CS Form No. 212 Revised 2017	NAL DAT	A SH	IEE1						
	ation made in the Personal Data Sheet and th	e Work Experience Sheet s	hall cause the	filing of adm	inistrative/e	criminal case/s a	gainst the per	son	
	E TO FILLING OUT THE PERSONAL DATA SH								
THE RESERVE OF THE PARTY OF THE	s ]) and use separate sheet if necessary, Indicate	N/A if not applicable. DO NOT	ABBREVIATE.	和TTT 从 2000 1000 1000 1000 1000 1000 1000 10	1 CS ID No.	Contract Contractor	(Do not fill up. F	Contract Contract	
2 SURNAME	SINAHON	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	en and an arminent	A 4.34 -14	A A POST A A	and the second second	duty control	STATE OF THE PARTY	
	-		<del>pierre</del>		7	NAME EXTENSION (JR	L, SR) NIA	_	
FIRST NAME	JOEL	Children, Childr							
MIDDLE NAME	NUEZ								
3. DATE OF BIRTH (mm/dd/yyyy)	26/01/1994	16. CITIZENSHIP	✓ Filipino ☐ Dual Citizens ✓ by birth			by naturalization			
4. PLACE OF BIRTH	CALAMBA, LAGUNA	If holder of dual citiz						Pls. indicate c	
5. SEX	☑ Male ☐ Female	please indicate the							
6 CIVIL STATUS	☑ Single ☐ Married	17. RESIDENTIAL ADDRESS		N/A			H.CABIG		
e civil states	☐ Widowed ☐ Separated	Section 1	Hox	use/Block/Lot No N/A	0		Street BANGCAS B		
2.73	Other/s:	No.	Su	ibdivision/Village			Barangay	_	
7. HEIGHT (m)	1.7	47.1	-	HINUNANGAN ity/Municipality			Province		
8. WEIGHT (kg)	59	ZIP CODE				6608			
9. BLOOD TYPE	0+	18. PERMANENT ADDRESS		N/A			H.CABIG Stroot		
10 GSIS ID NO	N/A	Tarak .	Hou	N/A	2.		BANGCAS B		
IU. ISSIS ID NO	A 1		Subdivision/Village HINUNANGAN		S	Barangay SOUTHERN LEYTE			
11, PAG-IBIG ID NO.	N/A	40.00		ity/Municipality			Province		
12. PHILHEALTH NO.	01-026401015-8	ZIP CODE	6608						
3. SSS NO.	34-8075752-7	19. TELEPHONE NO.	N/A						
4. TIN NO.	501-040-523	20. MOBILE NO:	09761076499						
5 AGENCY EMPLOYEE NO.	247	21. E-MAIL ADDRESS (if any)	jnsinahon@gmail.com						
. FAMILY BACKGROUND			e de Maraja		e de la companya de l		STATE OF THE PARTY OF THE	aliana, a ov	
2 SPOUSE'S SURNAME	NA	192101		23. NAME of CHILDREN (Write full name and list all)			DATE OF BIRTH (mm/dd/yyy		
FIRST NAME	N/A .	NAME EXTENSION (JR., SR) N/A	STEVE KYL	TEVE KYLER M. SINAHON			06/23/2022		
MIDDLE NAME	N/A	11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1							
OCCUPATION	N/A	and the second second							
EMPLOYER/BUSINESS NAME	N/A	The state of the s							
BUSINESS ADDRESS	N/A			a to a second					
TELEPHONE NO.	NA ***		1900		Anneal Services				
4. FATHER'S SURNAME	SINAHON	A CONTRACTOR	al reals	Tarmerin.		1	GE 104		
FIRST NAME	JOY	NAME EXTENSION (JR., SR) NIA				in the second	ATT BE		
MIDDLE NAME	DALAGUAN		was Jak						
5 MOTHER'S MAIDEN NAME								-	
SURNAME 1/41	(NUEZ!/				-				
	YOLITA	Hari-barrier Control	Mark to the same of			-	A CALL		
FIRST NAME	BONCALES	the same	Romeria.	(Co	ntinue on se	parate sheet if neces	seenu)		
MIDDLE NAME	STOUTH OF THE PROPERTY OF THE	the of the section of the section of	santa agrange and		A SELV TORS	the state of the state of the	77	Service Contract of	
6 LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGR (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEU/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIFF ACADEMIC HONORS RECEIVED		
ELEMENTARY	PONDOL SEVENTH-DAY ADVENTIST MULTIGRADE SCHOOL	ELEMENTAR	Y	2000	To 2006	GRADUATED	2006	NONE	
SECONDARY	CANIPAAN NATIONAL HIGH SCHOOL	HIGH SCHOO	L	2006	2010	GRADUATED	2010	NONE	
VOCATIONAL /	NONE	N/Δ	ale a mile				NVA		

6 LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEU/ UNITS EARNED	YEAR GRADUATED	SCHOLARSHIF ACADEMIC HONORS
	All the same of th	the state of the s	From	To	(if not graduated)		RECEIVED
ELEMENTARY	PONDOL SEVENTH-DAY ADVENTIST MULTIGRADE SCHOOL	ELEMENTARY	2000 200		GRADUATED	2006	NONE
SECONDARY	CANIPAAN NATIONAL HIGH SCHOOL	HIGH SCHOOL	2006	2010	GRADUATED	2010	NONE
VOCATIONAL / TRADE COURSE	NONE	N/A	N/A	N/A	N/A	N/A	N/A
COTTE	SOUTHERN LEYTE STATE UNIVERSITY - HINUNANGAN CAMPUS	BACHELOR OF SCIENCE IN INFORMATION TECHNOLGY	2010   201		GRADUATED	2018	NONE
GRADUATE STUDIES	NONE	N/A	NA	N/A	N/A	NA	N/A

SIGNATURE

DATE

THE REAL PROPERTY.	SERVIGE ELIGI EER SERVICE/RA 1	080 (BOARD/ BAR) UNDER	RATING	DATE OF	EST WASTER			LICENSE (if app	licable)
	SPECIAL LAWS/ CES/ CSEE RANGAY ELIGIBILITY / DRIVER'S LICENSE RATING (II Applicable)  RATING (II Applicable)  CONFERMENT  PLACE OF EXAMINATION / CONFERMENT		RMENT	NUMBER	Date of Validity				
	CSC SUBPROF	ESSIONAL	86.9	6.9 08/11/2024 MAASIN CITY				N/A	
	DRIVERS LI	CENSE	N/A	10/07/2016	LAS PIÑAS		11/1	N26-16-026716	01/26/202
				Cade and	of the second				
190	W. J.			40					
. WORK	EXPERIENCE	11-2	(C	Continue on separate sheet	if necessary)	Market Trans	iquines,		The state of the s
	San Control State of the Control of	t. Start from your recent	work) Descriptio	n of duties should be	ndicated in the attache	d Work Expe			-
	USIVE DATES nm/dd/yyyy)	POSITION TI (Write in full/Do not a			ICY / OFFICE / COMPANY to not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Formal "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
1/06/2025	PRESENT	OFFICE ASSISTA	NT(SAS)	A PROPERTY OF THE CASE	STATE UNIVERSITY -	595.00/day	N/A	CONTRACTUAL	Y
1/08/2024	12/31/2024	OFFICE ASSISTAN	T(SUPPLY)	SOUTHERN LEYTE Hinunang	STATE UNIVERSITY - gan Campus	534.59/day	NA	CONTRACTUAL	Y
3/22/2022	12/31/2023	CANVASS	ER	SOUTHERN LEYTE	STATE UNIVERSITY - gan Campus	534.59/day	NA	CONTRACTUAL	Y
2/23/2021	01/19/2021	FREELANCE EVENT	manufacture in the same	A STATE OF THE STA	FLOWERS AND EVENTS	NONE	N/A	SELF-EMPLOYED	N
3/11/2019	09/30/2019	OFFICE	7	RCV TRADING AN	STATE UNIVERSITY	12,000.00	N/A	CONTRACTUAL	N
0/282012	06/26/2018	OFFICE ASSIS	alere i	Hinunan	gan Campus I ENTERPRISE	8,000.00	N/A	CONTRACTUAL	N
1/2								A Company of the Comp	
								Mic Mic	
			Ann Section (Contract)	The sale of all sees of	America III		TACRES	iolos sur Seri	سيا
					( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )		10/1/11	300	
						138	,	· · · · · · · · · · · · · · · · · · ·	V
		16 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	and the least of the	ACTOR SECTION	Company of the second	1	(4111) (3) (3)	OH LOUS	
		-			all the same	7	No.	The same	
			- 1	4-1-12 - 14-12		10.00	11/16	William.	
			and the same of th						
	10.	Jun							
9/01	IATURE	-1/	)   (	onlinue on separate sheet	If necessary)  DATE	8	1/00	1205	

í,

VI. VOLUNTARY WORK OR INVOLVEMEN	NT IN CIVIC / NON-JVERNMENT			ORGANIZATION	Pa.	A STATE OF THE REAL PROPERTY.
29. NAME & ADDRESS C		(mm/d	E DATES	NUMBER OF HOURS		POSITION / NATURE OF WORK
N/A		From N/A	To N/A	N/A		N/A
		-				
	-			ty le par	3.4	and a second
		11.12				
	Service Service					
14					1	
III. LEARNING AND DEVELOPMENT (L8	(Co D) INTERVENTIONS/TRAINING P	ntinue on separate : ROGRAMS AT	sheet if necessa TENDED	ry)	delatera	Mississippi British Amerika
The state of the s		INCLUSIVE	DATES OF	A CONTRACTOR OF THE PARTY OF TH	Type of LD	CONTRACTOR COOLSCORED BY
30. TITLE OF LEARNING AND DEVELOPMENT (Write is		ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	(Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
N/A		From N/A	To N/A	N/A	N/A	N/A
N/A	and the second s	N/A	N/A	N/A	N/A	
-						
A CONTRACTOR OF THE SECOND	Balleton MIZE					
		All the state of t	-			
1	The second secon		State No.			
15/11	AND THE REAL PROPERTY.					
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THE STREET	10		Star Value		14/11	
13 J. C.		100	Tellis and	1000	Aug V	
A Distriction		ntinue on separate :	had if parages	7	No.	
III. OTHER INFORMATION	The Land Control of the Control of t	和工艺特	<b>建筑</b>	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1		Chief for plant Chief Chief
31 SPECIAL SKILLS and HOBBIES	32 NO	N-ACADEMIC DISTIN		GNITION	100	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATIO (Write in full)
DESIGNINGALAYOUTING	32 (Write in full)  NONE					NONE
PHOTO AND VIDEO EDITING	77-1-1	1000000			-	
WEB SURFING		- Implication	-	-	-	
COOKING	The state of the s					
DRIVING		-	-			
JOGGING	+	-				
			-			
Training to the same of the same	li or	tinue on separate s	heel II necessa	ly)		
SIGNATURE	Colle	,		DA	TE	0/66/2025

34. Are you related by consanguinity or affinity to the chief of bureau or office or to the person who has immediate						
Bureau or Department where you will be apppointed,						
a. within the third degree?	YES NO					
b. within the fourth degree (for Local Government Unit - Car	YES NO					
35 a. Have you ever been found guilty of any administrative off	YES INO					
	If YES, give details:					
		- 1,3				
b. Have you been criminally charged before any court?	YES NO					
	If YES, give details:					
	Date Filed:					
		Status of Case/s:				
36. Have you ever been convicted of any crime or violation of a	ny law, decree, ordinance or regulation by	YES INO				
any court or tribunal?		If YES, give details:				
37. Have you ever been separated from the service in any of the	e following modes: resignation.	☐ YES ☑ NO				
retirement, dropped from the rolls, dismissal, termination, e	· ·	☐ YES ☑ NO If YES, give details:				
(abolition) in the public or private sector?		-				
38 a. Have you ever been a candidate in a national or local ele	ection held within the last year (except	YES V NO				
Barangay election)?		If YES, give details:				
b. Have you resigned from the government service during t	he three (3)-month period before the last					
election to promote/actively campaign for a national or loca		If YES, give details:				
39. Have you acquired the status of an immigrant or permaner						
39. Have you adquired the status of all filling and of permaner	it resident of another country?	☐ YES ☑ NO If YES, give details (country):				
40. 0	0 1 1 5 1 1 1 5 1 1 1 1 1 1 1 1 1 1 1 1					
<ol> <li>Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972</li> </ol>						
	y, please allower the following items.					
Are you a member of any indigenous group?		│				
b. Are you a person with disability?		S NO				
, ,		If YES, please specify ID No:				
c. Are you a solo parent?		YES V NO				
		If YES, please specify ID No:				
41. REFERENCES (Person not related by consanguinity or affinity to applica	nt /appointee)					
NAME	ADDRESS	TEL NO.				
	PONDOL, HINUNANGAN, SOUTHERN	TEE NO.				
FEBIE D. PAUG (febiepaug@gmail.com)	LEYTE	09959730152				
ROXAN D. PILLE-PLANA(rdpille@up.edu.ph)	AMBACON, HINUNANGAN, SOUTHERN	09533191021				
NOAN D. FILLE-FLANA(Tupille@up.edu.pii )	PONDOL, HINUNANGAN, SOUTHERN					
ARIEL R. QUINTANA (arielquintana1997@gmail.com)	LEYTE	09763284061				
42. I declare under oath that I have personally accomplished	d this Personal Data Sheet which is a to	rue, correct and				
complete statement pursuant to the provisions of pertir	-					
Philippines. I authorize the agency head/authorized repres- agree that any misrepresentation made in this door						
administrative/criminal case/s against me.	ament and its attachments shall caus	e the filing of PHOTO				
Government Issued ID (i.e. Passoon, GSIS, SSS, PRC, Driver's License, etc.)						
PLEASE INDICATE ID Number and Date of Issuance		A A A A A A A A A A A A A A A A A A A				
Government Issued ID. TIN	Maroth	(HC)				
ID/Licerise/Passport No: 501-040-523	Signature (Sign inside the b	Make the first				
	ΟΧJ					
Date/Place of Issuance 10/25/2016, PARANAQUE CITY Date Accomplished Right Thumbmark						
SUBSCRIBED AND SWORN to before me this	, affiant 6) hibitir	ng his/her validly issued government ID as indicated above				
	<u> </u>					
ESTERLITA D. CUPAT-DEMIAO Notary Public						
	c 1175, 5/5/2005					
Doc No.	3/2025/MD2025					
Page No :	Persone Adronis de procesa	153/ valid until 4/14/2025				
Book No.: ) Series of: 2	2025 Commission expire	1/3/2U25/HINUNANGAN S ON DEC. 31, 2U25 CS FORM 212 (Revised 2017), Page 4 o				
ocites oil 2	Address: Poblacion	Hinunangan, Southern Leyte				

#### 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 from most recent first.

- Position: Office Assistant
- · Name of Office/Unit: Supply Office
- · Immediate Supervisor: Febie D. Paug
- Name of Agency/Organization and Location: Southern Leyte State University Hinunangan Campus, Ambacon, Hinunangan, Southern Leyte

### > List of Accomplishments and Contributions (if any)

- Conducted physical inventory of properties.
- Locates stock and delivers requested items to authorized departments, together with its label and property tag.
- Ensures proper care and in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.

# Summary of Actual Duties

- ♣ Assist and maintain supply inventories and notifies supervisor as to replacement needs.
- Receives and stores supplies in supply office/room/storage. Reviews incoming purchase orders, quantities requested, and authorize approvals, inspects and verifies supplies received against invoice and packaging slip and initiates requests for vendor corrections.
- Performs other related functions.

(Signature over Printed Name of Employee/Applicant)

Date: January 15

#### 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 from most recent first.

- · Position: Canvasser/Buyer
- . Name of Office/Unit: Procurement Office
- Immediate Supervisor: Mary D. Almine
- Name of Agency/Organization and Location: Southern Leyte State University Hinunangan Campus, Ambacon, Hinunangan, Southern Leyte

### List of Accomplishments and Contributions (if any)

- Provided feedback and insights to internal stakeholders to inform business decisions to ensure alignment of procurement goals.
- Built and maintained strong relationships with internal stakeholders, including vendors and suppliers.
- 4 Conducted market research and analysis to identify new suppliers and opportunities

# Summary of Actual Duties

- Responsible and overseeing that PRs must contain authorized signatures vis-àvis approved PPMPs.
- Prepares weekly log of processed PRs indicating the status as per prescribed by the procurement process
- Perform timely canvassing on requested supplies and materials following GPPB guidelines.
- Conduct regular follow-up to winning bidders and/or suppliers to ensure fast delivery of purchased items.
- Ensures that delivered items conform with specifications in coordination with the inspectorate team.
- Coordinate with the Supply Office from time to time to ensure that every purchased item is properly accounted for.
- Performs other related functions.

(Signature over Printed Name of Employee/Applicant)

Date: January 15, 2425