CITY PILOT ELEMENTARY SCHOOL/ SPED	PRIMARY EDUCATION	1997	2000	N/A	2000	N/A
SECONDARY	KIDAPAWAN CITY NATIONAL HIGH SCHOOL	HIGHSCHOOL	2000	2006	N/A	2006	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	2006	2010	N/A	2010	N/A
GRADUATE STUDIES	NOTRE DAME OF DADANGGAS UNIVERSITY	MASTERS IN BUSINESS ADMINISTRATION	2013	2016	N/A	2016	ACADEMIC DISTINCTION

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/02/19

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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	85.00%	October 2010	MANILA	0135709	07/02/2028

(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						
09/14/2023	Present	INTERNAL AUDITOR III	UNIVERSITY OF SOUTHERN MINDANAO	46,725.00	18-1	REGULAR	Y
02/15/2021	09/13/2023	INSTRUCTOR I	UNIVERSITY OF SOUTHERN MINDANAO	26,052.00	n/a	CONTRACT OF SERVCE	N
08/01/2018	02/01/2021	PRIVATE PRACTITIONER	JA BANGCAYA ACCOUNTING AND AUDITING SERVICES	25,000.00	n/a	REGULAR	N
08/01/2017	07/31/2018	INSTRUCTOR III	UNIVERSITY OF THE PHILIPPINES-MINDANAO	27,565.00	15-1	TEMPORARY	Y
08/01/2016	07/31/2017	INSTRUCTOR I	UNIVERSITY OF SOUTHERN MINDANAO	21,387.00	12-1	REGULAR	Y
06/02/2012	07/31/2016	INSTRUCTOR I	UNIVERSITY OF SOUTHERN MINDANAO	19,940.00	n/a	CONTRACT OF SERVCE	N
06/01/2011	06/01/2012	AUDIT ASSOCIATE	DIAZ MURILLO DALUPAN AND CO., CPAs	10,000.00	n/a	REGULAR	N
12/01/2010	05/31/2011	ACCOUNTING STAFF	DEPARTMENT OF EDUCATION-COTABATO DIVISION	7,000.00	n/a	JOB ORDER	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/02/25

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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)
Preparation of the Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP): Concepts, Principles, and Techniques	09/18/2024	09/20/2024	24	TECHNICAL COMPETENCE/ PROFESSIONAL SKILLS	ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS, INC
Capacity-Building Training on the Revised Philippine Government Internal Audit Manual	11/13/2023	12/15/2023	70.5	TECHNICAL COMPETENCE/ PROFESSIONAL SKILLS	Department of Budget and Management
Laws and Rules on Government Expenditures (LARGE)	11/14/2023	11/17/2023	32	TECHNICAL COMPETENCE	COMMISSION ON AUDIT
Management Audit	11/06/2023	11/09/2023	16	TECHNICAL COMPETENCE	ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS, INC
64th Annual National Convention cum Seminar	10/17/2023	10/20/2023	24	TECHNICAL COMPETENCE/ PROFESSIONAL SKILLS	ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS, INC
Managing and Conducting Internal Audit based on ISO 9001:2015 Requirements and ISO 19011:2018 Guidelines	10/10/2023	10/11/2023	16	TECHNICAL COMPETENCE/ PROFESSIONAL SKILLS	TUV Rheinland Philippines, Inc
Withholding Taxes Under TRAIN and CREATE Laws	03/20/2023	03/20/2023	2	TECHNICAL COMPETENCE	ACCELERA, INC
Conducting Facilitative Meetings	03/16/2023	03/16/2023	2	TECHNICAL COMPETENCE	ACCELERA, INC
Building Client Relationships Through Salesmanship Skills	10/17/2022	10/17/2022	2	TECHNICAL COMPETENCE/ PROFESSIONAL SKILLS	ACCELERA, INC
Stock Market Investing and Fundamental Analysis for Equity Investments	09/08/2022	09/08/2022	2	TECHNICAL COMPETENCE	ACCELERA, INC
Technical Analysis for Financial Markets	09/07/2022	09/07/2022	2	TECHNICAL COMPETENCE	ACCELERA, INC
Blockchain Technology and the Accountancy Profession	09/05/2022	09/06/2022	4	TECHNICAL COMPETENCE	ACCELERA, INC
Public Speaking and Presentation Skills	09/01/2022	09/01/2022	4	TECHNICAL COMPETENCE/ PROFESSIONAL SKILLS	ACCELERA, INC
VLE 4.0	08/17/2021	08/17/2021	3	TECHNICAL COMPETENCE	UNIVERSITY OF SOUTHERN MINDANAO
COOPERATIVE EXTERNAL AUDITORS' ACCREDITATION	05/28/2019	05/30/2019	24	TECHNICAL COMPETENCE/ PROFESSIONAL SKILLS	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
MASTERING WITHHOLDING TAX, VAT,INCOME TAX	10/06/2018	10/06/2018	8	TECHNICAL COMPETENCE	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
COSO ENTERPRISE RISK MANAGEMENT	10/05/2018	10/05/2018	8	SUPERVISORY/ PROFESSIONAL VALUES	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
HOW TO HANDLE BIR AUDIT AND TAX UPDATES	10/04/2018	10/04/2018	8	TECHNICAL COMPETENCE	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
ESSENTIALS OFINCOME TAX AND PREPARATION OF ITR	10/03/2018	10/03/2018	8	TECHNICAL COMPETENCE	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
THE NEW AND EXPANDED AUDITOR'S REPORT AND AUDIT OPINION	09/29/2018	09/29/2018	8	TECHNICAL COMPETENCE	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
ESTATE PLANNING	09/28/2018	09/28/2018	8	TECHNICAL COMPETENCE	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
THE ESSENTIALS OF FRAUD DETECTION, ANALYSIS AND PREVENTION	09/26/2018	09/26/2018	8	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)
PLAYING MUSICAL INSTRUMENTS	N/A	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
		ATENEO DE DAVAO ALUMNI ASSOCIATION

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/02/25

CS FORM 212 (Revised 2017), Page 3 of 4

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 apppointed, 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: Resignation:Transferred to another state university.
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.
VLADEMIR SHUCK	UP MINDANAO, MINTAL, DAVAO CITY	(082)293-0201
LEMUEL CALATRAVA	D.I.C.T., INC., PANABO CITY	(082)233-2446
MARK DIMAANO	SUDAPIN, KIDAPAWAN CITY	0917-105-7129

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.:	0135709
Date/Place of Issuance:	11/12/2010 / MANILA

Signature (Sign inside the box)

07/02/23
Date Accomplished

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

Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4

Casero Von Zerick M.

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	CASERO		
FIRST NAME	VON ZERICK	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MELABO		
3. DATE OF BIRTH (mm/dd/yyyy)	11/17/1994	16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization. Pls. indicate country:
4. PLACE OF BIRTH	MAKILALA, NORTH COTABATO	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	P2B Block 7, Lot 39 (House/Block/Lot No.); 14th Street (Street); Valeen Vista Residences (Subdivision/Village); San Felipe (Barangay); Tantangan (City/Municipality); South Cotabato (Province)
7. HEIGHT (m)	1.6m	ZIP CODE	9510
8. WEIGHT (kg)	75 kg	18. PERMANENT ADDRESS	National Highway (Street); Purok Centro (House/Block/Lot No.); Malasila (Barangay); Makilala (City/Municipality); North Cotabato (Province)
9. BLOOD TYPE	O+		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	1212-02533978		
12. PHILHEALTH NO.	17-250247375-7	ZIP CODE	9506
13. SSS NO.	09-4267740-7	19. TELEPHONE NO.	N/A
14. TIN NO.	703-430-551-000	20. MOBILE NO.	09204313646 | 09171930675
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	vonzcasero@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	CASERO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARISSA	NAME EXTENSION (JR., SR)	VONNE MARIE F. CASERO	04/14/2021
MIDDLE NAME	FRANCISCO		VION MAVERICK F. CASERO	01/16/2024
OCCUPATION	ACCOUNTANT			
EMPLOYER/BUSINESS NAME	BALAGOT AND EMPERADO CPAs CO			
BUSINESS ADDRESS	KORONADAL CITY			
TELEPHONE NO.	(083) 823-5687			
24. FATHER'S SURNAME	CASERO			
FIRST NAME	QUIRICO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	LAGUE			
25. MOTHER'S MAIDEN NAME				
SURNAME	MELABO			
FIRST NAME	ETHEL			
MIDDLE NAME	ESPERA		(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	KISANTE CENTRAL ELEMENTARY SCHOOL	PRIMARY EDUCATION	2001	2007		2007	VALEDICTORIAN
SECONDARY	NOTRE DAME OF KIDAPAWAN COLLEGE - IBED	HIGH SCHOOL	2007	2011		2011	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	N/A
COLLEGE	UNIVERSITY OF SOUTHERN MINDANO - KABACAN	BACHELOR OF SCIENCE IN ACCOUNTANCY	2011	2016		2016	-
GRADUATE STUDIES	NOTRE DAME OF KIDAPAWAN COLLEGE	MASTER IN BUSINESS ADMINISTRATION	2023	2025		2025	-

(Continue on separate sheet if necessary)

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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
CERTIFIED PUBLIC ACCOUNTANT LICENSURE EXAMINATION	82.3	05/01/2017	DAVAO CITY	181366	11/17/2027
CERTIFIED TAX TECHNICIAN	90.0	09/12/2021	ONLINE	06292	11/30/2026

(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						
06/05/2017	12/31/2018	ACCOUNTING STAFF	BALAGOT AND CO. CPAs - DAVAO BRANCH	10000.00	N/A	PERMANENT	N
01/03/2019	03/31/2025	BRANCH MANAGER	BALAGOT AND CO. CPAs - KORONADAL BRANCH	20000.00	N/A	PERMANENT	N
09/06/2021	05/31/2023	PART-TIME INSTRUCTOR	STI - KORONADAL CAMPUS	8000.00	N/A	CASUAL	N
08/01/2023	PRESENT	PART-TIME INSTRUCTOR	UNIVERSITY OF SOUTHERN MINDANAO	20000.00	N/A	CONTRACT OF SERVICE	Y
03/31/2025	PRESENT	ACCOUNTING SPECIALIST	ELITE ANYWHERE	40000.00	N/A	PERMANENT	N

(Continue on separate sheet if necessary)

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SIGNATURE		DATE	July 2, 2025	

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

(Continue on separate sheet if necessary)

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

30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) From	To	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
PHILIPPINE ASSOCIATION OF CERTIFIED TAX TECHNICIAN REVIEW	08/02/2021	09/05/2021	19.0	TECHNICAL	PHILIPPINE ASSOCIATION OF CERTIFIED TAX TECHNICIAN
PICPA ANNUAL NATIONAL CONVENTION - DAVAO CITY	11/20/2024	11/23/2024	16.0	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
PICPA SOUTHERN MINDANAO REGIONAL CONFERENCE 2025	01/16/2025	01/17/2025	16.0	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS - SOUTH COTABATO

(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)
ANALYTICAL AND PROBLEM SOLVING SKILLS		PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANT - SOUTH COTABATO
WRITTEN AND VERBAL COMMUNICATION SKILLS		PHILIPPINE ASSOCIATION OF CERTIFIED TAX TECHNICIAN
ORGANIZATION AND TIME MANAGEMENT SKILLS		
TECHNOLOGY PROFICIENCY		
CUSTOMER SERVICE		

(Continue on separate sheet if necessary)

SIGNATURE	DATE	July 2, 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 apppointed, 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.
NIKKI NULLADA	BALAGOT & CO. CPAs, KIDAPAWAN CITY	09094118683
MICHAEL FLORES	STI COLLEGE KORONADAL, KORONADAL CITY	09166290319
CHARISSE ANGELA QUIAMBAO	UNIVERSITY OF SOUTHERN MINDANAO, KABACAN	09239109594



N/A N/A

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.:	181366
Date/Place of Issuance:	08/30/2017 - DAVAO CITY

Signature (Sign inside the box)
JULY 02, 2025
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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Morala, Neil Anthony T.

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.

I. PERSONAL INFORMATION

2. SURNAME	MORALA		
FIRST NAME	NEIL ANTHONY	NAME EXTENSION (JR., SR)	
MIDDLE NAME	TAMAYO		
3. DATE OF BIRTH (mm/dd/yyyy)	06/14/1995	16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☑ by birth ☐ by naturalization
4. PLACE OF BIRTH	TANDAG CITY	If holder of dual citizenship, please indicate the details.	Pls. indicate country
5. SEX	☑ Male ☐ Female		
6. CIVIL STATUS	☐ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No: PUROK 3; Street: SAN AGUSTIN; Subdivision/Village: Barangay; DIGOS CITY; DAVAO DEL SUR; City/Municipality; Province; ZIP CODE: 8400
7. HEIGHT (m)	1.7018 m		
8. WEIGHT (kg)	67 kg		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No: PUROK 3; Street: SAN AGUSTIN; Subdivision/Village: Barangay; DIGOS CITY; DAVAO DEL SUR; City/Municipality; Province; ZIP CODE: 8002
10. GSIS ID NO.	2003198902		
11. PAG-IBIG ID NO.	121162536854		
12. PHILHEALTH NO.	172501061536		
13. SSS NO.	0940062713	19. TELEPHONE NO.	NA
14. TIN NO.	328 389 082 0000	20. MOBILE NO.	09075207989
15. AGENCY EMPLOYEE NO.	1223434	21. E-MAIL ADDRESS (if any)	neilanthony1995@yahoo.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MORALA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	RAYMINA IRISH	NAME EXTENSION (JR., SR) NA	RHYS NYLL J. MORALA	04/26/2024
MIDDLE NAME	JAVIER			
OCCUPATION	BANK TELLER			
EMPLOYER/BUSINESS NAME	RURAL BANK OF DIGOS, INC.			
BUSINESS ADDRESS	2964 RIZAL AVENUE, DIGOS CITY, DAVAO DEL SUR			
TELEPHONE NO.	09569624479			
24. FATHER'S SURNAME	MORALA			
FIRST NAME	ANTONIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	AQUINO			
25. MOTHER'S MAIDEN NAME				
SURNAME	TAMAYO			
FIRST NAME	LYDIA			
MIDDLE NAME	DEVELLERES		(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	KIDAPAWAN CITY PILOT ELEMENTARY SCHOOL	PRIMARY	2001	2007	GRADUATED	2007	NA
SECONDARY	KIDAPAWAN CITY NATIONAL HIGH SCHOOL	SECONDARY	2007	2011	GRADUATED	2011	NA
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO	BACHELOR OF SCIENCE IN ACCOUNTANCY	2011	2015	GRADUATED	2015	ACADEMIC DISTINCTION
GRADUATE STUDIES	SAINT JOSEPH INSTITUTE OF SCIENCE AND TECHNOLOGY (SJIT)	MASTERS IN MANAGEMENT MAJOR IN BUSINESS MANAGEMENT (MMBM)	2020	2022	36 UNITS	NA	NA

(Continue on separate sheet if necessary)

SIGNATURE [signature] DATE JULY 7, 2025

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V. 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
CERTIFIED PUBLIC ACCOUNTANT BOARD EXAMINATION	82.43	OCTOBER 2015	ILO-ILO CITY	0169004	06/14/2017

(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						
09/18/2023	PRESENT	ACCOUNTANT III	DEPARTMENT OF TRADE AND INDUSTRY REGIONAL OFFICE XII	51,357.00	SG 19-1	PERMANENT	Y
06/09/2023	09/17/2023	ACCOUNTANT III (BRANCH INFORMATION OFFICER DESIGNATE)	NATIONAL FOOD AUTHORITY AGUSAN DEL SUR BRANCH OFFICE	46,725.00	JG 11-1	PERMANENT	Y
11/03/2022	06/08/2023	ACCOUNTANT III	NATIONAL FOOD AUTHORITY AGUSAN DEL SUR BRANCH OFFICE	46,725.00	JG 11-1	PERMANENT	Y
07/13/2022	11/02/2022	ACCOUNTANT III (CONCURRENT ACCOUNTANT III)	NATIONAL FOOD AUTHORITY AGUSAN DEL SUR BRANCH OFFICE SURIGAO DEL SUR PROVINCIAL OFFICE	46,725.00	JG 11-1	PERMANENT	Y
03/21/2022	07/12/2022	ACCOUNTANT III	NATIONAL FOOD AUTHORITY AGUSAN DEL SUR BRANCH OFFICE	46,725.00	JG 11-1	PERMANENT	Y
01/01/2022	03/20/2022	ACCOUNTANT II (ACTING ACCOUNTANT III)	NATIONAL FOOD AUTHORITY AGUSAN DEL SUR BRANCH OFFICE	36,619.00	JG 10-1	PERMANENT	Y
03/14/2021	12/31/2021	ACCOUNTANT II (ACTING ACCOUNTANT III)	NATIONAL FOOD AUTHORITY AGUSAN DEL SUR BRANCH OFFICE	34,800.00	SG 16-2	PERMANENT	Y
01/07/2021	03/13/2021	ACCOUNTANT II (ACTING ACCOUNTANT III)	NATIONAL FOOD AUTHORITY AGUSAN DEL SUR BRANCH OFFICE	33,584.00	SG 16-1	PERMANENT	Y
11/03/2020	01/06/2021	ACCOUNTANT II (ACTING SENIOR ACCOUNTING SPECIALIST)	NATIONAL FOOD AUTHORITY AGUSAN DEL NORTE PROVINCIAL OFFICE AGUSAN DEL SUR P.O.(CONCURRENT CAPACITY)	33,584.00	SG 16-1	PERMANENT	Y
12/09/2019	11/02/2020	ACCOUNTANT II (ACTING SENIOR ACCOUNTING SPECIALIST)	NATIONAL FOOD AUTHORITY AGUSAN DEL NORTE PROVINCIAL OFFICE	33,584.00	SG 16-1	PERMANENT	Y
07/25/2019	12/08/2019	ACCOUNTANT II (PROVINCIAL INFORMATION OFFICER/ALTERNATE CLASSIFIER)	NATIONAL FOOD AUTHORITY SURIGAO DEL SUR PROVINCIAL OFFICE	33,584.00	SG 16-1	PERMANENT	Y
01/01/2019	07/24/2019	ACCOUNTANT II (PROVINCIAL INFORMATION OFFICER)	NATIONAL FOOD AUTHORITY SURIGAO DEL SUR PROVINCIAL OFFICE	33,584.00	SG 16-1	PERMANENT	Y
07/02/2018	12/31/2018	ACCOUNTANT II (PROVINCIAL INFORMATION OFFICER)	NATIONAL FOOD AUTHORITY SURIGAO DEL SUR PROVINCIAL OFFICE	31,765.00	SG 16-1	PERMANENT	Y
03/14/2018	07/01/2018	ACCOUNTANT II	NATIONAL FOOD AUTHORITY SURIGAO DEL SUR PROVINCIAL OFFICE	31,765.00	SG 16-1	PERMANENT	Y
05/01/2017	07/31/2017	OFFICE CLERK	NATIONAL FOOD AUTHORITY SURIGAO DEL SUR PROVINCIAL OFFICE	35/HOUR	NA	JOB ORDER	N
01/04/2016	04/28/2017	ACCOUNTING ASSISTANT	BDO UNIBANK, INC.	14,000.00	NA	PERMANENT	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JULY 7, 2025

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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
UNIVERSITY STUDENT GOVERNMENT-UNIVERSITY OF SOUTHERN MINDANAO	06/09/2014	03/20/2015		DIRECTOR-DEPARTMENT OF PROPERTY MANAGEMENT

(Continue on separate sheet if necessary)

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

30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) From	To	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
46TH ANNUAL NATIONAL CONVENTION AND SEMINAR OF THE GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS	05/20/2025	05/23/2025	24.0	TECHNICAL	GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS (GACPA, INC.)
DTI'S LEADERSHIP COMPETENCY STRATEGIC AND SYSTEMS THINKING (SST)	11/06/2024	11/07/2024	16.0	MANAGERIAL	DEPARTMENT OF TRADE AND INDUSTRY (DTI)
ORIENTATION BRIEFING ON THE SALIENT FEATURES OF REPUBLIC ACT NO. 12009 (NEW GOVERNMENT PROCUREMENT ACT)	10/17/2024	10/17/2024	8.0	TECHNICAL	DEPARTMENT OF BUDGET AND MANAGEMENT REGIONAL OFFICE XII
SUPERVISORY DEVELOPMENT COURSE (MODULE 2)	08/14/2024	08/15/2024	16.0	SUPERVISORY	CIVIL SERVICE COMMISSION (CSC) REGIONAL OFFICE XII
SUPERVISORY DEVELOPMENT COURSE (MODULE 1)	08/01/2024	08/02/2024	16.0	SUPERVISORY	CIVIL SERVICE COMMISSION (CSC) REGIONAL OFFICE XII
ORIENTATION ON THE ONE-TIME CLEANSING OF PROPERTY, PLANT AND EQUIPMENT (PPE) ACCOUNT BALANCES	07/08/2024	07/09/2024	16.0	TECHNICAL	COMMISSION ON AUDIT (COA) REGIONAL OFFICE XII
45TH ANNUAL NATIONAL CONVENTION AND SEMINAR OF THE GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS	05/21/2024	05/24/2024	24.0	TECHNICAL	GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS (GACPA, INC.)
TRAINING ON RA 9184: GOVERNMENT PROCUREMENT REFORM ACT AND ITS 2016 REVISED IMPLEMENTING RULES AND REGULATIONS	12/06/2023	12/07/2023	16.0	TECHNICAL	DEPARTMENT OF BUDGET AND MANAGEMENT REGIONAL OFFICE XII
44TH ANNUAL NATIONAL CONVENTION AND SEMINAR OF THE GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS	05/24/2023	05/26/2023	24.0	TECHNICAL	GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS (GACPA, INC.)
TRAINING ON GENDER ANALYSIS AND TOOLS AND GAD PLANNING AND BUDGETING	11/22/2022	11/24/2022	36.0	TECHNICAL	NATIONAL FOOD AUTHORITY (NFA) CARAGA REGIONAL OFFICE
GENDER SENSITIVITY TRAINING	07/07/2022	07/07/2022	8.0	TECHNICAL	NATIONAL FOOD AUTHORITY (NFA) CARAGA REGIONAL OFFICE
PHILIPPINE GOVERNMENT PROCUREMENT SYSTEM (PHILGEPS) ONLINE TRAINING FOR BUYERS	06/13/2022	06/14/2022	16.0	TECHNICAL	E-BLACKBOARDS LEARNING AND SOLUTIONS, INC. (EBLSI)
43RD ANNUAL NATIONAL CONVENTION AND SEMINAR OF THE GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS	06/09/2022	06/10/2022	16.0	TECHNICAL	GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS (GACPA, INC.)
TRAINING ON SCIENTIFIC WRITING REVIEW AND PUBLICATION	05/28/2022	05/28/2022	8.0	TECHNICAL	SAINT JOSEPH INSTITUTE OF TECHNOLOGY (SJIT)
BASIC LIFE SUPPORT AND FIRE SAFETY TRAINING	03/22/2022	03/22/2022	8.0	TECHNICAL	BUREAU OF FIRE AND PROTECTION (BFP) CARAGA REGIONAL OFFICE
ETHICS/INTEGRITY AND THE PHILIPPINE GOVERNMENT ANTI-CORRUPTION INITIATIVES	03/18/2022	03/18/2022	8.0	TECHNICAL	GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS (GACPA, INC.)

(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)
PLAYING BADMINTON		PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS-SOUTH COTABATO CHAPTER

(Continue on separate sheet if necessary)

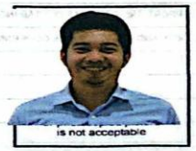
SIGNATURE		DATE	JULY 7, 2025

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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: VOLUNTARY RESIGNATION (BDO UNIBANK, INC)
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.
ERIC L. BONILLA	BUTUAN CITY	09482331109
CELSO NEBRIJA	KIDAPAWAN CITY	09335281494
HYDE BETH M. PASCUAL	BUTUAN CITY	09305904170



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.:	0169004
Date/Place of Issuance:	DAVAO CITY

Signature (Sign inside the box)
07-07-2025
Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 7th day of July 2025, affiant exhibiting his/her validly issued government ID as indicated above.

HAZEL E. HAUTEA
Chief Administrative Officer
Person Administering Oath

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Omambat, Michael P.

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 cases against the person concerned.
READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.
Print legibly. Tick appropriate boxes ☐ and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

I. PERSONAL INFORMATION

2. SURNAME	OMAMBAT		
FIRST NAME	MICHAEL	NAME EXTENSION (JR., SR.)	N/A
MIDDLE NAME	PALMES		
3. DATE OF BIRTH (mm/dd/yyyy)	11/22/1991	16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☑ by birth ☐ by naturalization. Pls. indicate country
4. PLACE OF BIRTH	TACURONG, SULTAN KUDARAT	If holder of dual citizenship, please indicate the details	
5. SEX	☑ Male ☐ Female		
6. CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Others	17. RESIDENTIAL ADDRESS	151, V. MAPA; PUROK 4, 9-A; DAVAO, DAVAO DEL SUR; ZIP CODE: 8000
7. HEIGHT (m)	1.59		
8. WEIGHT (kg)	66.9		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	N/A, PUROK 3; N/A, PULANG LUPA; M'LANG, NORTH COTABATO; ZIP CODE: 9402
10. GSIS ID NO.	20048881944		
11. PAG-IBIG ID NO.	1210-7117-1528		
12. PHILHEALTH NO.	16-050512238-8		
13. SSS NO.	09-3455881-9	19. TELEPHONE NO.	N/A
14. TIN NO.	424-868-531	20. MOBILE NO.	0945-972-2554
15. AGENCY EMPLOYEE NO.	001561	21. E-MAIL ADDRESS (if any)	michael_omambat27@yahoo.com / mpomambat@davao-water.gov.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A	23. NAME of CHILDREN (Write full names and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR.)	N/A	
MIDDLE NAME			
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME	OMAMBAT (DECEASED)		
FIRST NAME	MENANDRO	NAME EXTENSION (JR., SR.) SR	
MIDDLE NAME	GALIDO		
25. MOTHER'S MAIDEN NAME			
SURNAME	PALMES		
FIRST NAME	ELSIE		
MIDDLE NAME	SORIANOSOS	(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	PULANGLUPA ELEMENTARY SCHOOL	ELEMENTARY	1998	2004	N/A	2004	2ND HON. MENTION
SECONDARY	NUEVA VIDA NATIONAL HIGH SCHOOL	HIGH SCHOOL	2004	2008	N/A	2008	SALUTATO-RIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SOUTHERN MINDANAO (USM) - MAIN	BS ACCOUNTANCY	2008	2012	N/A	2012	CUM LAUDE
GRADUATE STUDIES	ATENEO DE DAVAO UNIVERSITY (AdDU)	MASTER IN BUSINESS ADMINISTRATION - ACCELERATED PROGRAM FOR EXECUTIVES (MBA-APEX)	2017	2019	N/A	2019	N/A

(Continue on separate sheet if necessary)

SIGNATURE [signature] DATE 07-03-2025

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IV. CIVIL SERVICE ELIGIBILITY

27 CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable) NUMBER	Date of Validity
HONOR GRADUATE ELIGIBILITY (PD 907)	HONOR GRADUATE ELIGIBILITY			N/A	N/A
CPA BOARD PASSER (RA 1080)	75.95%	10/13 & 10 & 11/2015	UNIVERSITY OF MINDANAO (UM) - MATINA, DAVAO CITY	166731	11/22/2022

(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) From	To	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") IF KNOWN	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
02/02/2025	PRESENT	OIC / DEPARTMENT MANAGER	DAVAO CITY WATER DISTRICT	84,842.00	20	PERMANENT	Y
01/01/2025	02/01/2025	CHIEF CORPORATE ACCOUNTANT B	DAVAO CITY WATER DISTRICT	63,842.00	20	PERMANENT	Y
01/01/2024	12/09/2024	CHIEF CORPORATE ACCOUNTANT B	DAVAO CITY WATER DISTRICT	61,032.00	20	PERMANENT	Y
01/01/2023	12/31/2023	CHIEF CORPORATE ACCOUNTANT B	DAVAO CITY WATER DISTRICT	57,347.00	20	PERMANENT	Y
01/01/2022	12/31/2022	CHIEF CORPORATE ACCOUNTANT B	DAVAO CITY WATER DISTRICT	53,799.00	20	PERMANENT	Y
12/16/2021	12/31/2021	CHIEF CORPORATE ACCOUNTANT B	DAVAO CITY WATER DISTRICT	54,251.00	20	PERMANENT	Y
01/01/2021	12/09/2021	SENIOR ACCOUNTING PROCESSOR A	DAVAO CITY WATER DISTRICT	26,336.00	12	PERMANENT	Y
01/01/2020	12/31/2020	SENIOR ACCOUNTING PROCESSOR A	DAVAO CITY WATER DISTRICT	24,779.00	12	PERMANENT	Y
03/23/2019	12/31/2019	SENIOR ACCOUNTING PROCESSOR A	DAVAO CITY WATER DISTRICT	23,222.00	12	PERMANENT	Y
01/01/2019	03/22/2019	SENIOR ACCOUNTING PROCESSOR A	DAVAO CITY WATER DISTRICT	22,938.00	12	PERMANENT	Y
10/01/2018	12/31/2018	SENIOR ACCOUNTING PROCESSOR A	DAVAO CITY WATER DISTRICT	22,149.00	12	PERMANENT	Y
01/01/2018	09/30/2018	SENIOR ACCOUNTING PROCESSOR A	DAVAO CITY WATER DISTRICT	22,149.00	12	PERMANENT	Y
01/01/2017	12/31/2017	SENIOR ACCOUNTING PROCESSOR A	DAVAO CITY WATER DISTRICT	21,387.00	12	PERMANENT	Y
07/01/2016	12/31/2016	SENIOR ACCOUNTING PROCESSOR A	DAVAO CITY WATER DISTRICT	20,651.00	12	PERMANENT	Y
05/30/2014	PRESENT	SENIOR ACCOUNTING PROCESSOR A	DAVAO CITY WATER DISTRICT	20,651.00	12	PERMANENT	Y
08/22/2022	PRESENT	COLLEGE INSTRUCTOR	UNIVERSITY OF SOUTHERN MINDANAO - KABACAN	350/hr	N/A	PART-TIME	Y
08/25/2021	12/20/2023	COLLEGE INSTRUCTOR	CENTRAL MINDANAO COLLEGES (CMC) - KIDAPAWAN	150/hr	N/A	PART-TIME	N
11/20/2017	04/30/2018	COLLEGE INSTRUCTOR	DAVAO DOCTORS COLLEGE, INC.	175/hr	N/A	PART-TIME	N
07/02/2012	12/14/2012	ACCOUNTING STAFF	DAVAO LIGHT & POWER COMPANY	7,300.00	N/A	CASUAL	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07-03-2025

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / RELIGIOUS 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

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)	CONDUCTED/ SPONSORED BY (Write in full)
2025 LEADERS AND HUMAN RESOURCE COLLOQUIM	05/28/2025	05/29/2025	16	TECHNICAL	CIVIL SERVICE COMMISSION
48TH ANNUAL NATIONAL CONVENTION & SEMINAR	05/20/2025	05/23/2025	18	TECHNICAL	GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS
2025 1ST PAGBA QUARTERLY SEMINAR AND MEETING	03/26/2025	03/29/2025	32	TECHNICAL	PHILIPPINE ASSOCIATION FOR GOVERNMENT BUDGET ADMINISTRATION, INC.
DIALOGUE ON PUBLIC-PRIVATE PARTNERSHIP CODE AND ITS IRR (RA 11966)	03/06/2025	03/06/2025	4	TECHNICAL	DAVAO CITY WATER DISTRICT
ORIENTATION ON AI TOOLS LIKE CHATGPT	01/10/2025	01/10/2025	4	TECHNICAL	DAVAO CITY WATER DISTRICT
79TH PICPA ANNUAL NATIONAL CONVENTION	11/20/2024	11/23/2024	24	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
MENTAL HEALTH AWARENESS SEMINAR	11/12/2024	11/12/2024	4	TECHNICAL	DAVAO CITY WATER DISTRICT / DOH
DRUG AWARENESS AND PREVENTION SYMPOSIUM	09/27/2024	09/27/2024	4	TECHNICAL	DAVAO CITY WATER DISTRICT / DOH
SUPERVIOR DEVELOPMENT COURSE TRACK 2	06/18/2024	06/18/2024	40	SUPERVISORY	CIVIL SERVICE COMMISSION
RE-ORIENTATION ON DCWD PLANNING AND BUDGETING PROCESS AND FILLING OUT OF PIP AND BUDGET FORMS	06/07/2024	06/07/2024	4	TECHNICAL	DEPARTMENT OF BUDGET AND MANAGEMENT
45TH GACPA ANNUAL NATIONAL CONVENTION AND SEMINAR	05/21/2024	05/24/2024	32	TECHNICAL	GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS
EMPLOYEES FORUM 2024	03/12/2024	03/12/2024	4	TECHNICAL	DAVAO CITY WATER DISTRICT
INCOME TAX COMPUTATION AND RETURN PREPARATION	02/23/2024	02/23/2024	8	TECHNICAL	SYCIP, GORRES, & VELAYO (SGV)
SEMINAR ON JMC NO. 1 (CSC, DOH, DOLE) AND DCWD SAFETY MANUAL FOR MANAGERS AND SUPERVISORS	02/16/2024	02/16/2024	4	TECHNICAL	DAVAO CITY WATER DISTRICT
ENTERPRISE RESOURCE PLANNING (ERP) ORIENTATION	01/23/2024	01/23/2024	3	TECHNICAL	DAVAO CITY WATER DISTRICT
78TH PICPA ANNUAL NATIONAL CONVENTION	11/23/2023	11/25/2023	24	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
2017 RULES ON ADMINISTRATIVE CASES IN THE CIVIL SERVICE (RACCS)	06/14/2023	07/03/2023	24	TECHNICAL	CIVIL SERVICE COMMISSION
TECHNICAL FORUM ON DAVAO CITY BULK WATER SUPPLY PROJECT	11/23/2022	11/23/2022	4	TECHNICAL	DAVAO CITY WATER DISTRICT
43RD GACPA ANNUAL NATIONAL CONVENTION AND WEBINARS	06/08/2022	06/10/2022	16	TECHNICAL	GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS
BUSINESS PLANNING FOR WATER UTILITIES WITH CASH FLOW ANALYSIS	05/16/2022	05/20/2022	25	TECHNICAL	LOCAL WATER UTILITIES ASSOCIATION

(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)
DANCING, CHESS, LAWN TENNIS	REGISTERED COST ACCOUNTANT (RCA) - with distinction	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS (PICPA)
		NATIONAL INSTITUTE OF ACCOUNTING TECHNICIANS (NIAT)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07-05-25

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION'S

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)

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)	CONDUCTED/SPONSORED BY (Write in full)
INTRODUCTION TO NON-REVENUE WATER (NRW) MANAGEMENT	12/02/2021	12/02/2021	4	TECHNICAL	DAVAO CITY WATER DISTRICT
EMPLOYEES FORUM ON WATER RATES INCREASE AND SEPTAGE MANAGEMENT PROGRAM	11/19/2021	11/19/2021	4	TECHNICAL	DAVAO CITY WATER DISTRICT
ORIENTATION WORKSHOP ON PURCHASE REQUISITION (PR) AND JOB REQUISITION (JR) ONLINE APPLICATION SYSTEM	10/27/2021	10/27/2021	4	TECHNICAL	DAVAO CITY WATER DISTRICT
CFA LEVEL 1 (21/22) - COMPLETE FINANCIAL REPORTING ANALYSIS	10/19/2021	10/19/2021	8	TECHNICAL	DAVAO CITY WATER DISTRICT
INFLUENCE: COMMUNICATION SKILLS FOR MANAGEMENT & LEADERSHIP	10/18/2021	10/18/2021	6.5	TECHNICAL	DAVAO CITY WATER DISTRICT
EXPANDED WITHHOLDING TAX (EWT) COMPLIANCE 101: UNDERSTANDING THE CONCEPTS AND COMMON ISSUES	08/27/2021	08/27/2021	2	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
THINK LIKE A LEADER WITH BRIAN TRACY	08/07/2021	08/07/2021	3	TECHNICAL	DAVAO CITY WATER DISTRICT
SUPERVISOR LEADERSHIP SKILLS FOR A SAFE WORKPLACE	08/07/2021	08/07/2021	1	TECHNICAL	DAVAO CITY WATER DISTRICT
IMPLEMENTATION AND AUDIT OF GAD PLANS AND PROGRAMS DURING THE PANDEMIC	06/25/2021	06/25/2021	1.5	TECHNICAL	GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS
CYBER SECURITY: PROTECTING YOUR DATA AND PRIVACY DURING THE PANDEMIC	06/25/2021	06/25/2021	1.5	TECHNICAL	GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS
TAKING CARE OF YOUR MENTAL WELL-BEING DURING THE PANDEMIC	06/25/2021	06/25/2021	1.5	TECHNICAL	GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS
THE EFFICIENT AND EFFECTIVE PUBLIC SERVANT: UPDATES FROM CIVIL SERVICE COMMISSION	06/24/2021	06/24/2021	1	TECHNICAL	GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS
LINGKOD PAG-IBIG: KNOW THE CURRENT OPPORTUNITIES AND SERVICES	06/24/2021	06/24/2021	1	TECHNICAL	GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS
STAKEHOLDERS ACTIONS ON COA DECISIONS: COMPREHENSIVE APPROACH ON SETTLEMENT OF ACCOUNTS	06/24/2021	06/24/2021	1.5	TECHNICAL	GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS
WHAT'S UP IN THE ACCOUNTING PROFESSION: BOA RECENT ISSUANCES	06/24/2021	06/24/2021	1	TECHNICAL	GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS
WATER SAFETY PLAN ORIENTATION FOR DCWD EMPLOYEES	06/22/2021	06/22/2021	6	TECHNICAL	DAVAO CITY WATER DISTRICT
DCWD CAFÉ: TRAINING OF ONLINE TEAMBUILDING FACILITATORS	06/18/2021	06/18/2021	4	TECHNICAL	DAVAO CITY WATER DISTRICT
STORYTELLING FOR PUBLIC SPEAKING	06/13/2021	06/13/2021	2	TECHNICAL	DAVAO CITY WATER DISTRICT
DCWD-UDEMY FOR GOVERNMENT (UFG) LEARNERS MEET ORIETATION	06/08/2021	06/08/2021	2	TECHNICAL	DAVAO CITY WATER DISTRICT
LEADERSHIP: PRACTICAL LEADERSHIP SKILLS	06/07/2021	06/07/2021	3	TECHNICAL	DAVAO CITY WATER DISTRICT
MODULE 3 - SECOND SESSION SERIES OF RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RBPMS) WEBINAR	06/02/2021	06/02/2021	4	TECHNICAL	DAVAO CITY WATER DISTRICT
FINANCIAL STATEMENT ANALYSIS	05/20/2021	05/20/2021	2	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
EMPLOYEES FORUM ON DCWD'S COVID-19 VACCINATION PROGRAM	05/08/2021	05/08/2021	3	TECHNICAL	DAVAO CITY WATER DISTRICT
BENEFIT-COST ANALYSIS: A FINANCIAL EVALUATION OF THE VISIBILITY OF PROPOSED PROGRAMS/PROJECTS OF DCWD	05/07/2021	05/07/2021	8	LEADERSHIP	DAVAO CITY WATER DISTRICT
CREATE LAW: CONCEPTS AND APPLICATIONS	04/24/2021	04/24/2021	2	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
WORKSHOP ON FINANCIAL ANALYSIS FOR PROPOSED PROGRAMS/PROJECTS	04/08/2021	04/08/2021	4	LEADERSHIP	DAVAO CITY WATER DISTRICT
MODULE 3 - FIRST SESSION OF THE SERIES OF RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RBPMS) WEBINAR	04/06/2021	04/06/2021	4	TECHNICAL	DAVAO CITY WATER DISTRICT
AUDIT CONSIDERATIONS FOR THE IMPACT OF COVID-19 AND OTHER EXTRAORDINARY EVENTS	09/28/2020	09/28/2020	2	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
FRAUD: KNOW IT BEFORE IT KNOWS YOU! (PREVENTION & DETECTION TECHNIQUES)	09/26/2020	09/26/2020	2	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
INTRODUCTION TO NON-REVENUE WATER (NRW) MANAGEMENT	08/26/2020	08/26/2020	2	TECHNICAL	DAVAO CITY WATER DISTRICT
WORKING SAFE UNDER THE NEW NORMAL	08/14/2020	08/14/2020	2	TECHNICAL	DAVAO CITY WATER DISTRICT
74TH PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS (PICPA) ANNUAL NATIONAL CONVENTION (ANC)	11/20/2019	11/23/2019	32	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
PRESENTATION OF DCWD'S 2018-2023 MEDIUM-TERM DEVELOPMENT PLAN (MTDP)	09/19/2019	09/19/2019	4	TECHNICAL	DAVAO CITY WATER DISTRICT

#	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)

#	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)	CONDUCTED/ SPONSORED BY (Write in full)
	2025 LEADERS AND HUMAN RESOURCE COLLOQUIM	05/29/2025	05/29/2025	16	TECHNICAL	CIVIL SERVICE COMMISSION
	66TH ANNUAL NATIONAL CONVENTION & SEMINAR	05/19/2025	05/23/2025	16	TECHNICAL	GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS
	2025 1ST PAGBA QUARTERLY SEMINAR AND MEETING	03/26/2025	03/28/2025	32	TECHNICAL	PHILIPPINE ASSOCIATION FOR GOVERNMENT BUDGET ADMINISTRATION, INC.
	DIALOGUE ON PUBLIC-PRIVATE PARTNERSHIP CODE AND ITS IRR (RA 11966)	03/06/2025	03/06/2025	4	TECHNICAL	DAVAO CITY WATER DISTRICT
	ORIENTATION ON AI TOOLS LIKE CHATGPT	01/16/2025	01/16/2025	4	TECHNICAL	DAVAO CITY WATER DISTRICT
	76TH PICPA ANNUAL NATIONAL CONVENTION	11/26/2024	11/30/2024	24	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	MENTAL HEALTH AWARENESS SEMINAR	11/13/2024	11/13/2024	4	TECHNICAL	DAVAO CITY WATER DISTRICT / DOH
	DRUG AWARENESS AND PREVENTION SYMPOSIUM	08/27/2024	08/27/2024	4	TECHNICAL	DAVAO CITY WATER DISTRICT / DOH
	SUPERVISOR DEVELOPMENT COURSE TRACK 2	08/19/2024	08/16/2024	40	SUPERVISORY	CIVIL SERVICE COMMISSION
	RE-ORIENTATION ON DCWD PLANNING AND BUDGETING PROCESS AND FILLING OUT OF PIP AND BUDGET FORMS	08/07/2024	08/07/2024	4	TECHNICAL	DEPARTMENT OF BUDGET AND MANAGEMENT
	49TH GACPA ANNUAL NATIONAL CONVENTION AND SEMINAR	05/21/2024	05/24/2024	32	TECHNICAL	GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS
	EMPLOYEES FORUM 2024	03/13/2024	03/13/2024	4	TECHNICAL	DAVAO CITY WATER DISTRICT
	INCOME TAX COMPUTATION AND RETURN PREPARATION	02/23/2024	02/23/2024	8	TECHNICAL	SYCIP, GORRES, & VELAYO (SGV)
	SEMINAR ON JMC NO. 1 (CSC, DOH, DOLE) AND DCWD SAFETY MANUAL FOR MANAGERS AND SUPERVISORS	02/16/2024	02/16/2024	4	TECHNICAL	DAVAO CITY WATER DISTRICT
	ENTERPRISE RESOURCE PLANNING (ERP) ORIENTATION	01/23/2024	01/23/2024	3	TECHNICAL	DAVAO CITY WATER DISTRICT
	75TH PICPA ANNUAL NATIONAL CONVENTION	11/27/2023	11/30/2023	24	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	2017 RULES ON ADMINISTRATIVE CASES IN THE CIVIL SERVICE (RACCS)	09/14/2023	07/15/2023	24	TECHNICAL	CIVIL SERVICE COMMISSION
	TECHNICAL FORUM ON DAVAO CITY BULK WATER SUPPLY PROJECT	11/23/2022	11/23/2022	4	TECHNICAL	DAVAO CITY WATER DISTRICT
	48RD GACPA ANNUAL NATIONAL CONVENTION AND WEBINARS	05/19/2022	05/19/2022	16	TECHNICAL	GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS
	BUSINESS PLANNING FOR WATER UTILITIES WITH CASH FLOW ANALYSIS	03/14/2022	03/30/2022	23	TECHNICAL	LOCAL WATER UTILITIES ASSOCIATION

(Continue on separate sheet if necessary)

31	SPECIAL SKILLS and HOBBIES	32	NON ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	DANCING, CHESS, LAWN TENNIS		REGISTERED COST ACCOUNTANT (RCA) - with distinction		PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS (PICPA)
					NATIONAL INSTITUTE OF ACCOUNTING TECHNICIANS (NIAT)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07 - 03 - 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: N/A
35 a. Have you ever been found guilty of any administrative offense?	☐ YES ☐ NO If YES, give details: N/A
b. Have you been criminally charged before any court?	☐ YES ☑ NO If YES, give details: Date Filed: N/A Status of Case/s: N/A
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: N/A
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: N/A
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: N/A
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: N/A
39 Have you acquired the status of an immigrant or permanent resident of another country?	☐ YES ☑ NO If YES, give details (country): N/A
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: N/A ☐ YES ☑ NO If YES, please specify ID No: N/A ☐ YES ☑ NO If YES, please specify ID No: N/A

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

NAME	ADDRESS	TEL NO
DAVID Z. BACALSO JR., CPA	DAVAO CITY	0917-630-6915
HILTON P. HUSAIN, CPA, MBA	DAVAO CITY	0916-566-9025
CINDY S. SANTOS, MSTM, DBA	DAVAO CITY	0925-791-1963



OMAMBAT, MICHAEL PALMES



Right Thumbmark

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	PROFESSIONAL REGULATION COMMISSION
ID/License/Passport No.	0166731
Date/Place of Issuance	11/02/2015 / DAVAO CITY

Signature (Sign inside the box)

Date Accomplished

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

DOC NO _____
PAGE NO _____
BOOK NO _____
SERIES OF 20_____

Person Administering Oath

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Torres, Gregorio C.

Bio-Data of

GREGORIO CONOL TORRES

09215530988/gctorres58@gmail.com

Date of Birth	:	June 23, 1958
Place of Birth	:	Tangub City (Misamis Occidental)
Civil Status	:	Married to JOCELYN E. FORTINEZ-TORRES
Address	:	160 Matalam St., Kabacan, Cotabato
Height/Weight	:	1.66 Meters, 60 Kgs.

EDUCATIONAL ATTAINMENT

ELEMENTARY:	Rufo dela Cruz Memorial School	Tubod, Lanao del Norte	1964-1970
SECONDARY :	Mercy High School	Tubod, Lanao del Norte	1970-1974
COLLEGE :	1. Diploma in Mechanical Engineering Technology (Major in Machine Shop Technology)	MSU-IIT, Iligan City	1974-1977
	2. B.S. in Civil Engineering	CIT, Cebu City	1977-1981
	3. Bachelor of Laws	MU, Ozamiz City	1999-2003

ELIGIBILITIES

Civil Engineer	: License No. 26223	1982
Lawyer	: License No. 54828	2008

SERVICE RECORD

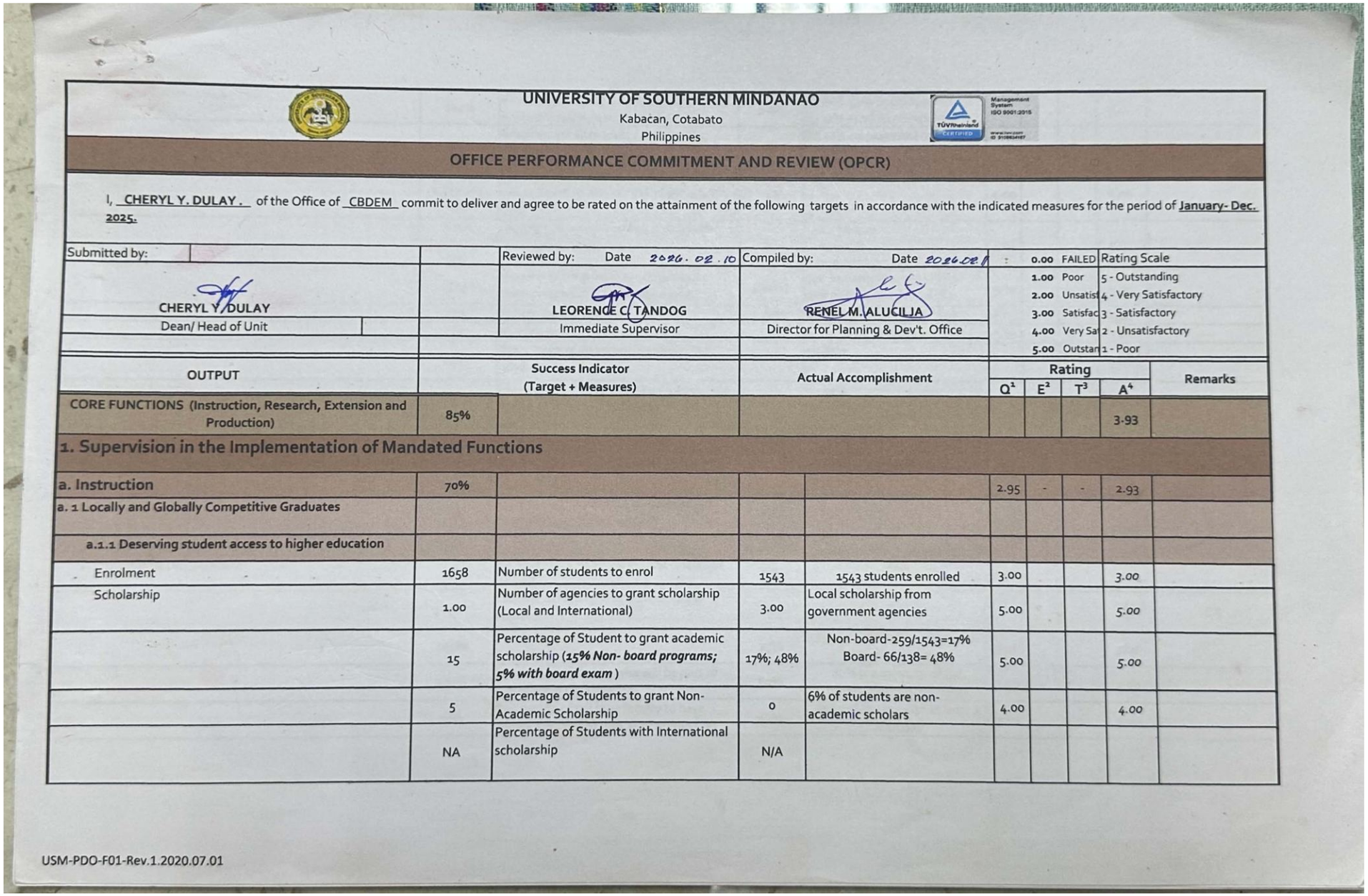
Project Engineer	: DL Quirong Gen. Contractor	1981-1982
	: AG&P Co. of Manila, Inc.	1982-1984
Civil Engineer	: Agricultural Support Services Project Department of Agriculture, Diliman, Quezon City	1985-1989
Instructor (Civil Engineering)	: University of Southern Mindanao Kabacan, Cotabato	1989-1992
Private Business/ Cooperative Manager	: Tubod, Lanao del Norte	1992-1997
Barangay Kagawad/ Punong Barangay	: Barangay Poblacion, Tubod, Lanao del Norte	1997-2002
Lawyer-Notary Public	: 160 Matalam St., Kabacan, Cotabato	2008-present
Instructor (Business Laws)	: University of Southern Mindanao Kabacan, Cotabato	2009-present

I declare that all the above-stated information are true and correct based on personal knowledge or authentic records.

Kabacan, Cotabato, July 3, 2025

GREGORIO CONOL TORRES

OPCR



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **CHERYL Y. DULAY .** of the Office of **CBDEM** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **January- Dec. 2025.**

Submitted by:	Reviewed by: Date 2026.02.10	Compiled by: Date 2026.02.1
CHERYL Y. DULAY	LEORENCE C. TANDOG	RENEL M. ALUCILJA
Dean/ Head of Unit	Immediate Supervisor	Director for Planning & Dev't. Office

Rating Scale	
0.00 FAILED	
1.00 Poor	5 - Outstanding
2.00 Unsatisf	4 - Very Satisfactory
3.00 Satisfac	3 - Satisfactory
4.00 Very Sa	2 - Unsatisfactory
5.00 Outstan	1 - Poor

OUTPUT	Success Indicator (Target + Measures)		Actual Accomplishment		Rating Q[1]	E[2]	T[3]	A[4]	Remarks
CORE FUNCTIONS (Instruction, Research, Extension and Production)	85%							3.93	
1. Supervision in the Implementation of Mandated Functions									
a. Instruction	70%				2.95	-	-	2.93	
a. 1 Locally and Globally Competitive Graduates									
a.1.1 Deserving student access to higher education									
Enrolment	1658	Number of students to enrol	1543	1543 students enrolled	3.00			3.00	
Scholarship	1.00	Number of agencies to grant scholarship (Local and International)	3.00	Local scholarship from government agencies	5.00			5.00	
	15	Percentage of Student to grant academic scholarship (***15% Non- board programs; 5% with board exam***)	17%; 48%	Non-board-259/1543=17% Board- 66/138= 48%	5.00			5.00	
	5	Percentage of Students to grant Non-Academic Scholarship	0	6% of students are non-academic scholars	4.00			4.00	
	NA	Percentage of Students with International scholarship	N/A						

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Student Performance	100%	Percentage of programs to pass above the national passing rate (licensure)	100%	CPALE -50% as compared to 33.11% national passing rate	5.00			5.00	
	80%	Employment Rate (past 2 years)**with published tracer study**	88	88.38% employment rate	3.00			3.00	
	STE: 20% NON-STE: 1%	Percentage of students who will obtain international or local skills and proficiency certification	NA		5.00			5.00	
	2 per program with ojt	Number of agencies to forge partnership for students on-job-training	43	43 agencies forged for partnership	5.00			5.00	
	436.00	Number of students who will graduate upon completion of prescribed units	436.00	436 students graduated and completed prescribed units	5.00			5.00	
	419	a). Non-board programs	419	419 for non-board programs	5.00			5.00	
	17	b). With Board Exam programs	17	17 for board programs	5.00			5.00	
	80%	Percentage of disadvantage students to graduate		no data				-	
Student Mobility	100%	Percentage of policies and guidelines that will be formulated for Outbound and Inbound Students Parctipation in long term international exchange program		no data				-	
	100	Percentage of 2025 graduates to undergo exit interview		100 percent undergone exit interview	5.00			5.00	
	NA	Tracer Study to develop and conduct for Program Education Objective	NA					-	
a.1.2 Competent Faculty and Staff									
Professional Development	15%	Percentage of faculty with post- masteral degree	0%	none	1.00			1.00	
	NA	Number of faculty with post-doctoral degrees	NA					-	CA
	100%	Percentage of Faculty with Relevant Trainings & Seminars	75%	75% of the faculty undergone relevant trainings	3.00			3.00	
	100%	Percentage of faculty who will be part of professional organization	80%	80% is a member of the professional organization	4.00			4.00	
	20%	Percentage of full time faculty to have atleast 2 research (asso. Prof and above)	41%	15/15 of faculty with at least 2 rearches	5.00			5.00	

	20%-STE; CASS, ISPEAR, CHEFS	Percentage of plantilla faculty to obtain international or local or national skills and proficiency certification	NA					-	
	45%	Percentage of faculty to complete local or international training program for the past 3 years	NA					-	
	50%	Percentage of faculty to enrol/ complete sintido program	100%	27/27 Enrolled Sintido	5.00			5.00	
Faculty Mobility	15%	Percentage of Faculty to participate in (local and international) mobility programs	1%		1.00			1.00	
Rationalization of Faculty teachin load	100%	Percentage of faculty members with no underload	100%	27/27 no underload	5.00			5.00	
	1:28	Faculty-student ratio	1:44%	1:44 faculty-student ratio	2.00			2.00	
a.1.3 Curriculum alignment with statutory and regulatory agencies									
Statutory standards and regulatory compliances	50%	Percentage of creation of localized IRR for RA 10931	NA	25 percent for creation of IRR for RA 10931				-	**for ODI and VPAA**
	1.00	Number of Academic road map that will be submitted by the colleges and institutes as part of the Academic continuity plan	1.00	1 academic map	5.00			5.00	
Program Accreditation	100%	Percentage of programs for accreditation	100%	all programs undergone accreditation	5.00			5.00	
	NA	Number of programs with COE/COD	NA					-	**CASS**
	100%	Percentage of programs due for COPC	NA					-	
Program Obedized	100%	Percentage of USM Outcome- Based Delivery Framework to revise	100%	All revised for Outcome -based delivery	5.00			5.00	**ODI; VPAA; CEIT**
	NA	Percentage of CQI process on outcome-based Education to develop	NA					-	**CA only**
Institutional Accreditation	2	Number of Institutional accreditation/ assessment to maintain or apply	2	ISO, AACCUP	5.00			5.00	
Proposed University Academic Building	NA	Percentage of implementation ready proposal to submit base on AIP 2027	NA					-	
Program Harmonization	1	Number of programs to harmonize with other SUCs in the region	1	BS Agribusiness	3.00			3.00	

	5	Number of stakeholders who will be involved in curriculum design	5	Parents, students, alumni, faculty and industry partners are involved in curriculum design	5.00			5.00	
	NA	Inclusion of National certification to the academic structure of USM	NA					-	ODI and VPAA
	NA	Number of academic program to develop or enhance as a result of partnership	NA						ODI and concerned academic units
b. Research	10%				0.50	-	-	0.50	
Scientific and Technical Publication	1.00	Number of articles to publish by students in legitimate peer-reviewed publications	6.00	on process	5.00			5.00	
	1.00	Number of students research proposals to review	50.00	reviewed for college journal	5.00			5.00	
Faculty RDEI engagement and capacitation	NA	Percentage of full-pledged professor who will be actively engage in RDEI	NA					-	
	50	Percentage (number) of associate professors and below who will be actively engage in RDEI	100.00	27/27 engaged in RDE	5.00			5.00	
	24	Number of seminars,workshops and trainings to participate	27	27 trainings, workshops and seminars	5.00			5.00	
Students research capabilities	80	Percentage of quality thesis outline and manuscript to approve	100	436 manuscript apprved	5.00			5.00	
	NA	Number of students who will be involved in funded research projects and RDI Center	NA					-	
	50	Number of students to attend trainings and/or seminars in IP protection and licensing	80	80 students attended seminar on IP protection	5.00			5.00	
c. Extension	5%				0.25	-	-	0.25	
Students participation in community engagement	15	Number of students to capacitate in community engagement capability building activities	50	50 students joined the community engagement	5			5.00	
	15	Number of students to involve in community engagement	20	20 students involved in community engagement	5			5.00	
	NA	Percentage of students with extension courses who will be involved in community engagement	NA					-	

Students participation in community outreach	15	Number of student volunteers who will be involved in community outreach	50	50 students volunteered for community outrich	5			5.00	
d. Production	5%				0.25	-	-	0.25	
	25	Number of students output to become one of technologies to incubate	80	80 students attended seminar on IP protection	5			5.00	
	100	Number of students to utilize techno-demo hub	143	143 students utilize techno - demo hub	5			5.00	
2. Administrative Management	5%				0.24	-	-	0.24	
a. Innovative and Sustainable Governance Ecosystem									
Alignment of Individual and Unit objectives to USM Strategic goals	100%	Attendance of Dean/ Dirrector/ Head of Office and Department Heads to Operational plan rollout	100%	100 percent attendance	5.00			5.00	
	1	Number of internal ICT needs assessment to participate	NA					-	
	24	Number of subordinates' IPCR to evaluate	27	27 IPCR of faculty members	5.00			5.00	
	100%	Percentage of subordinate's IPCR with at least VS rating	27	27 IPCR of faculty members	5.00			5.00	
Achievement of superior standards of work performance	50%	Percentage of Teaching personnel who will achieve superior standards	40%	40% percent achieved superior standards	3.00			3.00	
Customers feedback to the seervices provided	NA	Percentage of VOC information system to utilize	NA					-	
Continuous improvement to the processes	NA	Percentage of processes / procedures due for revision to update	NA					-	**Process owner**
	NA	Percentage of necessary new processes / procedures and policies to enrol	NA					-	
	VS	To achieve atleast VS rating of Client Satisfaction Feedback	Outstanding	Achieved Outstanding ratings	5.00			5.00	
Expedite administrative and Financial Transactions	100%	Percentage of administrative transactons to process through digital platforms	100%	100percent administrative transactions proceessed through digital platforms	5.00			5.00	
	100%	Percentage of financial transactions to process through digital platforms	100%	100 percent of financial transations to process in digital forms	5.00			5.00	
	100%	Percentage of teaching and non-teaching personnel under the office with DICT PNKPI digital signature	100%	100 percent with digital signature	5.00			5.00	
	70.00	Percentage Utlization of Doucment Tracking System	100%	100 percent in using UDTS	5.00			5.00	

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	50%	Percentage of acceptability of Risk and Opportunities Management System	100%	100 percent acceptability of risk and opportunity management	5.00			5.00	
Compliance on policies governing government workers		Fund utilization						-	
	NA	Fund 01	NA					-	
	NA	Fund 05	NA					-	
	NA	Fund 06	NA					-	
Promotion of culture of peace	100%	Percentage of teaching and non-teaching personnel who will attend to activities relevant to culture of peace	100%	100 percent attendance	5.00			5.00	
Improve Engagement with the stakeholders	100%	Participation of info officers in updating the website content	100%	Participated in updating the website content	5.00			5.00	
3. Support and other functions	10%							0.60	
a. **Communication/Coordination**	4%				0.20	-	-	0.20	
a. Number of meetings conducted	4	Meetings conducted	6	4 regular meetings	5			5.00	
b. Action to communications	100%	Communicatons acted upon	100%	all communications are acted	5			5.00	
c. Other Committee Membership	100%	Faculty commiitte membership (atleast one per faculty	100%	all faculty members are members of committees	5			5.00	
d. Adviser/Trainor/Coach/ Coordinator/Facilitator/Judge/ Performer/Panelist and the likes.	100%	Faculty engagement other than instruction	100%	Research Advsier, DCO, Admission Offficers, Facilitators	5			5.00	
b. **Commitment & Purpose**	5%						-	0.25	
a. Attendance to University-wide activities (as defined)	100%	Attendance of concerned personnel	100%	All faculty members areAll faculty attended university wide activities	5			5.00	
b. Attendance to Unit Convocations & activities	100%	Attendance of concerned personnel	100%	All faculty attended college activities	5			5.00	
c. Attendance to Unit meetings	100%	Attendance of concerned personnel	100%	all faculty attended unit	5			5.00	
d. Submission of required Documents (FDTR, OPCR, SALN, TOR, Training Certificates, PDS, training accomplishment report, CA Liquidation report, etc.)	100%	Required documents submitted	100%	Submitted all documents needed	5			5.00	

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e. Observance to basic health protocols based on DOH and IATF protocols		100%	Basic health protocols are observed		100%	observed basic health protocols	5			5.00	
c. Other Accomplishments		3%					0.15	-	-	0.15	
BS AgEcon submit for COE		1%					5			5.00	
umber of students who will be involved in funded research projects and RDI Cen		1%					5			5.00	
Faculty participate in international mobility program		1%					5			5.00	
										-	
										-	
Final Average Rating		100%								4.78	
Category											
Supervision in the Implementation of Mandated Functions	85%									3.93	
Instruction	70%									0.00	
Research	5%									0.50	
Extension	5%									0.25	
Production	5%									0.25	
Administrative Management	5%									0.24	
Support and Other Functions	10%									0.60	
Communication/Coordination	5%									0.20	
Commitment & Purpose	5%									0.25	
Other Accomplishments	0%									0.15	
Total Overall Rating	100%									4.78	
Final Average Rating										4.78	
Adjectival Rating										***VERY SATISFACTORY***	
Recommending Approval:			Date			Approved by:				Date	
RENEL M. ALUCILJA			2020.02.12			JONALD L. PIMENTEL				2020.02.16	
Chairperson, Performance Management Team						*SUC IV President*					
Legend:	1 - Quality		2 - Efficiency	3 - Timeliness	4 -Average						

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IPCR

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW - TARGET (IPCR-TARGET)

I, SANDRA ANGELA A. BANGCAYA , ASSOCIATE PROFESSOR II of the CBDEM/ACCOUNTANCY commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of July to December 2025

Submitted by:		Compiled by:	Rating Scale
	SANDRA ANGELA A. BANGCAYA	NERISSA G. DELA VIÑA, PhD	5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor
ASSOCIATE PROFESSOR II	Department Chairperson	Director, HRMDO	

CODE	MFO/OO	WEIGHT	Success Indicator (Target + Measures)	Actual Accomplishment	Rating Q[1]	Rating E[2]	Rating T[3]	Rating A[4]	Remarks
CORE FUNCTIONS (must be 80%)		80.0%							
1. Instruction (10% - 50%)		50.0%	(At least 3 Indicators)						
INS-AP5-006	To provide quality learning experience and opportunities	10.0%	At least very satisfactory (VS) performance in the student evaluation.(required)	Attained a very satisfactory rating in student evaluation	4			4.00	
INS-AP5-011	To provide quality learning experience and opportunities.	10.00%	At least a very satisfactory rating in the supervisor's evaluation in the teaching effectiveness. (required)	Attained an outstanding rating in the supervisor's rating	5			5.00	
INS-AP5-005	To provide quality learning experience and opportunities	30.00%	All contents in the syllabi for every subject are delivered in the set timeframe.	Delivered all contents in the syllabi for all subjects in the set time frame	5			5.00	
2. Research (10-30%)		15.00%	(At least 2 Indicators for either Research, Extension, or Resource Generation)						
RES-AP5-010	To enhance research capability among students	15.00%	All thesis advisees defended on the set deadline.	All thesis advisers defended before deadline	5		5	5.00	
3. Extension (10-30%)		14.00%							
EXT-AP5-008	Competence of faculty in community engagement	14.00%	Attendance to Community engagement activities	Attended 2 community engagement activities as resource speaker	5			5.00	
4. Resource Generation (10-30%)		0.00%							

5. Administrative Function (0-60%)		**1.00%**	**(1 or more optional indicator)**						
ADM-AP5-001	Designation as unit head	1.00%	Designation as Department Head level or above with Satisfatory rating in OPCR	Designated as the accountancy department chairperson. Quality rating is based on the performance of the department as an academic department not the rank of the designation (Ex. chair versus the VPAA). For instance, CPA Board rating of the department is above national passing rate for October 2025. Graduates have high employability rating. All courses are delivered on time by instructors assigned by the chair. Two (2)programs under the department have passed their respective acreditation visits this 2025.	5		4	4.50	
5.1 Student Services Designation									
5.2 Research Services Designation									
5.2 Extension Services Designation									
Support & Other Functions (20%)		**20.00%**	**(10 Indicators required)**						
6. Commitment & Purpose (15%)		**16.00%**							
SUP-AP5-001	Adviser (either)	3.00%	Designated as Adviser to student organization	Adviser of JPIA. Submitted reports for COA USG evaluation 1 week after end of classes.	5		5	5.00	
SUP-AP5-004	Attendance to University-wide activities (as defined in CNA) (required)	3.00%	Attendance to University-wide activities (as defined in CNA)	Attended all university-wide activities as deifned in CAN	5			5.00	
SUP-AP5-005	Attendance to college convocations & activities (required)	4.00%	100% attendance to weekly college/unit convocations, flag raising and retreat & activities	Attended all college convocations and activities	5			5.00	
SUP-AP5-006	Attendance to college council/ faculty meetings (required)	4.00%	100% attendance to college council/ faculty meetings	Attended all college council and faculty meetings	5			5.00	
SUP-AP5-007	Submission of required FDTR	1.00%	Submit attested FDTR before the fifth working day of the month	Submitted on average on the fourth working day after receipt of DTR			4	4.00	
SUP-AP5-011	Submission of required IPCR	1.00%	Submit accomplished Individual Performance Commitment and Review (IPCR) to HRMDO at the end of the rating period	Submitted IPCR less than 15 days after rating period			5	5.00	

7. Professional Development (5%)		**4.00%**							
SUP-AP5-008	Attendance to seminars and trainings	1.00%	Submit authenticated copies of certificates of participation/ completion of training/ seminar to HRMDO within 7 days after the event	Submitted authenticated copies of all certificate of participation in seminars after more than 10 days	5		1	3.00	
SUP-AP5-009	Attendance to seminars and trainings	1.00%	Submission of training effectiveness three months after the event	Submitted 1 training effectiveness three months after the event		4		4.00	
SUP-AP5-010	Membership to professional organizations/societies	1.00%	Membership to at least 1 professional organization	Member of 2 professional organizations namely PICPA and NACPAE	5			5.00	
SUP-AP5-012	Competent Faculty	1.00%	Enrollment of Sintido 1.0	Already completed Sintido 2.1, Enrolled in 3.1	5			5.00	
BONUS: Untargeted Accomplishments		**0.00%**	(Optional Indicator)						

Final Average Rating				
CORE FUNCTIONS	**80.00%**			
Instruction	50.00%		4.80	Very Satisfactory
Research	15.00%		5.00	Excellent
Extension	14.00%		5.00	Excellent
Production	0.00%		0.00	
Administrative	1.00%		4.50	Very Satisfactory
Support and Other Functions	**20.00%**			
Commitment & Purpose	16.00%		4.94	Very Satisfactory
Professional development	4.00%		4.25	Very Satisfactory
Total Overall Rating	**100.00%**		4.86	Very Satisfactory
Bonus Untargeted Accomplishments	**0.00%**		-	
Final Average Rating			4.86	
		Adjectival Rating	***Very Satisfactory***	

Reviewed by:	Date		Approved by:	Date
Digitally signed by Bangcaya Sandra Angela Amolo Date: 2026.01.07 09:18:43 PHST SANDRA ANGELA A. BANGCAYA	January 7, 2025		CHERYL Y. DULAY	
Department Chair			Dean	

Legend: *1 - Quality* *2 - Efficiency* *3 - Timeliness* *4 -Average*

HRMDO RECOMMENDATIONS

LEARNING AND DEVELOPMENT	
	NERISSA G. DELA VIÑA, PhD Director, HRMDO
REWARDS AND RECOGNITION	
	Date