

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	VILLONES		
FIRST NAME	JOLINA PRESKA	NAME EXTENSION (JR., SR) NONE	
MIDDLE NAME	TUGADO		
3. DATE OF BIRTH (mm/dd/yyyy)	01/18/1994	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	TACLOBAN CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" 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	N/A E. DE PAZ STREET House/Block/Lot No. Street N/A POBLACION DISTRICT 3 Subdivision/Village Barangay LA PAZ LEYTE City/Municipality Province
7. HEIGHT (m)	1.58 METERS	ZIP CODE	6508
8. WEIGHT (kg)	45 KILOGRAMS		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	N/A E. DE PAZ STREET House/Block/Lot No. Street N/A POBLACION DISTRICT 3 Subdivision/Village Barangay LA PAZ LEYTE City/Municipality Province
10. GSIS ID NO.	NONE	ZIP CODE	6508
11. PAG-IBIG ID NO.	1211-1164-5409		
12. PHILHEALTH NO.	13-050153757-9	19. TELEPHONE NO.	NONE
13. SSS NO.	06-3388889-3	20. MOBILE NO.	09359414088 / 09618868461
14. TIN NO.	317-833-204-000	21. E-MAIL ADDRESS (if any)	jolinapreskavillones@gmail.com
15. AGENCY EMPLOYEE NO.	NONE		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NONE	23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NONE	ALEX LORENZO VILLONES MOLON	06/25/2015
MIDDLE NAME	NONE	SAMANTHA DENICE VILLONES MOLON	11/19/2016
OCCUPATION	NONE		
EMPLOYER/BUSINESS NAME	NONE		
BUSINESS ADDRESS	NONE		
TELEPHONE NO.	NONE		
24. FATHER'S SURNAME	VILLONES		
FIRST NAME	PRIMO	NAME EXTENSION (JR., SR) NONE	
MIDDLE NAME	ESTIL		
25. MOTHER'S MAIDEN NAME	JOSEPHINE SECORATA TUGADO		
SURNAME	TUGADO		
FIRST NAME	JOSEPHINE		
MIDDLE NAME	SECORATA		

(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	SAN JOSE CENTRAL SCHOOL	ELEMENTARY	1999	2005	N/A	2005	WITH HONORS
SECONDARY	SAN JOSE NATIONAL HIGH SCHOOL	HIGH SCHOOL	2005	2009	N/A	2009	WITH HONORS
VOCATIONAL / TRADE COURSE	NONE	NONE	N/A	N/A	N/A	N/A	N/A
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN ENTREPRENEURSHIP	2009	2013	N/A	2013	WITH HONORS
GRADUATE STUDIES	NONE	NONE	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE

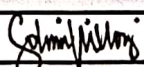
January 19, 2024

[illegible]

V. WORK EXPERIENCE

[illegible]

July 24, 2023

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)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	53RD AIR FORCE GROUP RESERVE	06/17/2012	11/05/2013		ENLISTED PERSONNEL FOR ADMIN	
	527TH DEPARTMENT OF AIR SCIENCE AND TACTICS 8	06/20/2009	03/24/2012		ADVANCE CADET OFFICER	
	PAG-ASA YOUTH ASSOCIATION OF THE PHILIPPINES	03/01/2010	04/30/2010		ORGANIZATION SECRETARY	
(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 (or Division Chief/Executive/Managerial position))						
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			
	Basic Orientation on Psychological First Aid and Managing Stress in the Workplace for DSWD FO VIII Personnel	12/11/2023	12/11/2023	8 HOURS	TECHNICAL	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
	Discussion of Financial Decision-Making (Analyzing Financial Decisions and their Impact on Overall Stability)	12/07/2023	12/07/2023	8 HOURS	TECHNICAL	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - FMD DIVISION
	National Liquidation Workshop cum Closing Reports at The Orchard Hotel, Baguio City	10/16/2023	10/20/2023	40 HOURS	TECHNICAL	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - NATIONAL PROGRAM MANAGEMENT OFFICE
	Re-Engineering Workshop on Accounting Operations for Process Improvement: An Orientation on COA Circular 2023-004 Series of 2023	10/13/2023	10/15/2023	12 HOURS	TECHNICAL	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
	GASS (General Administrative Services Sector) Performance Checkpoint	08/11/2023	08/12/2023	16 HOURS	TECHNICAL	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
	KALAHY CIDSS BASIC DISASTER RESPONSE OPERATIONS MODALITY TRAINING PHASE 2	07/13/2022	07/15/2022	48 HOURS	TECHNICAL	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
	KALAHY CIDSS DISASTER RESPONSE OPERATIONS MODALITY BASIC TRAINING	10/26/2021	10/30/2021	48 HOURS	TECHNICAL	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
	TRAINING ON INCLUSION OF MOST VULNERABLE PERSONS	03/15/2014	03/15/2014	3 HOURS	TECHNICAL	HANDICAP INTERNATIONAL
	TEAM BUILDING AND WORKSHOP ACTIVITY	10/04/2013	10/07/2013	32 HOURS	TECHNICAL	WILTY MARKETING
	PROMOTING ENTREPRENEURSHIP IN ECONOMIC DEVELOPMENT	02/06/2013	02/06/2013	8 HOURS	TECHNICAL	JUNIOR ASIA PACIFIC OF ENTREPRENEURS
	UPDATES ON BUSINESS TAXATION	01/28/2013	01/28/2013	8 HOURS	TECHNICAL	JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS
	ENTREPRENEURSHIP: A PROMISING CAREER OPTION	01/24/2013	01/24/2013	8 HOURS	TECHNICAL	JUNIOR ASIA PACIFIC OF ENTREPRENEURS
	IMPROVING LIFE BY STARTING AND MANAGING YOUR BUSINESS	01/05/2013	01/05/2013	8 HOURS	TECHNICAL	JUNIOR ASIA PACIFIC OF ENTREPRENEURS
	PUBLICITY FOR EFFECTIVE P.R. PRACTICE THROUGH PRINT MEDIA AND BROADCASTING	09/12/2012	09/12/2012	8 HOURS	TECHNICAL	JUNIOR ASIA PACIFIC OF ENTREPRENEURS
	CREATING A WORLD OF YOUNG ENTREPRENEURS	01/20/2012	01/20/2012	8 HOURS	TECHNICAL	JUNIOR ASIA PACIFIC OF ENTREPRENEURS
	SEMINAR ON BOOKKEEPING	10/05/2011	10/05/2011	4 HOURS	TECHNICAL	SAN SEBASTIAN COLLEGE - RECOLETOS
	WWAG BUSINESS WEEKS	09/19/2011	09/23/2011	40 HOURS	TECHNICAL	BATO BALANI FOUNDATION AND EMBASSY OF SWITZERLAND
	SEMINAR ON BASIC HUMAN RIGHTS AND RELATED LEGISLATIONS	09/04/2011	09/04/2011	8 HOURS	TECHNICAL	COMMISSION ON HUMAN RIGHTS
	YOUTH CAMP AND LEADERSHIP SKILLS TRAINING	10/22/2010	10/23/2010	16 HOURS	TECHNICAL	PEACE CORPS
	PEER COUNSELING AND ADAPTATION OF CORE LIFE SKILLS	05/19/2009	05/19/2009	8 HOURS	TECHNICAL	CSWD, TACLOBAN CITY
(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)	
	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 THE PHILIPPINES	
	EMAILING AND DATA ENTRY		CERTIFICATE OF APPRECIATION, DSWD Personnel			
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	January 19, 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: _____</p> <p style="text-align: center;">END OF CONTRACT / RESIGNATION</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 checked="" type="checkbox"/> YES <input 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>FELIX I. TABARANZA</td> <td>PLARIDEL, BAYBAY CITY</td> <td>9272734901</td> </tr> <tr> <td>MYLENE L. DARRAS</td> <td>PALO, LEYTE</td> <td>9088953287</td> </tr> <tr> <td>RICARDO G. MATOBATO JR.</td> <td>TACLOBAN CITY</td> <td>9158863413</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	FELIX I. TABARANZA	PLARIDEL, BAYBAY CITY	9272734901	MYLENE L. DARRAS	PALO, LEYTE	9088953287	RICARDO G. MATOBATO JR.	TACLOBAN CITY	9158863413
NAME	ADDRESS	TEL. NO.											
FELIX I. TABARANZA	PLARIDEL, BAYBAY CITY	9272734901											
MYLENE L. DARRAS	PALO, LEYTE	9088953287											
RICARDO G. MATOBATO JR.	TACLOBAN CITY	9158863413											
<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>													
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: UMID</p> <p>ID/License/Passport No.: 0111-6170835-0</p> <p>Date/Place of issuance: JUNE 2016 / TACLOBAN CITY</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Signature (Sign inside the box) January 19, 2024 Date Accomplished </div>												
<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: 100px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>													



Julina Preska T. Villones

Right Thumbmark

WORK EXPERIENCE SHEET

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

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 starting with the most recent/present employment

- o Duration: June 5, 2023 - Present
 - o Position: **Financial Analyst II**
 - o 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
 - o 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
 - o Review monthly Due Froms submitted by the Municipal Financial Analyst
 - o 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
 - o 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**
 - o 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
 - o List of Accomplishments and Contributions (if any)
 - o Best Performing Area Coordinating Team
 - o Summary of Actual Duties
 - o Review procurement documents in terms of consistency, correctness and completeness prior endorsing to Area Coordinator for the signing of check.
 - o Review the payments/paid disbursement vouchers submitted by the barangays for liquidation following the guidelines issues by COA.
 - o Prepare Local Counterpart Contribution Plan to be approved by the Local Chief Executive and provide timely feedback and recommendations to the office if needed.
 - o Monitor community accounts, delivery and utilization to ensure that Sub-projects will be completed based on the approved target date of completion.
 - o 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
- o Name of Agency/Organization and Location: Quaerito Qualitas, Inc
- o List of Accomplishments and Contributions (if any)
 - o Commendation for excellent customer service
 - o Systematic handling of issue resolution
- o Summary of Actual Duties
 - o 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
 - o 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
- o List of Accomplishments and Contributions (if any)
 - o Provided systematic procurement process and delivered requested materials on or before target date
- o Summary of Actual Duties
 - o 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)

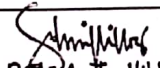
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- Duration: July 1, 2013 – November 7, 2013
- Position: **Biller**
- Name of Office/Unit: Billing Department
- Immediate Supervisor: Janet Plaza
- Name of Agency/Organization and Location: Wilty Marketing
- Summary of Actual Duties
 - Collecting the 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 PAREDA T. VILLONES

(Signature over Printed Name
of Employee/Applicant)

Date: 7/24/13