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READ THE ATTACHED GUIDE	TO FILLING OUT THE PERSONAL DATA SE	HEET (PDS) BEFORE ACCOM	APLISHING TH	IE POS FOR	CES INTRO	ı	(Do not films)	For CSC use only
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22 SPOUSE'S SURNAME			23 NAME of CH	ILDREN (Writ	e full name an	distall)	DATE OF BIRT	TH (mm/dd/yyyy)
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8 (NCLUSIVE DATES POSITION TITLE (Write in full/Do not abbrevia		TLE	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		MONTHLY SALARY	DMART JOD PAY OMDE IN equivalent STEP frames TO D'Y excernent	STATUS OF APPOINTMENT	1,000 10,000 (1/1)	
From 12/2024	03/015/2025	Admin / Hr As	sistant	Palo Polyte	15000.00	e-CALMENT	Regular		
7/2023	07/31/23	Statistical Res	earcher	Philippine Statistic	13000.00		Contractual		
1/27/19 06/31/22		Staff Member		Philippine Red Co Taclo	10000.00		Contractual		
sign	IATURE		Purtural	ntinue on separate sheet if	DATE			03/18/25	

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to

- 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: December 04, 2024 to M, arch 15, 2025
- Position: Admin/ Hr Assistant
- Name of Office/Unit: Admin/HR
- Immediate Supervisor: Rolando V. Militante
- Name of Agency/Organization and Location: Palo Polytechnic College, Brgy. Libertad Palo, Leyte
- Summary of Actual Duties
- Pioneering personnel of the institution to perform clerical tasks in opening a program for Bachelor of Science in Industrial Security Management and Bachelor of Science in Nursing
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Maintained confedentiality of sensetive information by adhering to strict privacy policies and implementing secure filing sytems.
- Delivered excellent customer service through prompt responses to client inquiries, addressing concerns effectively, and building strong relatioships.
- Ensured accurate record-keeping with diligent data entry and database management for vital school information.
- Making monthly payroll for the faculty and staff.
- · Process the completion of Daily Time Records of all feaulty and staff.
- Purchase school supplies.
- Carries out administrative duties such as filing, encoding, copying and scanning.
- · Provides administrative and HR support to ensure efficient operation of institution.
- Checking of emails, responding, editing contract, appointment and commitment letters and as instructions given by the College Administrator, Chairman/ CEO and other Admin, HR tasks.

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- Duration: July 01, 2023- July 31, 2023
- Position: Statistical Researcher
- Name of Office/Unit: LFS/ FIES 1ST Visit
- · Immediate Supervisor: Sheryl Ann A. Jamisola
- Name of Agency/Organization and Location: Philippine Statistic Authority, Region VIII, Tacloban City
 - Summary of Actual Duties
- · Gathered of Data through interviews
- Process data and prepare reports, while also assisting in the formulation of statistical standards and ensuring data accuracy and comparability.
- Review data for completeness, accuracy, and consistency.
 - Duration: November 27, 2019 to June 31, 2022
 - · Position: Staff Member/ Volunteer
 - · Name of Office/Unit: Chapter Development Unit
 - Immediate Supervisor: Audrey Cumla and Jeffrey C. Batula
 - Name of Agency/Organization and Location: Philippine Red Cross, Leyte Chapter, Tacloban City
 - Summary of Actual Duties

- Kept work areas clean, organized, and safe to promote efficiency and team safety.
- Established positive relationships with customers and other Red Cross volunteers and Staff members.
- Respondedsensetively and competently to service customers with diverse cultural backgrounds.
- Developed strong relationships with clients through consistent communication and attentive customer service, resulting in increased overall satisfaction.
- Conducting seminars, First Aid Training to the covered barangays, areas and municipalities.

(Signature over Printed Name of Employee/Applicant)

Date: 03/8/25

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SIGNATURE		D. J.		1 0	ATE	03/18/25		

Have you ever been convicted of any crime or violation of an	Date Filed. Status of Case/s				
any court or tribunal?	1	If YES, give details,			
retirement, dropped from the rolls, dismissal, termination, en (abolition) in the public or private sector?	out If YES, give details	If YES, give details:			
Barangay election)?	1	If YES, give details			
election to promote/actively campaign for a national or local	If YES, give detail	If YES, give details:			
Have you acquired the status of an immigrant or permanent	If YES, give details	If YES, give details (country):			
7277), and (c) Solo Parents Welfare Act of 2000 (RA 8972),	na Carta for Disabled Persons (RA please answer the following items:				
Are you a member of any indigenous group?	If YES, please specify				
Are you a person with disability?			If YES, please specify ID No.		
Are you a solo parent?		If YES, please specify	ID No:		
REFERENCES (Person not related by consenguintly or efficialy to applicant)	(appointee)				
NAME	ADORESS				
Audrey Cumla			96		
Princess May M. Oliva	Drgy, Alado, Falo. Leyte				
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nment Issued ID 9 - Paumont, 050, 504 FRC Dates's License, etc.) BE INDICATE ID Number and Date of Issuance sment Issued ID. PRC pperPassport No: 2011270	Jan Portus	f			
9	Have you ever been separated from the service in any of the retirement, dropped from the rolls, dismissal, termination, en (abolition) in the public or private sector? a. Have you ever been a candidate in a national or local election and provided from the government service during the election to promote/actively campaign for a national or local Have you acquired the status of an immigrant or permanent. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972). Are you a member of any indigenous group? Are you a person with disability? Are you a person not releted by consequently or efficiely to explicant. NAME Audrey Cumla Jeffrey C. Batula Princess May M. Oliva	Have you ever been separated from the service in any of the following modes, resignation, retrement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased of (abolition) in the public or private sector? 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/activally campaign for a national or local candidata? Have you acquired the status of an immigrant or permanent resident of another country? 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: Are you a member of any indigenous group? Are you a person with disability? Are you a solo parent? REFERENCES (Person not releted by consengantly or efficial to explaint Inspontible) NAME Audrey Cumla Jeffrey C. Batula Brgy, Paving , Palo, Leyte Princess May M. Oliva Brgy, Arado, Palo, Leyte Emplicant Issued ID (a Pavinson 050, 100 PMC, Diservitionen, etc) Emplicant Issued ID (a Pavinson 050, 100 PMC, Diservitionen, etc) Emplicant Issued ID (a Pavinson 050, 100 PMC, Diservitionen, etc) Emplicant Issued ID (a Pavinson 050, 100 PMC, Diservitionen, etc) Emplicant Issued ID (a Pavinson 050, 100 PMC, Diservitionen, etc)	Have you ever been convicted of any crime or violation of any taw, decree, ordinance or regulation by any court or tribunal? If YES, give details the property of the trought of the service in any of the following modes, resignation, retreatment, dropped from the rolls, dismissal, termination, and of term, finished contract or phased out (abolition) in the public or private sector? If YES, give details (abolition) in the public or private sector? If YES, give details are the property of		