CS Form No. 212 Réviséd 2017	PERSO	NAL DAT	'A SF	IEE					
- CIICEMAN	ation made in the Personal Data Sheet and th	e Work Experience Sheet s	hall cause the	filing of a	dministrati	ve/criminal case/	s against the	person	
agroup. Tick appropriate boxe	TO FILLING OUT THE PERSONAL DATA SH. s () and use separate sheet if necessary. Indicate	EET (PDS) BEFORE ACCOM N/A if not applicable. DO NOT	<i>NPLISHING TH</i> ABBREVIATE.	E PDS FC	1. CS ID I	No.	(Do not fill	up. For CSC use	
PERSONAL INFORMATION	No					1.			
2. SURNAME	VILLONES		l:						
FIRST NAME	JOLINA PRESKA	مانات المانات الموسطينية العيام الكراميين المراد الموسطينية العيام الموسطينية المراد الموسطينية المراد الموسطين	Li bijan sa san se	-	and the start	NAME EXTENSION NONE	(JR, SR)	en promo por	
MIDDLE NAME	TUĠADÓ					and the second s		in the Air page	
3. DATE OF BIRTH (mm/dd/yyyy)	01/18/1994	16, CITIZENSHIP		Ø	Filipínó	☐ Duál Citižéns		uralization	
4. PLACE OF BIRTH	TACLOBAN CITY	If holder of dual citize	enship,			Pls. indicate	country:		
5. SEX	☐ Male ✓ Female	please indicate the o	details.				And the second		
6 ČIVIL ŠTATUŠ	✓ Single Married	17. RESIDENTIAL ADDRESS	ing the property of the second	N/A	- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	E.	DE PAZ STR	EET	
- STATUS	Widowed Separated Other/s:	17, RESIDENTIAL ADDRESS		House/Block/Lat No.			Street BLACION DISTRICT 3 Barangay		
7. HEIGHT (m)	1.58 METERS	Son the		LA PAZ			LEYTE Province		
8. WEIGHT (kg)	45 KILOGRAMS	ZIP CODE	City/Municipali 6508		y Plovince			6	
B. BLOOD TYPE	0	18. PERMANENT ADDRESS					DE PAZ STREET		
0. GSIS ID NO.		4,	Hou	House/Block/Lot No.			Street POBLACION DISTRICT 3		
- 0	NONE	3860 A 2 2 2 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Subdivision/Village			Barangay			
1. PAG-IBIG ID NO.	1211-1164-5409	January Communication of the C	LA PAZ City/Municipality				Province		
2. PHILHEALTH NO.	13-050153757-9	ZIP CODE	6508			7071-	Company of Francisco		
3. SSS NO.	06-3388889-3	19. TELEPHONE NO.		NONE				. 104 -0007	
4. TIN NO.	317-833-204-000	20. MOBILE NO.	15	09359414088 / 09618868461					
5. AGENCY EMPLOYEE NO.	NONE	21. E-MAIL ADDRESS (if any)	Ť .	jolinapreskavillones@gmail.com					
FAMILY BACKGROUND									
2. SPOUSE'S SURNAME	NONE		23. NAME of CHIL	DREN (Wri	te full name an	d list all)	DATE OF BIF	TH (mm/dd/yyyy)	
FIRST NAME	NONE	NAME EXTENSION (JR., SR)	ALEX	LORENZO	VILLONE	S MOLON	06/2	5/2015	
MIDDLE NAME	NONE	The second secon	SAMAN	THA DEN	CE VILLON	ES MOLON	11/1	9/2016	
OCCUPATION	NONE	*1 - 2.2. No. 1	1	r.					
EMPLOYER/BUSINESS NAME	NONE	F 414		1	10				
BUSINESS ADDRESS	NONE	- 1-9				-	1		
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FIRST NAME	PRIMO	NAME EXTENSION (JR., SR)	3 1 1					4	
MIDDLE NAME	ESTIL	INUNE	3						
. MOTHER'S MAIDEN NAME	JOSEPHINE SECORATA TUGADO	1 1 1 1 1	:			1	1 1		
SURNAME	TUGADO		1			1			
FIRST NAME	JOSEPHINE					i izan engan			
MIDDLE NAME	SECORATA	See See		(C	ontinue on se	parate sheet if neces	sary)	1	
EDUCATIONAL BACKS	ROUND				Control of the second		Section 2		
LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE (Write in full)	E/COURSE	PERIOD OF	ATTENDANCE To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR ĞRADUATED	SCHOLARSHIP/ ACADEMIC HÓNÓRS RECEIVED	
ELEMENTARY	SAN JOSE CENTRAL SCHOOL	ELEMENTARY		1999	2005	N/A	2005	WITH	
SECONDARY	SAN JOSE NATIONAL HIGH SCHOOL	HIGH SCHOOL	<u> </u>	2005	2009	N/A	2009	WITH HONORS	
VOCATIONAL / TRADE COURSE	NONE	NONE	ļ	N/A	N/A	N/A	N/A	N/A	
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENT		2009	2013	N/A	2013	WITH	
GRADUATE STUDIES	NONE	NONE	The second	N/A	N/A	N/A	N/A	N/A	
SIGNATURE	Schmilleller	ntinue on separate sheet if neces	sary)	DA	TE - j	Jan	uary 19, 202	4	

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	SPECIAL LAY	NS/ CES/ CSEE TY / DRIVER'S LICENSE	RATING (If Applicable)	EXAMINATION / PLACE OF EXAMINATION / CONFERMENT CONFERMENT		NUMBER	Date Valid		
Career	Service Profe	essional Eligibility	m. Herrick	June 9, 2023 Tacloban City, I		City, Leyte		N/A	N/A
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Work ≡	KPERIENGE	the state of the s	Con	ntinue on separate shee	t if necessary)	a para tibey a little and			
naluda priva	te employme	nt. Start from your recent	work) Description	of duties should b	e indicated in the attache	d Work Exp			
From	SIVE DATES  1/dd/yyyy)	POSITION TIT (Write in full/Do not a			ENCY / OFFICE / COMPANY I/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format 100-07) INCREMENT	STATUS OF APPOINTMENT	ĞÓVİ SERVIQ (Y/N)
06/05/2023	Present	FINANCIAL ANA	ALYST II	DSWD FMD -	Accounting Section	36,619.00	15	CONTRACT OF SERVICE	Υ
09/16/2021	06/02/2023	MUNICIPAL FINANCI	AL ANALYST	DSWD K	ALAHI-ÇIDSS	34,918.00	15	CONTRACT OF SERVICE	· Y
06/02/2018	04/30/2021	RETAIL STORE ASSISTA	NT / SPECIALIST	QUAERITO QUALITAS INC		12,500.00	N/A	CONTRACTUAL	N
09/01/2015	12/19/2015	CUSTOMER MARKET	ING OFFICER	WILTY MARKETING		9,000.00	N/A	PROJECT BASED	N
10/01/2014	06/30/2015	LOGISTICS PUR	CHASER	HANDICAP INTERNATIONAL		21,054.00	N/A	PROJECT BASED	N
01/20/2014	09/30/2014	LOGISTICS ASS	SISTANT	HANDICAP INTERNATIONAL		18,000.00	N/A	PROJECT BASED	N
01/07/2013	11/07/2013	BILLER	1	WILTY MARKETING		8,500.00	N/A	CONTRACTUAL	N
06/17/2012	03/25/2013	ENLISTED PERSONNE	L FOR ADMIN	53RD AIR FORCE GROUP RESERVE		NONE	N/A	VOLUNTARY	Υ.
06/17/2012	03/25/2013	VOLUNTEER RESERVIS	T INSTRUCTOR	5TH AIR RE	SERVE CENTER	NONE	N/A	VOLUNTARY	Y
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(I VOLUNTARY WORK OR INVOLUMENT IN GIVIC / NON-EGOVERNMENT / 29.  NAME & ADDRESS OF ORGANIZATION (Write in full)			INCLUSIVE DATES (mm/dd/yyyy)		wissian u	POSITION / NATURE OF WORK		
53RD AIR FORCE GROUP RESERVE			T0		FI	NLISTED PERSONNEL FOR ADMIN		
			11/05/2013		_	ADVANCE CADET OFFICER		
527TH DEPARTMENT OF AIR SCIENCE AND TACTICS 8			03/24/2012			ORGANIZATION SECRETARY		
PAG-ASA YOUTH ASSOCIATION OF THE PHILIF	03/01/2010	04/30/2010	- , a= ) (tel),	To the	ORGANIZATION SECRETARY			
	Office Bully 1 St III							
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II. LEARNING AND DEVELOPMENT (L&D) II tart from the most recent L&DA reining program and include	NTERVENTIONS/TRAINING PR	OGRAMS AT	sheet if necessary TENDED are for Division Ch		igerial positions)			
30. TITLE OF LEARNING AND DEVELOPMENT INTER (Write in full)	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS			NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Wille in full)		
Bsic Orientation on Psychological First Aid	From 12/11/2023	To 12/11/2023	8 HOURS	TECHNICAL	DEPARTMENT OF SOCIAL WELFARE AN DEVELOPMENT			
Workplace for DSWD FO VIII Discussion of Financial Decision-Making (Analyzi	ng Financial Decisions and their	12/07/2023	12/07/2023	8 HOURS	TECHNICAL	DEVELOPMENT  DEPARTMENT OF SOCIAL WELFARE AN  DEVELOPMENT - FMD DIVISION		
Impact on Overall Stability)  lational Lquidation Workshop cum Closing Reports at The Orchard Hotel, Bagulo					TECHNICAL	DEVELOPMENT - PMD DIVISION  DEPARTMENT OF SOCIAL WELFARE AN  DEVELOPMENT - NATIONAL PROGRAM		
City	9	10/16/2023	10/20/2023	46 HOURS		MANAGEMENT OFFICE  DEPARTMENT OF SOCIAL WELFARE AN		
An Orientation on COA Circular 202	gineering Workshop on Accounting Operations for Process Improvement: An Orientation on COA Circular 2023-004 Series of 2023		10/15/2023	12 HOURS	TECHNICAL	DEVELOPMENT DEPARTMENT OF SOCIAL WELFARE AN		
GASS (General Administrative Services Sect		08/11/2023	08/12/2023	16 HOURS	TECHNICAL	DEVELOPMENT DEPARTMENT OF SOCIAL WELFARE AN		
PHASE 2			07/15/2022	48 HOURS	TECHNICAL	DEVELOPMENT DEPARTMENT OF SOCIAL WELFARE AN		
KALAHI CIDSS DISASTER RESPONSE OPERATIONS MODALITY BASIC TRAINING			10/30/2021	48 HOURS	TECHNICAL	DEVELOPMENT		
TRAINING ON INCLUSION OF MOST VULNERABLE PERSONS			03/15/2014	3 HOURS	TECHNICAL	HANDICAP INTERNATIONAL		
TEAM BUILDING AND WORKS		10/04/2013	10/07/2013	32 HOURS	TECHNICAL	WILTY MARKETING		
PROMOTING ENTREPRENEURSHIP IN EC		02/06/2013	02/06/2013	8 HOURS	TECHNICAL	JUNIOR ASIA PACIFIC OF ENTREPRENEUF JUNIOR PHILIPPINE INSTITUTE OF		
UPDATES ON BUSINESS		01/28/2013	01/28/2013	8 HOURS	TECHNICAL	ACCOUNTANTS  JUNIOR ASIA PACIFIC OF ENTREPRENEUF		
ENTREPRENEURSHIP: A PROMISING CAREER OPTION  IMPROVING LIFE BY STARTING AND MANAGING YOUR BUSINESS			01/24/2013	8 HOURS	TECHNICAL	JUNIOR ASIA PACIFIC OF ENTREPRENEUF		
PUBLICITY FOR EFFECTIVE P.R. PRACTICE		01/05/2013	09/12/2012	8 HOURS	TECHNICAL	JUNIOR ASIA PACIFIC OF ENTREPRENEUF		
BRODCASTING			-	-		JUNIOR ASIA PACIFIC OF ENTREPRENEUF		
CREATING A WORLD OF YOUNG		01/20/2012	01/20/2012	8 HOURS	TECHNICAL	SAN SEBASTIAN COLLEGE - RECOLETO		
SEMINAR ON BOOKKI		09/19/2011	10/05/2011 09/23/2011	4 HOURS	TECHNICAL	BATO BALANI FOUNDATION AND EMBAS		
SEMINAR ON BASIC HUMAN RIGHTS AND		09/04/2011	09/04/2011	8 HOURS	TECHNICAL	OF SWITERLAND COMMISSION ON HUMAN RIGHTS		
YOUTH CAMP AND LEADERSHIP		10/22/2010	10/23/2010	16 HOURS	TECHNICAL	PEACE CORPS		
PEER COUNSELING AND ADAPTATIO		05/19/2009	05/19/2009	8 HOURS	TECHNICAL	CSWD, TACLOBAN CITY		
	(Con	ntinue on separate	sheet if necessar	y)	Crastric at the			
VIII. OTHER INFORMATION	NO	LACADELIIC DIST	INCTIONS ( PECO)	CNITION		MENDEDOUD III AGGOLI TIONIGE		
31. SPECIAL SKILLS and HOBBIES	32. NON	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) 33.		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATIO (Write in full)				
COMPUTER LITERATE (MICROSOFT OFFICE)	DIPLOMA, AIR FORCE RESERVE OFFICER TRAINING CORPS				53RD AIR FORCE GROUP RESERVE			
DATA BASE OPERATION	CERTIFICATE OF COMPLETION, SUMMER CADRE TRAINING, MACTAN AIR BASE				PAG-ASA YOUTH ASSOCIATION OF TH PHILIPPINES			
EMAILING AND DATA ENTRY CERTIFICATE O			OF APPRECIATION, DSWD Personnel			CHETTAL OF THE CONTRACTOR		
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34. Are you related by consanguinity or affinity to the appointing o chief of bureau or office or to the person who has immediate s Bureau or Department where you will be apppointed,	r recommending authority, or to the supervision over you in the Office,		l vo			
a. within the third degree?	YES					
b. within the fourth degree (for Local Government Unit - Caree	YES If YES, give details:	NO				
and the second of the second o		and the second s	a designation of the control of			
<ol> <li>a. Have you ever been found guilty of any administrative offer</li> </ol>	ise?	YES If YES, give details:	] NO			
b. Have you been criminally charged before any court?	YES J NO If YES, give details: Date Filed: Status of Case/s:					
36. Have you ever been convicted of any crime or violation of any any court or tribunal?	law, decree, ordinance or regulation by	YES INO If YFS, give details:				
37. Have you ever been separated from the service in any of the retirement, dropped from the rolls, dismissal, termination, end (abolition) in the public or private sector?	of term, finished contract or phased out	YES If YES, give details: END O	NO F CONTRACT / RESIGNATION			
38. a Have you ever been a candidate in a national or local elect Barangay election)?	ion held within the last year (except	☐ YES If YES, give details:	NO 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
election to promote/actively campaign for a national or local c	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?					
39. Have you acquired the status of an immigrant or permanent re	☐ YES ☑ NO If YES, give details (country):					
a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	1	If YES, please specify.  YES If YES, please specify II  YES If YES, please specify II	□ NO			
41. REFERENCES (Person not related by consanguinity or affinity to applicant I	appointee)		Amaton Control of the			
NAME	ADDRESS	TEL. NO.				
FELIX I. TABARANZA	PLARIDEL, BAYBAY CITY	9272734901	6-1			
MYLENE L. DARRAS	PALO, LEYTE	9088953287				
RICARDO G. MATOBATO JR.	TACLOBAN CITY	9158863413				
42. I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertine Philippines. I authorize the agency head/authorized represer agree that any misrepresentation made in this docum administrative/criminal case/s against me.	ent laws, rules and regulations of the ntative to verify/validate the contents state	Republic of the	JOLINA PRESMAT. VILLONES			
Government Issued ID (i.e Passport, GSIS, SSS, PRC, Driver's License, etc.)  PLEASE INDICATE ID Number and Date of Issuance	Calific					
Government Issued ID: UMID	The state of the s	and the state of the second of				
ID/License/Passport No.: 0111-6170835-0	Signature (Sign inside the I	box	g the gas well			
Date/Place of issuance: JUNE 2018 / TACLOBAN CITY	Frace of issuance: JUNE 2016 / TACLOBAN CITY January 19, 2024					
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SUBSCRIBED AND SWORN to before me this	, affiant exhibit	ting his/her validly issued go	overnment ID as indicated above.			
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## WORK EXPERIENCE SHEET

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

- 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 starting with the most recent/present employment
- o Duration: June 5, 2023 Present
- o Position: Financial Analyst II
- Name of Office/Unit: Finance Management Division Accounting Section
- o Immediate Supervisor: Christopher I> Bacason
- o Name of Agency/Organization and Location: DSWD Field Office VIII, Magsaysay Blvd. Tacloban City
  - o List of Accomplishments and Contributions (if any)
    - o Ensure compliance to program's financial reports and other requirements
    - o Maintain database for easy monitoring of all disbursements of the program
  - o Summary of Actual Duties
    - Prepare Financial Monthly Reports (FMR) to be submitted to Central office.
    - o Maintain the monthly utilization database
    - o Monthly liquidation of program disbursement, and transmittal to COA
    - Review monthly Due Froms submitted by the Municipal Financial Analyst
    - Prepare special financial reports such as Uses of Funds, by the project activity and obligation of fund sources.
    - o Review the monthly disbursement plans submitted by the Regional Program Management Office prior endorsing to the budget office and Regional Accountant for approval.
    - o Review Request for Fund Release proposals prior preparation of Subsidiary Ledgers
    - o Prepare Statement of Expenditures
    - Perform other functions that may be directed by the Regional Accountant and/or the Supervising Administrative Officer in support for the implementation of the program.
- o Duration: September 16, 2021-June 3, 2023
- o Position: Municipal Financial Analyst
- Name of Office/Unit: DSWD Kalahi CIDSS Area Coordinating Team
- o Immediate Supervisor. Felix I. Tabaranza
- o Name of Agency/Organization and Location: DSWD Field Office VIII, Candahug, Palo
  - List of Accomplishments and Contributions (if any)
    - o Best Performing Area Coordinating Team
  - Summary of Actual Duties
    - Review procurement documents in terms of consistency, correctness and completeness prior endorsing to Area Coordinator for the signing of check.
    - Review the payments/paid disbursement vouchers submitted by the barangays for liquidation following the guidelines issues by COA.
    - Prepare Local Counterpart Contribution Plan to be approved by the Local Chief Executive and provide timely feedback and recommendations to the office if needed.
    - Monitor community accounts, delivery and utilization to ensure that Sub-projects will be completed based on the approved target date of completion.
    - Provide technical assistance to community volunteers and barangay treasurers in terms of financial management and other related concerns.
    - o Prepare and timely submit municipal financial reports.

- o Duration: June 2, 2018 April 30, 2021
- o Position: Retail Store Assistant / Customer Service Specialist
- o Name of Office/Unit: Customer Service Department
- o Immediate Supervisor: Daisy Cusio
- Name of Agency/Organization and Location: Quaerito Qualitas, Inc
  - List of Accomplishments and Contributions (if any)
    - Commendation for excellent customer service
    - o Systematic handling of issue resolution
  - o Summary of Actual Duties
    - Customer handling specialization in retail, cash handling, excellent customer service interaction, quick assessments of customer's concern and provide efficient resolution. Quick understanding on constant changing of processes and new webtools to be use in database operation.
- o Duration: September 01, 2015 December 19, 2015
- o Position: Customer Marketing Officer
- o Name of Office/Unit: Marketing Department
- o Immediate Supervisor: Elwin Perez
- o Name of Agency/Organization and Location: WilTy Marketing (Colgate-Palmolive Distributor)
  - o List of Accomplishments and Contributions (if any)
    - o Provided new marketing strategies that benefit to increase in sales and revenue.
  - o Summary of Actual Duties
    - Identify market opportunities to enhance and help the sales team increase their numbers.
       Creates support programs to trusted customers to keep good distributor-customer relationship and to ensure loyalty from them.
- o Duration: January 20, 2014 June 30, 2015
- o Position: Logistics Assistant / Purchaser
- o Name of Office/Unit: Handicap International Emergency Department
- o Immediate Supervisor: Sylvain Le Bozec
- o Name of Agency/Organization and Location: Handicap International
  - List of Accomplishments and Contributions (if any)
    - Provided systematic procurement process and delivered requested materials on or before target date
  - o Summary of Actual Duties
    - Review purchase requests from various sections, identify and negotiate qualified markets. Follow the procurement process based on the amount of threshold following the HI Procurement guidelines and procedures. Being autonomous in expected tasks and systematic reporting of action plan with log achievements. Ensuring security and confidentiality of tasks assigned. Demonstrating professional practice of work ethics with the willingness to improve professional competencies and abilities.

(Signature over Printed Name
of Employee/Applicant)
Date:

## WORK EXPERIENCES! HEET

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: July 1, 2013 November 7, 2013
- · Position: Biller
- Name of Office/Unit: Billing Department
- Immediate Supervisor: Janet Plaza
- Name of Agency/Organization and Location: Wilty Marketing
  - Summary of Actual Duties
    - O Collecting the data input in the accounting system to discover outstanding debts, receivables and discrepancies. Keeping track of money and orders of customers, as well as preparing invoices and updating records. Contacts and update customers queries in various channels. Constant reporting to higher management for the status and data consolidations.

JOLINA PAEDLA T. VILLONES

(Signature over Printed Name of Employee/Applicant)

Date: 1/4/203

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