concerned.	PERSO atton made in the Personal Data Sheet and the		ause the filing of administrative/criminal co	ise/s against the person		
Print legibly. Tick appropriate boxe	es (1) and use separate sheet if necessary. Indicate			(Do not fill up. For CSC use on		
I PERSONAL INFORMATI						
2. SURNAME	YU		NAME EXTENS	ION (ID SD)		
FIRST NAME	MA. CZARMINE		TOWE EXICAL	ion (arc, ory		
MIDDLE NAME	LABACLADO					
3. DATE OF BIRTH (mm&d/yyyy)	09/05/1986	16. CITIZENSHIP	☑ Filipino ☐ Dual Ottzen: ☐ by birth			
4. PLACE OF BIRTH	TACLOBAN CITY, LEYTE	If holder of dual citizens	ship, Pls. indi	cate country:		
5. SEX	☐ Male ☑ Female	please indicate the det	ails.	~		
6 CIVIL STATUS		17. RESIDENTIAL ADDRESS	Hause/Block/Lot No. Subdivision/Village	REAL Street CAYARE Barangay		
7. HEIGHT (m)	1.70		SAN MIGUEL	LEYTE		
8. WEIGHT (kg)	78	ZIP CODE	City/Municipality 6518	Province		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS		ROXAS		
9. BLOOD TIPE	<u> </u>		House/Block/Lot No.	Street LIBTONG		
10. GSIS ID NO.	N/A		Subdivision/Village	Barangay		
11. PAG-IBIG ID NO.	1211-6731-9133		SAN MIGUEL City/Municipality	LEYTE Province		
12. PHILHEALTH NO.	13-025360351-9	ZIP CODE	6518			
13, SSS NO.	34-580975-1	19. TELEPHONE NO.	N/A	II Samuel I		
14. TIN NO.	467-539-841	20. MOBILE NO.	0992-335-556	7		
15. AGENCY EMPLOYEE NO.	N/A 21. E-MAIL ADDRESS (if an		maczarmineyu@gmail.com			
II FAMILY BACKGROUND			minutes of the property of the second			
22. SPOUSE'S SURNAME	N/A	TO COUNTRION TO THE PERSON	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy		
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	NA -	N/A		
MIDDLE NAME	N/A	U.S. TEM SANDERS	PULLARY ING COMA PRINTS	SEASON SEASON		
OCCUPATION	N/A	20200 412 3021	CONTRACTOR NAME	70.00		
EMPLOYER/BUSINESS NAME	N/A					
BUSINESS ADDRESS	N/A					
TELEPHONE NO.	N/A					
24. FATHER'S SURNAME	YU					

SURNAME	LABACLADO						
FIRST NAME	MA. LOURDES						
MIDDLE NAME	VELOSO		(Continue on separate sheet if necessary)				
III. EDIJOATIONAL BAG	KGROUND			1	N (SAVE)		
26. LEVEL	NAME OF SCHOOL (Write in fulf)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL UNITS EARNED	YEAR GRADUATED	SCHOLARSHIP ACADEMIC HONORS
			From	To	(if not graduated)		RECEIVED
ELEMENTARY	SAN MIGUEL CENTRAL SCHOOL, SAN MIGUEL, LEYTE	NA	06/01/1993	04/01/1999	GRADUATE	1999	WITH HONORS
SECONDARY	HOLY TRINITY COLLEGE, ALANG-ALANG, LEYTE	NA	06/01/1999	04/01/2003	GRADUATE	2003	
VOCATIONAL / TRADE COURSE	NA	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	SAINT PAUL SCHOOL OF BUSINESS AND LAW (NOW SAINT PAUL SCHOOL OF PROFESSIONAL STUDIES), CAMPETIC, PALO, LEYTE	BACHELOR OF SCIENCE IN COMMERC MAJOR IN MANAGEMENT ACCOUNTIN	E 06/01/2012	10/30/2015	GRADUATE	2015	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	NA	N/A
SIGNATURE	(als) Continu	e on separate sheet if necessary)	DA	TE.	MAY .	24, 202	3

CS FORM 212 (Revised 2017), Page 1 of 4

NAME EXTENSION (JR., SR)

IURICO

AMIN

MA. LOURDES VELOSO LABACLADO

FIRST NAME

MIDDLE NAME

25, MOTHER'S MAIDEN NAME

. CAREE		1080 (BOARD/ BAR) UNDER	RATING	DATE OF			DISTANT	LICENSE (if ap	pplicable)
BAF	SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE		(If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMINA	TION / CONFE	RMENT	NUMBER	Date o
CIVIL SERVICE PASSER - PROFESSIONAL		80.5	07/08/2022 TACLO		BAN CITY	SPICES OF			
							engt at care		
				4000		20180			
					STALL YE	and the same of			
				1					
			great		Period of				
						1			
						1			
			(Cont	linue on separate shee	t If necessary)	34			
	XPERIENC				to the standard of the standard	ad Wash Es	verlanen ehan		
, INCLU	JSIVE DATES	ent. Start from your recen	or work) Description	of duties should	be indicated in the attach	ed Work Exp	SALARY/ JOB/ PAY		
(m From	m/dd/yyyy) To	POSITION TITLE (Write in full/Do not abbreviate)			SENCY / OFFICE / COMPANY III/Do not abbreviate)	MONTHLY SALARY	GRADE (If applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV SERVIO (Y/ N
/08/2016	06/30/2018	JOBBERFUND/ACCOUNTS PAYA		DRANIX DISTRIBUTORS INC.		8000.00		PERMANENT	N
/04/2018	02/02/2022	ADMIN ASSISTAN	T/TAXATION	INTEGRA N	IGT. & DEV. CORP.	11600.00		PERMANENT	N
/03/2022	PRESENT	PRESENT ADMINISTRATIVE AIDE I LGU- SAN MIGUEL, LEY		I MIGUEL, LEYTE	9388.00		CASUAL	Y	
					ATA			E-MAY.	
					dy.			Post I	
	-				J	Cr			
				DUA	DARA, CODIA, PSDRIC DOADARA	2.00		January States	
		************			Gramary and				
		STATE OF THE PARTY	See All a						
	Part of the second	Annual Education &				0.14 (247) 000			
					* *****		11		
			Titleon Software						
	*				1				
	ATURE	/19	(Cont	inue on separate shee			MAY:		
		··· (else			DATE	N	MAU 2	4, 2023	

32. TITLE OF LEARNING AND DEVELOPMENT INTERCENTIONS/TRAINING PROGRAMS (NOTE OF THE OF LEARNING AND DEVELOPMENT INTERCENTIONS/TRAINING PROGRAMS (NOTE OF THE OF LEARNING AND DEVELOPMENT INTERCENTIONS/TRAINING PROGRAMS (NOTE OF THE OF LEARNING AND DEVELOPMENT INTERCENTIONS/TRAINING PROGRAMS (NOTE OF THE OF T	E- STAR	PARTICULAR DE MENTAL DE ME			
TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (With in Half) TO MARKS OF HORSE MOCLUSIVE DATES OF ATTENDANCE (words) From To 12/1/2023 42.0 MARKS OF HORSE MORKSCHOP MORKSCHOP MERINAR ON LOCAL AND INTERNATIONAL BUSINESS ADMINISTRATION AND 1/2/1/2023 01/28/2023 61/28/2023 8.0 MERINAR ON LOCAL AND INTERNATIONAL BUSINESS ADMINISTRATION AND 1/2/1/2023 01/28/2023 61/28/2023 8.0 MERINAR ON LOCAL AND INTERNATIONAL SYSTEM 11. SPECIAL SYALLS and HORSES 12. NON-ACADEMIC DISTINCTIONS / RECONSTITION (With in IA) MARKS OF HORSE MICH SYSTEM MARKS OF HORSE MAR	POSITION / NATURE OF WORK				
TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Web is Ed) TO TO SASIC BOOKKEEPING AND ACCOUNTING FOR NON-ACCOUNTIANTS ONLINE 121/2023 1/21/	N/A				
(Continue on separate sheet of recessory) 30. TITLE OF LEARNING AND DEVELOPMENT BITERVENTIONS/TRANSING PROGRAMS (With in Au) AUSIC BOOKKEEPING AND ACCOUNTING FOR NON-ACCOUNTANTS ONLINE V21/2023 4.0 VERINAR ON LOCAL AND INTERNATIONAL BUSINESS ADMINISTRATION AND AMAGEMENT INFORMATION SYSTEM 31. SPECIAL SKILLS and HOBBIES 22. NON-ACADEMIC DISTRICTIONS / RECOGNITION (With in Liu) 31. SPECIAL SKILLS and HOBBIES 22. NON-ACADEMIC DISTRICTIONS / RECOGNITION (With in Liu) NA WITH GOOD INTERPERSONAL SKILLS WITH GOOD INTERPERSONAL S					
(Continue on apparate sheet if recessory) TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (White in Ed.) From To To ASSIC BOOK/GEEPING AND ACCOUNTING FOR NON-ACCOUNTANTS ONLINE 1/21/2023 1/21/2023 0/1/28/2023 0/1/					
(Continue to apparate sheet if excessivy) M. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (With in full) From To 10 ASSC BOOKIGEEPING AND ACCOUNTING FOR NON-ACCOUNTANTS ONLINE EDINAR ON LOCAL AND INTERNATIONAL BUSINESS ADMINSTRATION AND PUZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ					
(Continue to apparate sheet if excessivy) M. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (With in full) From To 10 ASSC BOOKIGEEPING AND ACCOUNTING FOR NON-ACCOUNTANTS ONLINE EDINAR ON LOCAL AND INTERNATIONAL BUSINESS ADMINSTRATION AND PUZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ					
(Continue on apparate sheet if recessary) 30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (While is fall) From To ASIG BOOKKEEPING AND ACCOUNTING FOR HON-ACCOUNTANTS ONLINE 1/21/2023 1/21/2023 1/21/2023 0/1/28/	SERT-				
(Continue on separate sheet if necessary) INCLUSIVE DATES OF ATTENDANCE (With in Ear) From To From To ASSIC BOOKICEEPING AND ACCOUNTING FOR NON-ACCOUNTIANTS ONLINE BINAR ON LOCAL AND INTERNATIONAL BUSINESS ADMINISTRATION AND ANAGEMENT INFORMATION SYSTEM (Continue on separate sheet if necessary) (Continue on separate sheet if necessary) INCLUSIVE DATE OF ACTIONALS (With in Ear) From To 1/21/2023 1/21/2023 8.0 01/28/2023 1/21/2023 8.0 01/28/2023 01/28/2023 8.0 01/28/2023 01/28/2023 8.0 ONE ACCOUNTING SYSTEM (Continue on separate sheet if necessary) INCLUSIVE DATE OF ACCOUNTING ON THE NORTH OF T					
0. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (WHIS IN EAD) From To TO SISC BOOK/GEEPING AND ACCOUNTING FOR NON-ACCOUNNITANTS ONLINE FROM TO 1/21/2023 1/21/2023 0.0 BIBINAR ON LOCAL AND INTERNATIONAL BUSINESS ADMINSTRATION AND P1/28/2023 0/1/28/2023 0/1/28/2023 0.0 P1/28/2023 0/1/28/202					
0. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (WHIS IN EAD) From To TO SISC BOOK/GEEPING AND ACCOUNTING FOR NON-ACCOUNNITANTS ONLINE FROM TO 1/21/2023 1/21/2023 0.0 BIBINAR ON LOCAL AND INTERNATIONAL BUSINESS ADMINSTRATION AND P1/28/2023 0/1/28/2023 0/1/28/2023 0.0 P1/28/2023 0/1/28/202	A 10 Au	dupated at the good.			
0. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (With in Auf) From To To To SISIC BOOKKICEPING AND ACCOUNTING FOR NON-ACCOUNTANTS ONLINE PERMAR ON LOCAL AND INTERNATIONAL BUSINESS ADMINSTRATION AND PIZZIZOZ3 01/28/2023 0.0 PIZZIZOZ3 0.0 PIZZI	grund Tevi				
TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (White is fed) From To To To ATTENDATION From To 1/21/2023 1/21/2023 8.0 SISCE BOOKKEEPING AND ACCOUNTING FOR NON-ACCOUNNITANTS ONLINE EBINAR ON LOCAL AND INTERNATIONAL BUSINESS ADMINISTRATION AND ANAGEMENT INFORMATION SYSTEM (Continue on experitor short information system) (Continue on experitor short information system) (Continue on experitor short information (while is list) TO THE PROGRAMMEN 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (while is list) DIMPUTER LITERATE IN MICROSOFT WORD, CICEL, POWERPOINT, OUTLOOK & NUA BILISHER THIS GOOD INTERPERSONAL SKILLS SSISSINED					
TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONSTRAINING PROGRAMS (While is full) From To 12/1/2023 1/2/1/20	10 c (c) 00	To an income on the second			
(Continue on separate theat if necessary) SISC BOOKKEEPING AND ACCOUNTING FOR NON-ACCOUNTIANTS ONLINE 1721/2023 1721/2	Type of LD (Managerial/ Supervisory/				
SIC BOOK/CEEPING AND ACCOUNTING FOR NON-ACCOUNTANTS ONLINE 1/21/2023 1/21/2		CONDUCTED/ SPONSORED BY (Write in full)			
EBINAR ON LOCAL AND INTERNATIONAL BUSINESS ADMINSTRATION AND ANAGEMENT INFORMATION SYSTEM (Continue on separate sheet if necessary) (Continue on separate sheet if necessary) 31. SPECIAL SKILLS and HOBBIES 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in Ref) OMPUTER LITERATE IN MICROSOFT WORD, KCEL, POWERPOINT, OUTLOOK & UBLISHER 11TH GOOD INTERPERSONAL SKILLS ET PRIORITIES AND PLAN WORKLOAD TO EET DEADLINES EMONSTRATED RELIABILITY BY BEING ROMPT AND ACCOMPLISHING ALL TASKS SSISGNED	Technical/stc)	for the majorial			
TEBINAR ON LOCAL AND INTERNATIONAL BUSINESS ADMINSTRATION AND O1/28/2023 01/28/2023 8.0 (*Continue on separate sheet if necessary) 31. SPECIAL SKILLS and HOBBIES 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) OMPUTER LITERATE IN MICROSOFT WORD, XCEL, POWERPOINT, OUTLOOK & UBLISHER ATH GOOD INTERPERSONAL SKILLS ET PRIORITIES AND PLAN WORKLOAD TO LEET DEADLINES EMONSTRATED RELIABILITY BY BEING ROMPT AND ACCOMPLISHING ALL TASKS SSISGNED	Large Land	TDC PRESTIGE			
ANAGEMENT INFORMATION SYSTEM (Continue on separate chost if november) 31. SPECIAL SKILLS and HOBBIES 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (With in full) MA WILLISHER AND PLAN WORKLOAD TO LEET DEADLINES EMONSTRATED RELIABILITY BY BEING ROMPT AND ACCOMPLISHING ALL TASKS SSISGNED	and a d	satt a signification of exactle			
(Continue on separate close if necessary) 31. SPECIAL SKILLS and HOBBIES 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Wild in full) DIMPUTER LITERATE IN MICROSOFT WORD, (CEL, POWERPOINT, OUTLOOK & NA UBLISHER ITH GOOD INTERPERSONAL SKILLS ET PRIORITIES AND PLAN WORKLOAD TO EET DEADLINES EMONSTRATED RELIABILITY BY BEING ROMET AND ACCOMPLISHING ALL TASKS SSISGNED		GUIMARAS STATE UNIVERSITY - GRADUATE			
(Continue on separate sheet if recessary) 31. SPECIAL SKILLS and HOBBIES 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in Kall) DIMPUTER LITERATE IN MICROSOFT WORD, (CEL, POWERPOINT, OUTLOOK & IBLISHER ITH GOOD INTERPERSONAL SKILLS TO PRIORITIES AND PLAN WORKLOAD TO CET DEADLINES MICHIGAN STATES RELIABILITY BY BEING ROMPT AND ACCOMPLISHING ALL TASKS SISSONED	S TO PROPER	SCHOOL PROGRAM			
(Continue on separate sheet if recessary) 31. SPECIAL SKILLS and HOBBIES 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in Kall) DIMPUTER LITERATE IN MICROSOFT WORD, (CEL, POWERPOINT, OUTLOOK & IBLISHER ITH GOOD INTERPERSONAL SKILLS TO PRIORITIES AND PLAN WORKLOAD TO CET DEADLINES MICHIGAN STATES RELIABILITY BY BEING ROMPT AND ACCOMPLISHING ALL TASKS SISSONED					
31. SPECIAL SKILLS and HOBBIES 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) DIMPUTER LITERATE IN MICROSOFT WORD, (CEL, POWERPOINT, OUTLOOK & JBLISHER ITH GOOD INTERPERSONAL SKILLS ET PRIORITIES AND PLAN WORKLOAD TO EET DEADLINES EMONSTRATED RELIABILITY BY BEING ROMPT AND ACCOMPLISHING ALL TASKS SSISGNED	1-3 (0) hr	Wash represented to be presented.			
(Continue on separate sheet if necessary) 31. SPECIAL SKILLS and HOBBIES 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) DIMPUTER LITERATE IN MICROSOFT WORD, (CEL, POWERPOINT, OUTLOOK & NUA JIBLISHER TITH GOOD INTERPERSONAL SKILLS V ET PRIORITIES AND PLAN WORKLOAD TO EET DEADLINES EMONSTRATED RELIABILITY BY BEING ROMPT AND ACCOMPLISHING ALL TASKS SSISGNED	5,000,00	The state of the late of the l			
(Continue on separate sheet if necessary) 31. SPECIAL SKILLS and HOBBIES 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) DMPUTER LITERATE IN MICROSOFT WORD, KCEL, POWERPOINT, OUTLOOK & NUA UBLISHER ITH GOOD INTERPERSONAL SKILLS V ET PRIORITIES AND PLAN WORKLOAD TO EET DEADLINES EMONSTRATED RELIABILITY BY BEING ROMPT AND ACCOMPLISHING ALL TASKS SSISGNED					
(Continue on separate sheet if necessary) 31. SPECIAL SKILLS and HOBBIES 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) DMPUTER LITERATE IN MICROSOFT WORD, KCEL, POWERPOINT, OUTLOOK & NUA UBLISHER ITH GOOD INTERPERSONAL SKILLS V ET PRIORITIES AND PLAN WORKLOAD TO EET DEADLINES EMONSTRATED RELIABILITY BY BEING ROMPT AND ACCOMPLISHING ALL TASKS SSISGNED		Tribring of the second a coverior			
(Continue on separate sheet if necessary) 31. SPECIAL SKILLS and HOBBIES 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Wife in full) DIMPUTER LITERATE IN MICROSOFT WORD, KCEL, POWERPOINT, OUTLOOK & N/A UBLISHER ITH GOOD INTERPERSONAL SKILLS ET PRIORITIES AND PLAN WORKLOAD TO EET DEADLINES EMONSTRATED RELIABILITY BY BEING ROMPT AND ACCOMPLISHING ALL TASKS SSISGNED					
(Continue on separate sheet if necessary) 31. SPECIAL SKILLS and HOBBIES 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Wifle in full) DIMPUTER LITERATE IN MICROSOFT WORD, KCEL, POWERPOINT, OUTLOOK & N/A JBLISHER ITH GOOD INTERPERSONAL SKILLS ET PRIORITIES AND PLAN WORKLOAD TO EET DEADLINES EMONSTRATED RELIABILITY BY BEING ROMPT AND ACCOMPLISHING ALL TASKS SSISGNED		VERNIL DER AUSENI			
(Continue on separate sheet if necessary) 31. SPECIAL SKILLS and HOBBIES 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Wifle in full) DIMPUTER LITERATE IN MICROSOFT WORD, KCEL, POWERPOINT, OUTLOOK & N/A JBLISHER ITH GOOD INTERPERSONAL SKILLS ET PRIORITIES AND PLAN WORKLOAD TO EET DEADLINES EMONSTRATED RELIABILITY BY BEING ROMPT AND ACCOMPLISHING ALL TASKS SSISGNED		And the same of the same of			
(Continue on separate sheet if necessary) 31. SPECIAL SKILLS and HOBBIES 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Wifle in full) DIMPUTER LITERATE IN MICROSOFT WORD, KCEL, POWERPOINT, OUTLOOK & N/A JBLISHER ITH GOOD INTERPERSONAL SKILLS ET PRIORITIES AND PLAN WORKLOAD TO EET DEADLINES EMONSTRATED RELIABILITY BY BEING ROMPT AND ACCOMPLISHING ALL TASKS SSISGNED					
31. SPECIAL SKILLS and HOBBIES 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) DIMPUTER LITERATE IN MICROSOFT WORD, KCEL, POWERPOINT, OUTLOOK & N/A JBLISHER ITH GOOD INTERPERSONAL SKILLS ET PRIORITIES AND PLAN WORKLOAD TO GET DEADLINES EMONSTRATED RELIABILITY BY BEING ROMPT AND ACCOMPLISHING ALL TASKS SSISGNED					
31. SPECIAL SKILLS and HOBBIES 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) DIMPUTER LITERATE IN MICROSOFT WORD, (CEL, POWERPOINT, OUTLOOK & N/A JBLISHER ITH GOOD INTERPERSONAL SKILLS ET PRIORITIES AND PLAN WORKLOAD TO EET DEADLINES EMONSTRATED RELIABILITY BY BEING ROMPT AND ACCOMPLISHING ALL TASKS SSISGNED					
OMPUTER LITERATE IN MICROSOFT WORD, CCEL, POWERPOINT, OUTLOOK & IBLISHER TH GOOD INTERPERSONAL SKILLS T PRIORITIES AND PLAN WORKLOAD TO EET DEADLINES EMONSTRATED RELIABILITY BY BEING COMPT AND ACCOMPLISHING ALL TASKS SSISGNED (Write in full) N/A		400 s Ghad a seate			
OMPUTER LITERATE IN MICROSOFT WORD, KCEL, POWERPOINT, OUTLOOK & JBLISHER ITH GOOD INTERPERSONAL SKILLS ET PRIORITIES AND PLAN WORKLOAD TO EET DEADLINES EMONSTRATED RELIABILITY BY BEING ROMPT AND ACCOMPLISHING ALL TASKS SSISGNED (Write in full) N/A		OB 5 X 6 1 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
OMPUTER LITERATE IN MICROSOFT WORD, XCEL, POWERPOINT, OUTLOOK & UBLISHER ITH GOOD INTERPERSONAL SKILLS ET PRIORITIES AND PLAN WORKLOAD TO EET DEADLINES EMONSTRATED RELIABILITY BY BEING ROMPT AND ACCOMPLISHING ALL TASKS SSISGNED	(Write in full)				
XCEL, POWERPOINT, OUTLOOK & N/A UBLISHER ITH GOOD INTERPERSONAL SKILLS ET PRIORITIES AND PLAN WORKLOAD TO BEET DEADLINES EMONSTRATED RELIABILITY BY BEING ROMPT AND ACCOMPLISHING ALL TASKS SSISGNED					
ET PRIORITIES AND PLAN WORKLOAD TO SEET DEADLINES EMONSTRATED RELIABILITY BY BEING ROMPT AND ACCOMPLISHING ALL TASKS SSISGNED	NA NA				
ET PRIORITIES AND PLAN WORKLOAD TO IEET DEADLINES EMONSTRATED RELIABILITY BY BEING ROMPT AND ACCOMPLISHING ALL TASKS SSISGNED		N/A			
ET PRIORITIES AND PLAN WORKLOAD TO IEET DEADLINES EMONSTRATED RELIABILITY BY BEING ROMPT AND ACCOMPLISHING ALL TASKS SSISGNED	1004/1003	A Experience in the control			
EMONSTRATED RELIABILITY BY BEING ROMPT AND ACCOMPLISHING ALL TASKS SSISGNED	- 510	Back medical section is			
EMONSTRATED RELIABILITY BY BEING ROMPT AND ACCOMPLISHING ALL TASKS SSISGNED					
ROMPT AND ACCOMPLISHING ALL TASKS SSISGNED	CONCRETE OF				
(Sprittinus on superate sheat if necessary)					
SIGNATURE DATE	ATE	MAY 24, 2023			

Are you related by consanguinity or affinity to the appointing or recommending chief of bureau or office or to the person who has immediate supervision over	AND THE PARTY OF A SAFET PARTY OF THE PARTY		
Bureau or Department where you will be apppointed,	O Y	ES 🗹 NO	
a, within the third degree?	_ Y		
b. within the fourth degree (for Local Government Unit - Career Employees)?			
		If YES, give details	
a. Have you ever been found guilty of any administrative offense?	UT	S MINO	
		If YES, give details	×
h. House you been criminally showed before any assure	ΠY	S	
b. Have you been criminally charged before any court?		If YES, give details Date Filed:	S
	ПХ	Status of Case/s:	
Have you ever been convicted of any crime or violation of any law, decree, or			
by any court or tribunal?		If YES, give details	K THE RESERVE THE
	☑ Y	president of the second second	
Have you ever been separated from the service in any of the following modes:			
retirement, dropped from the rolls, dismissal, termination, end of term, finished	d contract or phased	If YES, give details	
out (abolition) in the public or private sector?	☑ Y	ES 🗆 NO	
a. Have you ever been a candidate in a national or local election held within the			
Barangay election)?	ПΥ		0
b. Have you resigned from the government service during the three (3)-month	period before the last	If YES, give details:	
election to promote/actively campaign for a national or local candidate?	period before the last	ES IN	
St. St. William III and III an		If YES, give detail	
		THE TOTAL SECTION AND ADDRESS.	Constant and Section
Have you acquired the status of an immigrant or permanent resident of another	er country?	If YES, give details	s (country):
7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the Are you a member of any indigenous group? Are you a person with disability? Are you a solo parent?	Y	If YES, please specify ES ☑ № If YES, please specify	/: O ====================================
		If YES, please specify	/ ID No:
REFERENCES (Person not related by consenguinity or affinity to applicant /appointee)	DDDC00		
NAME A	DDRESS	TEL NO.	
	MIGUEL, LEYTE	9399098296	
	IMDC - HR, TACLOBAN CITY		(=)
JASPER V. DULOSA PAL	LO, LEYTE	9163939052	
I declare under oath that I have personally accomplished this Personal Da complete statement pursuant to the provisions of pertinent laws, rules as Philippines. I authorize the agency head/authorized representative to veril I agree that any misrepresentation made in this document and its a administrative/criminal case/s against me.	nd regulations of the ify/validate the content	Republic of the s stated herein.	MA CZAĘMINE L. YU
overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) EASE INDICATE ID Number and Date of Issuance overnment Issued ID: UMID	/ ly		
License/Passport No.: 0113-0877820-8	XA.		
Control of the Contro		uux)	
	Date Accomplished		Right Thumbmark
OAL LILL IN ALIC	8	biting his/her validly issue	ed government ID as indicated above.
SUBSCRIBED AND SWORN to before me this 241% of MAY 202	, amant exhi		
	erson Administering Oa		
tte/Place of Issuance: 04/2022 TACLOBAN CITY	•		ed governm

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.

Applying for Administrative Assistant III (Senior Bookkeeper)

- Duration: July 04, 2018 February 02, 2022
- Position: Admin Assistant/Taxation
- Name of Office/Unit: Admin
- Immediate Supervisor: Citadel C. Macalalad
- Name of Agency/Organization and Location: Integra Mgt & Dev Corp, Tacloban City
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Responsible in the assistance to the Finance head, HR and Treasury. Cashiering and processing the replenishment of petty cash funds of the office and branches, and liquidates weekly expenses. Assists the HR in pre-screening of sales person applicants. Checking and ensuring that all billing statements are monitored for payment and releases check vouchers. Processing and preparing documents for BIR e-filing and other taxation related. Inputs and encode Accounts Payable vouchers for supplier. Facilitate weekly and month end audit for the sales personnel's ending inventories. Property Custodian of the Office supplies of the company, Releases to the branches.
- Duration: April 9, 2016 June 30, 2018
- Position: Accounts Payable/Jobberfund/AR Clerk
- Name of Office/Unit: Enterprise Business Unit (Accounting)
- Immediate Supervisor: Dency Posa
- Name of Agency/Organization and Location: Dranix Distributors Inc.
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Provides financial reporting oversight on areas of sales, inventory, remittances and receivable processes. Ensuring the accuracy and completeness of reported sales and inventory movements and reconciled sales personnel's sales over their remittances. Facilitate efficient recording and reporting financial transactions. Liquidates weekly expenses for sales and logistic personnels. Inputs and encode accounts payable vouchers for suppliers and ensure that billings are monitored for payments.

MA. CZARMINE L. YU
(Signature over Printed Name of Employee/Applicant)

Date: 11-21-2023