

PERSONAL DATA SHEET

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

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

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

CS ID No.


(Do not fill up For CSC use only)

2 SURNAME	BUGAOISAN		
FIRST NAME	MA. RIZALINA		NAME EXTENSION (JR., SR.)
MIDDLE NAME	SEBALLOS		
3 DATE OF BIRTH (mm/dd/yyyy)	06/19/1975	16 CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4 PLACE OF BIRTH	CATBALOGAN, SAMAR	If holder of dual citizenship, please indicate the details	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country.
5 SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17 RESIDENTIAL ADDRESS	FALLER BUILDING E. JACINTO ST. House/Block/Lot No. Street
7 HEIGHT (m)	1.549 m		SITIO SUDLON PARIL SATURNINO ABIQUE Subdivision/Village Barangay
8 WEIGHT (kg)	47 kg	ZIP CODE	BAYBAY CITY LEYTE City/Municipality Province
9 BLOOD TYPE	B+		6521
10 GSIS ID NO	75061900721 / BP# 2000196860	18 PERMANENT ADDRESS	CALLEJON STREET House/Block/Lot No. Street
11 PAG-IBIG ID NO	1700-0066-6531		SALUG 1 Subdivision/Village Barangay
12 PHILHEALTH NO.	13-0000-47172-1	ZIP CODE	CATBALOGAN CITY SAMAR City/Municipality Province
13 SSS NO	06-1468342-8		6700
14 TIN NO	187-204-256	19 TELEPHONE NO.	(055) 543-8126 (HOME)
15 AGENCY EMPLOYEE NO.	6308358	20 MOBILE NO.	09776900572
		21 E-MAIL ADDRESS (if any)	mrsbugaoisan@yahoo.com / marizalina.bugaoisan@deped.gov.ph

22 SPOUSE'S SURNAME	BUGAOISAN		23 NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ERIC PAULUS	NAME EXTENSION (JR., SR.)	DENVER EARL PAUL S. BUGAOISAN	07/14/2000
MIDDLE NAME	RODRIGUEZ		MA. PAULA DANIELLE S. BUGAOISAN	04/02/2004
OCCUPATION	LEAD SPECIALIST (GENERAL ACCOUNT LUZON)			
EMPLOYER/BUSINESS NAME	NATIONAL GRID CORPORATION OF THE PHILIPPINES (NGCP)			
BUSINESS ADDRESS	DILIMAN, QUEZON CITY, METRO MANILA			
TELEPHONE NO	(02) 8863 7221 / 09176293470			
24 FATHER'S SURNAME	SEBALLOS (DECEASED)			
FIRST NAME	DOMINADOR	NAME EXTENSION (JR., SR.)		
MIDDLE NAME	AMANGYAN			
25 MOTHER'S MAIDEN NAME				
SURNAME	CUESO			
FIRST NAME	EMERITA			
MIDDLE NAME	BORJA			
(Continue on separate sheet if necessary)				

26 LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	MERCEDES ELEMENTARY SCHOOL	ELEMENTARY	1981	1987		1987	SALUTATORIAN
SECONDARY	SAMAR STATE POLYTECHNIC COLLEGE	HIGH SCHOOL	1987	1991		1991	1ST HON MENTION
VOCATIONAL / TRADE COURSE	NONE						
COLLEGE	SACRED HEART COLLEGE	BACHELOR OF ARTS	1991	1995		1995	PROG SERV AWARD
GRADUATE STUDIES	SAMAR STATE UNIVERSITY	MASTERS IN PUBLIC MANAGEMENT	2001	2010		2010	NONE
	LEYTE NORMAL UNIVERSITY	DOCTOR OF MANAGEMENT (HUMAN RESOURCE MANAGEMENT)	SUM2016	PRESENT	CAR	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/14/2023	CS FORM 212 (Revised 2/17) Page 1 of 4
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2. ADDITIONAL WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION						
29	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
NONE						
(Continue on separate sheet if necessary)						
3. LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS						
30	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/Supervisory/Technical/etc)	CONDUCTED / SPONSORED BY (Write in full)
		From	To			
	RE-ORIENTATION ON THE RULES AND PROCEDURES IN ADMINISTRATIVE CASES IN THE DEPARTMENT OF EDUCATION (DILIGENT CHILD PROTECTION POLICY)	10/24/2022	10/24/2022	8	FOUNDATION	DEPED SCHOOLS DIVISION OF BAYBAY CITY
	DEPED NATIONAL EMPLOYEES UNION VISAYAS CLUSTER ASSEMBLY ON RESPONSIBLE PUBLIC SECTOR UNIONISM	08/24/2022	08/26/2022	24	FOUNDATION	DEPED NATIONAL EMPLOYEES UNION (NEU)
	BASIC LIFE SUPPORT AND FIRST AID TRAINING	08/17/2022	08/17/2022	8	TECHNICAL	DEPED SCHOOL BASED MAKINHAS NMS
	DIVISION ROLL OUT ON THE IMPLEMENTATION OF THE WEB-BASED MONITORING SYSTEM OF THE SCHOOL MOOE FUNDS	05/30/2022	05/30/2022	8	TECHNICAL	DEPED SCHOOLS DIVISION OF BAYBAY CITY
	GENDER SENSITIVITY, MAINSTREAMING & ANALYSIS TRAINING	10/25/2021	10/25/2021	16	FOUNDATION	SGOD, DEPED SCHOOLS DIVISION OF BAYBAY CITY
	3-DAY RESEARCH SEMINAR WORKSHOP FOR NON-TEACHING PERSONNEL	01/27/2021	01/29/2021	24	FOUNDATION	SGOD, DEPED SCHOOLS DIVISION OF BAYBAY CITY
	2019 REGIONAL CONGRESS OF HUMAN RESOURCE PRACTITIONERS (HRMPs)	02/28/2019	03/10/2019	16	LEADERSHIP	CIVIL SERVICE COMMISSION (CSC) RO8
	ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM AWARENESS SEMINAR	02/21/2019	02/22/2019	16	TECHNICAL	MANAGEMENT SYSTEMS CONSULTANCY
	EPSON SSU POCKET TALK	01/25/2019	01/25/2019	8	FOUNDATION	MANAGEMENT SYSTEMS CONSULTANCY
	SUPERVISORY DEVELOPMENT PROGRAM COURSES 1 & 2	12/10/2018	12/13/2018	32	SUPERVISORY	CIVIL SERVICE COMMISSION (CSC) RO8
	SEMINAR WORKSHOP ON THE 2017 RULES ON ADMINISTRATIVE CASES IN THE CIVIL SERVICE (RACCS)	08/23/2018	08/24/2018	16	TECHNICAL	CIVIL SERVICE COMMISSION (CSC) RO8
	2018 PUBLIC SECTOR HR SYMPOSIUM	07/18/2018	07/20/2018	16	LEADERSHIP & MANAGERIAL	CIVIL SERVICE COMMISSION (CSC)
	3-DAY TRAINING ON QUALITATIVE RESEARCH USING NVIVO	06/22/2018	06/24/2018	24	TECHNICAL	SAMAR STATE UNIVERSITY
	GOVERNMENT ACCOUNTING MANUAL (INTERNAL PROCEDURES)	06/04/2018	06/04/2018	8	FOUNDATION	SAMAR STATE UNIVERSITY
	PRIME-HRM CONVERSATION WITH LEADERS	05/29/2018	05/30/2018	16	LEADERSHIP	CIVIL SERVICE COMMISSION (CSC)
	FORUM ON SS GOOD HOUSEKEEPING IMPLEMENTATION FOR HIGHER EDUCATION	12/05/2018	12/05/2018	8	TECHNICAL	DEVELOPMENT ACADEMY OF THE PHILIPPINES
	IN-HOUSE CAPABILITY TRAINING/SEMINAR FOR FRONTLINERS & ADMIN PERSONNEL	12/27/2017	12/27/2017	8	TECHNICAL	CIVIL SERVICE COMMISSION (CSC) RO8
	OMNIBUS RULES ON APPOINTMENTS & OTHER HR ACTIONS (ORA-OHRA)	11/20/2017	11/21/2017	16	MANAGERIAL	CIVIL SERVICE COMMISSION (CSC) RO8
	1ST SERVICE EXCELLENCE SUMMIT FOR LEADERS	09/22/2017	09/22/2017	8	LEADERSHIP	CIVIL SERVICE COMMISSION (CSC) RO8
	TRAINING ON TRAINING NEEDS ANALYSIS (TNA)	05/22/2017	05/23/2017	16	FOUNDATION	CIVIL SERVICE COMMISSION (CSC) RO8
	3-DAY PRIME-HRM WORKSHOP	05/10/2017	05/12/2017	24	LEADERSHIP	CIVIL SERVICE COMMISSION (CSC) RO8
	EASTERN VISAYAS REGIONAL CONGRESS OF HUMAN RESOURCE MANAGEMENT PRACTITIONERS	04/04/2017	04/05/2017	8	LEADERSHIP	CIVIL SERVICE COMMISSION (CSC)
	ISO 9001:2008 INTERNAL QUALITY AUDIT TRAINING	02/07/2017	02/08/2017	24	TECHNICAL	SAMAR STATE UNIVERSITY
	PERFORMANCE CALIBRATION WORKSHOP FOR SUPERVISORS	10/20/2016	10/21/2016	16	TECHNICAL	CIVIL SERVICE COMMISSION SAMAR FIELD OFFICE
	2016 PUBLIC SECTOR HR SYMPOSIUM	05/23/2016	05/25/2016	16	LEADERSHIP & MANAGERIAL	PHILIPPINES AUSTRALIA HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT FACILITY (PAHROOF) AND
	FOUR (4) CS OF CHANGE FOR LEADERS	04/27/2016	04/29/2016	24	SUPERVISORY	CIVIL SERVICE COMMISSION (CSC) RO8
	ISO 9001:2008 AWARENESS COURSE (QUALITY MANAGEMENT SYSTEM)	02/24/2016	02/24/2016	8	TECHNICAL	AJA REGISTRARS, INC
	4TH VISAYAS CONGRESS OF HRMPs	11/05/2014	11/07/2014	24	LEADERSHIP	CIVIL SERVICE COMMISSION (CSC) ROS 6, 7, 8
	2014 HR SYMPOSIUM	04/24/2014	04/25/2014	16	LEADERSHIP	CIVIL SERVICE INSTITUTE (CSI) / CIVIL SERVICE COMMISSION (CSC)
	SEMINAR WORKSHOP ON ANTI-SEXUAL HARASSMENT (SWASH)	03/19/2014	03/20/2014	16	TECHNICAL	CIVIL SERVICE COMMISSION SAMAR FIELD OFFICE
	TRAINING ON EXAMINATION ADMINISTRATION (TEA)	09/28/2012	09/28/2012	8	TECHNICAL	CIVIL SERVICE COMMISSION SAMAR FIELD OFFICE
	SEMINAR WORKSHOP ON CRAFTING STRATEGIC PERFORMANCE MANAGEMENT SYSTEM & HUMAN RESOURCE PLAN (SWOC SPMS & HRP)	08/28/2012	08/29/2012	16	TECHNICAL	CIVIL SERVICE COMMISSION (CSC) RO8
	ORIENTATION WORKSHOP ON THE NEW SALN	03/15/2012	03/15/2012	8	TECHNICAL	CIVIL SERVICE COMMISSION SAMAR FIELD OFFICE
	STRATEGIC PLANNING WORKSHOP SSU STRATEGIC DEVT PLAN FOR CY 2012-2017	03/01/2012	03/02/2012	16	MANAGERIAL	SAMAR STATE UNIVERSITY
	PRE-RETIREMENT COUNSELING COURSE	08/10/2011	08/11/2011	16	FOUNDATION	CIVIL SERVICE COMMISSION (CSC) RO8
	SKILLS ENHANCEMENT SEMINAR FOR HUMAN RESOURCE MGT. PRACTITIONERS	07/28/2011	07/29/2011	16	TECHNICAL	CIVIL SERVICE COMMISSION SAMAR FIELD OFFICE
	SEMINAR WORKSHOP ON RAISING THE STANDARDS STRATEGIES IN RECORDKEEPING	04/13/2011	04/15/2011	24	TECHNICAL	SOCIETY OF FILIPINO ARCHIVIST (SFA)
	SEMINAR WORKSHOP ON LEAVE ADMINISTRATION	12/07/2010	12/08/2010	16	TECHNICAL	CIVIL SERVICE COMMISSION SAMAR FIELD OFFICE
	WORKSHOP ON TARGET-SETTING AND ACCOMPLISHMENT (WORKTA)	10/08/2010	10/08/2010	8	TECHNICAL	CIVIL SERVICE COMMISSION (CSC) RO8
	3RD VISAYAS ANNUAL CPO CONVENTION	04/27/2010	04/29/2010	24	LEADERSHIP	CIVIL SERVICE COMMISSION (CSC)
	COMPETENCY-BASED TRNG (COMPONENT 1) FOR HRMPs	10/06/2009	10/07/2009	16	TECHNICAL	CIVIL SERVICE COMMISSION SAMAR FIELD OFFICE
	SEMINAR WORKSHOP ON APPOINTMENT PREPARATIONS	10/11/2006	10/12/2006	16	TECHNICAL	CIVIL SERVICE COMMISSION (CSC) RO8
	IN-HOUSE SEMINAR WORKSHOP ON FRONTLINE SERVICE MANAGEMENT	09/29/2004	09/29/2004	8	TECHNICAL	CIVIL SERVICE COMMISSION SAMAR FIELD OFFICE
	IN-SERVICE TRAINING ON CSC UPDATES AND NEW COLLEGE POLICIES	12/17/2003	12/17/2003	8	FOUNDATION	SAMAR STATE POLYTECHNIC COLLEGE
	PUBLIC SERVICE DELIVERY ENHANCEMENT SERVICES	09/09/2003	09/10/2003	16	TECHNICAL	CIVIL SERVICE COMMISSION SAMAR FIELD OFFICE
	SEMINAR WORKSHOP ON ARCHIVES AND RECORDS COUNTER DISASTER PLANNING	05/13/2003	05/15/2003	24	TECHNICAL	RECORDS MANAGEMENT AND ARCHIVES OFFICE (RMAO) MANILA
	SEMINAR WORKSHOP ON THE ESTABLISHMENT OF RECORDS DISPOSITION ON SCHEDULES FOR GOVERNMENT AGENCIES	07/30/2002	08/01/2002	24	TECHNICAL	RECORDS MANAGEMENT AND ARCHIVES OFFICE (RMAO) MANILA
(Continue on separate sheet if necessary)						
VII. OTHER INFORMATION						
31	SPECIAL SKILLS and HOBBIES	32	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
	SKILLS: GRAPHIC DESIGN & LAYOUT, GOOD COMMUNICATION SKILLS		NONE		KASUGBONG MULTI-PURPOSE COOPERATIVE (KMPC)	
	HOBBIES: READING, DANCING, WEB SURFING, TRAVELING				PHILIPPINE ASSOC. OF RESEARCHERS & STATISTICAL SOFTWARE USERS (PARSSU)	
(Continue on separate sheet if necessary)						
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed. a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details:
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: Date Filed: _____ Status of Case/s: _____
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ Voluntary Resignation
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

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

NAME	ADDRESS	TEL. NO.
JULIUS CESAR L. DE LA CERNA	HRMO, DEPED BAYBAY CITY SDO	09557749713
MARILYN D. CARDOSO, PhD	UNIVERSITY PRESIDENT, SAMAR STATE UNIVERSITY	09173221297
EVELYN D. ABAIGAR	HINABANGAN, SAMAR	09776921541

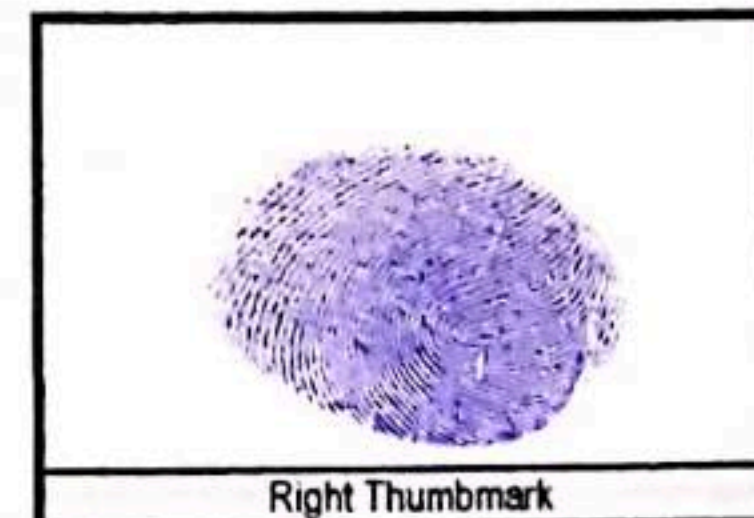
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head / authorized representative to verify/validate 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.



MA RIZALINA S. BUGAISOAN

Government Issued ID (i.e. Passport, GSIS, BSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID	GSIS UMID ID
ID Number/Passport No.	CRN-006-0002-9459-3
Date/Place of Issuance	2018 CATBALOGAN CITY

Signature (Sign inside the box)	
03/14/2023	
Date Accomplished	



Right Thumbmark

SUBSCRIBED AND SWORN to before me this

MAR 13 2023

, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. EDEN B. CHAVEZ-BUTAWAN
Notary Public for the Province of Leyte, City of Baybay
Notarial Commission No. B-22-06-06
Until December 31, 2023

PTA No. 110113706 issued on Jan. 3, 2023
Person Administering Oath issued on Jan. 2, 2023


MCLE COMPLIANCE NO. VII-000093-Valid until April 14, 2025
Attorney's Roll No. 43391

TIN No. 207-628-029

R. Magaysay Avenue, Baybay City, Leyte

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WORK EXPERIENCE SHEET	
Instructions: 1. Include only the work experiences relevant to the position being applied to. 2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.	
Duration:	January 4, 2021 – Present
Position:	Administrative Officer II
Name of Office/Unit:	Administrative and Finance Services (Field Work)
Immediate Supervisor:	Administrative Officer V / DIC / PIC
Name of Agency and Location:	DepEd Schools Division of Baybay City Diversion Road, Brgy. Gaas, Baybay City, Leyte
Summary of Actual Duties	
<ul style="list-style-type: none">○ KRA 1 – PERSONNEL ADMINISTRATION -Recruitment and Selection; Personnel Records; Compensation & Benefits; Other HR-related Works○ KRA 2 – PROPERTY CUSTODIAN -Facilitate the issuances of supplies, materials, equipment, and other learning resource materials to requesting schools of the district. -Ensuring the safety and security of supplies, materials, equipment, textbooks, and other learning materials.○ KRA 3 – FINANCIAL MANAGEMENT -Assist the School Head on Liquidation reports including the completion of supporting documents.○ KRA 4 – GENERAL ADMINISTRATIVE SUPPORT -Provide general administrative support to DICs, School Heads, and teachers like encoding of reports, preparation of district/school documents, etc.	
Duration:	February 04, 2014 – June 30, 2019
Position:	Administrative Officer IV
Name of Office/Unit:	Administrative and Finance Services
Immediate Supervisor:	Mrs. Evelyn D. Abaigar, HRMO III Dr. Ricardo T. Severo, Jr., Campus Director
Name of Agency and Location:	Samar State University Mercedes Campus Brgy. Mercedes, Catbalogan City, Samar
List of Accomplishments and Contributions	
<ul style="list-style-type: none">○ Contributed to the achievement of the University as Bronze Awardee in the PRIME-HRM of the Civil Service Commission assessment wherein the University reached the PROCESSED-DEFINED HRM MATURITY LEVEL on its competencies, systems, and practices in its FOUR HR SYSTEMS: (1) recruitment, selection, and placement; (2) learning and development; (3) performance management; and (4) rewards and recognition.○ Contributed to the crafting of the different HR and administrative systems/procedures of the University.○ Contributed to achievements of the Samar State University for quality education and customer satisfaction such as AACUP Accreditation, ISO Certification 9001:2015, CHED RQUAT Monitoring, etc.	
Summary of Actual Duties	
<ul style="list-style-type: none">○ Implements administrative policies in conformity with CSC, DBM, CHED, COA, and other regulating bodies and promotes better employee relations.○ Communicate the Campus' records management and procedures to units and coordinate the same to Main Campus in consonance with the University Records Management System and ISO 1900:2015 standards.○ Conducts administrative investigation and recommends appropriate disciplinary action against erring employees.○ Supervises and maintains the operation of the physical facilities of the Campus using the Maintenance Program.○ Responsible for the management of the recruitment and selection process in coordination with the University HRMO; assist the University HRMO in crafting the Succession Planning and Career Development of the personnel through consultation and action planning.○ Facilitate the training needs of personnel for inclusion in the University's professional development plan and coordinate with the University HRMO for Implementation of the Learning and Development of the Campus; and○ Provides assistance in the management of the Campus' programs and activities and performs other related functions.	


MA. RIZALINA S. BUGAOISAN

Applicant

Date: March 14, 2023