

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	ROSAUPAN		
FIRST NAME	VINCE JARNY	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MAHAIT		
3. DATE OF BIRTH (mm/dd/yyyy)	12/08/1997	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street BARANGAY COGON Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.75 M	ZIP CODE	6521
8. WEIGHT (kg)	115 KG		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No. Street BARANGAY CRISTINA Subdivision/Village Barangay CALUBIAN LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6534
11. PAG-IBIG ID NO.	9183-0491-8798		
12. PHILHEALTH NO.	13-250407989-2	19. TELEPHONE NO.	N/A
13. SSS NO.	06-4166938-9	20. MOBILE NO.	09627112952
14. TIN NO.	356-144-204-0000	21. E MAIL ADDRESS (if any)	vincejarnt@gmail.com
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

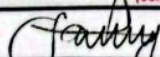
22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ROSAUPAN			
FIRST NAME	ARVIN	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	MADERAZO			
25. MOTHER'S MAIDEN NAME				
SURNAME	MAHAIT			
FIRST NAME	JOSEPHINE			
MIDDLE NAME	CANEJA			

(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		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	BAYBAY I CENTRAL SCHOOL	N/A	2004	2010	N/A	2010	N/A
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	N/A	2010	2014	N/A	2014	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES	BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY	2016	2018	N/A	2018	N/A
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MASTERS IN MANAGEMENT	2018	2020	27 units	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	APRIL 10, 2024
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	APRIL 10, 2024	
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[illegible]

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

[illegible]







VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	READING BOOKS		N/A		THE INSTITUTE OF CERTIFIED BOOKKEEPERS
	ARTS & DECORATIONS				NATIONAL INSTITUTE OF ACCOUNTING TECHNICIANS
					PHILIPPINE JUNIOR JAYCEES INCORPORATED METRO TACLOBAN RUPERTO KANGLEON

(Continue on separate sheet if necessary)			
SIGNATURE 	DATE APRIL 16, 2024		

Scrub

APRIL 10, 2024

<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: <u>END OF CONTRACT</u></p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>NIEMAR ABALO</td> <td>BAYBAY CITY, LEYTE</td> <td>09970758911</td> </tr> <tr> <td>ANGELLI D. CAIDOY</td> <td>DULAG, LEYTE</td> <td>09481214738</td> </tr> <tr> <td>JACQUELINE L. OGQUING</td> <td>KANANGA, LEYTE</td> <td>09567535543</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	NIEMAR ABALO	BAYBAY CITY, LEYTE	09970758911	ANGELLI D. CAIDOY	DULAG, LEYTE	09481214738	JACQUELINE L. OGQUING	KANANGA, LEYTE	09567535543
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JACQUELINE L. OGQUING	KANANGA, LEYTE	09567535543											
<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>13-250407989-2</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>1212-3799-4061</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>07/01/2023</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	13-250407989-2	ID/License/Passport No.:	1212-3799-4061	Date/Place of Issuance:	07/01/2023	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  Signature (Sign inside the box) APRIL 10, 2024 Date Accomplished </td> <td style="text-align: center;">  Right Thumbmark </td> </tr> </table>	 Signature (Sign inside the box) APRIL 10, 2024 Date Accomplished	 Right Thumbmark
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<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 300px; height: 60px; margin: 10px auto; text-align: center; line-height: 60px;"> Person Administering Oath </div>													

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: December 1, 2023- Present
- Position: Municipal Financial Analyst
- Name of Office/Unit: RPMO – Finance Department
- Immediate Supervisor: Richardo Matobato/ Irene Permejo
- Name of Agency/Organization and Location: Department of Social Welfare and Development – KALAHÍ – CIDSS Program

· Summary of Actual Duties

- Checked and verified requirements for KALAHÍ CIDSS programs sub- project which will be implemented on respective barangays and their municipalities.
- Strictly implementation of social safe guarding of sub projects.
- Filing of Request for Fund Release (RFR) per barangay as well as to their respective municipalities.
- Verify the amount reflected on the Kalahi CIDSS Grant and the total sub project amount.
- Assisted for verifying of the beneficiaries of Cash for Work assistance here in Region VIII.
- Monitored Request for Fund Release (RFR) for the whole region.
- Assisted Financial Analyst II & III as to the requirements or necessities on the social safeguarding and nine documents to be presented to the budgeting and accounting department.
- Created a tracker which is functional for the finance department on monitoring documents which is required for the budgeting department such as Disbursement Vouchers, Special Power of Atty. And electronic RFR.
- Attached documents on the completion of requirements of RFR and forwarded documents to accounting and/or budgeting department for grant allocation based on their disbursement vouchers and electronic request for fund release.
- Updated the tracker system based on the reviewed RFR of Finance MATA and Regional – Finance.
- Ensures the costs of subproject proposals are complete, economic and reasonable in which we provide technical assistance in the preparation and review of Program of works including direct and indirect costs.
- Ensures the completeness, correctness, and cleanliness of the RFR submitted to the accounting department.
- Observes neatness of the RFR and evaluate the content or context of each document attached to the RFR.
- Evaluates the consistency of the details such as Sub-project titles, target area, address of the barangay, Municipal and Barangay Resolutions and amount of Project of Works submitted to the Regional Office.
- Monitor the RFR documents being delivered to accounting and budgeting office, including from engineering and sdu department.
- Deliverables must be achieved within a specific period of time.
- Ensures the consistency of the signatures and people who were the as signatories to the specified document.
- Ensure compliance to Project guidelines and policies including applicable social and environmental and gender standards relative to the request for.
- Accepted tasks that where not meant to be with my job description.

Duration: January 3, 2020- November 30, 2023

- Position: Corporate Internal Auditor
- Name of Office/Unit: Audit and Controls Department

- Immediate Supervisor: Jacqueline Lao- Ogquing
- Name of Agency/Organization and Location: AKIVA Holdings Incorporated

- Summary of Actual Duties

- Monitored the expenses as well as the liquidation of expenses on a daily basis.
- Disbursed checks and cash for actual expenses within the organization.
- Prepared financial reports to be presented for the stake holders on a quarterly basis.
- Monitored payroll and disburse to employees.
- Participated in monthly meetings with coordination of team leaders with regards to the events and sudden issues in the organization.
- Assisted during events and etc.
- Audited inventory and branch operations.
- Make and implemented financial reports which became relevant in the organization.
- Managed to observe time- management within the organization.
- Prepared check vouchers and cash funds to particular transactions.
- Managed to become a petty cash custodian.
- Coordinated with different personalities with regards to banks, insurance and supplies for the consumption of the office.
- Submitted audit findings in a monthly basis.
- Project annual budget for company use.
- Created a template which entails the projecting amounts possible projects, expenditures and other necessities for the company.
- Ensures that the budget projection will suffice the operations in a long run.
- Accepted other tasks assigned.

- Duration: June 01, 2019 – December 30, 2019

- Position: Logistics Officer-In-Charge

- Name of Office/Unit: Logistics Department

- Immediate Supervisor: Jenel Babalcon

- Name of Agency/Organization and Location: River Valley Distribution Incorporated

- Summary of Actual Duties

- All functions of the department head will be seconded as OIC.
- Managed to balance logistical process in the organization.
- Updated all inventory transactions as well the availability of the stocks.
- Filing of relevant documents as OIC.
- Monitored all inventory stocks levels in the different branches.
- Travelled during stock inspections and implementation of new processes.
- Managed to update Receiving Reports, Stock transfer Reports and Bad Order Report in the organization.
- Coordinated with different personalities for delivery.
- Maintained a healthy environment inside the logistics department despite of the sudden transactions necessary to achieve.
- Assisted branch OIC in terms of delivery and transfer of stocks.
- Accepted other tasks assigned.

- Duration: November 05, 2018 – May 30, 2019

- Position: Tax associate/ clerk

- Name of Office/Unit: Tax Department

- Immediate Supervisor: Jacqueline Lao- Ogquing

- Name of Agency/Organization and Location: River Valley Distribution Incorporated

- Summary of Actual Duties

- Managed to file tax reports in a short period of time.
- Posted daily expenses within the organization.
- Updated and implemented new accounts payable policy such as the Weekly Expense Report for the salesman.
- Updated the Bad Order expenses in the organization.
- Assisted during the preparation of financial statement in accrual method.

- Assisted the human resource department if there will be sudden events in the organization as well to planned events.
- Assisted the preparation of sales and expenses to be submitted to the bookkeeper.
- Accepted other tasks assigned.

Attachment to CS Form No. 212


VINCE JARNY M. ROSAUPAN
(Signature over Printed Name
of Employee/Applicant)

Date: APRIL 10, 2024