

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	SALVA-ALARAS		
FIRST NAME	MAE ANGIELINE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	TIBON		
3. DATE OF BIRTH (mm/dd/yyyy)	05/21/2990	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	MAASIN SOUTHERN LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street PUROK BOUGAINVILLA BRGY. TALISAY Subdivision/Village Barangay BONTOC SOUTHERN LEYTE City/Municipality Province ZIP CODE 6604
7. HEIGHT (m)	1.524	18. PERMANENT ADDRESS	House/Block/Lot No. Street PUROK BOUGAINVILLA BRGY. TALISAY Subdivision/Village Barangay BONTOC SOUTHERN LEYTE City/Municipality Province ZIP CODE 6604
8. WEIGHT (kg)	60		
9. BLOOD TYPE	O		
10. GSIS ID NO.	2004811233		
11. PAG-IBIG ID NO.	1211-5055-6172		
12. PHILHEALTH NO.	13-050120610-6		
13. SSS NO.	06-311035-6	19. TELEPHONE NO.	NA
14. TIN NO.	409-662-567	20. MOBILE NO.	09778065577
15. AGENCY EMPLOYEE NO.	0273147	21. E-MAIL ADDRESS (if any)	remindmae@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ALARAS		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	DINDO ROMULO	NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME	BALILI			
OCCUPATION	POLICE OFFICER			
EMPLOYER/BUSINESS NAME	PHILIPPINE NATIONAL POLICE			
BUSINESS ADDRESS	SOGOD, SOUTHERN LEYTE			
TELEPHONE NO.	9178965123			
24. FATHER'S SURNAME	SALVA			
FIRST NAME	SURLITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	AGERO			
25. MOTHER'S MAIDEN NAME				
SURNAME	TIBON			
FIRST NAME	LUZ ANGELES			
MIDDLE NAME	OMAC			

(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	BONTOC CENTRAL SCHOOL	ELEMENTARY	1996	2002		2002	
SECONDARY	SOUTHERN LEYTE STATE UNIVERSITY	HIGH SCHOOL	2002	2006		2006	
VOCATIONAL / TRADE COURSE	NA	NA					
COLLEGE	ST JOSEPH COLLEGE-MAASIN	BS-ACCOUNTANCY	2006	2010		2010	
GRADUATE STUDIES	DR. V. ORESTES ROMUALDEZ EDUCATIONAL FOUNDATION	JURIS DOCTOR	2016	2021		2021	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	June 2, 2023
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27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (If applicable)	
					NUMBER	Date of Validity
	RA 1080 (LAWYER)	79.2166	November 2022	TACLOBAN LEYTE	87313	05/02/2023
	RA 1080 (CPA)	75.14	October 2010	MANILA	0133365	10/22/2010
	CAREER SERVICE PROFESSIONAL	PASSED	2010	TACLOBAN LEYTE		

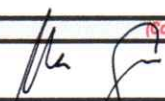
V. WORK EXPERIENCE

20. (mm/dd/yyyy)	POSITION TITLE	DEPARTMENT / AGENCY / OFFICE / COMPANY	MONTHLY	GRADE (if applicable) & STEP	STATUS OF	GOVT SERVICE
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[illegible]

SIGNATURE		DATE	June 2, 2023
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June 2, 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			
NA	NA	NA	NA	NA	NA	
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
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			
	ALTERNATIVE METHODS OF PROCUREMENT	06/10/2022	06/10/2022	4.0	TECHNICAL	Government Association of Certified Public Accountants (GACPA)
	CYBER SECURITY THREATS	06/10/2022	06/10/2022	2.0	TECHNICAL	Government Association of Certified Public Accountants (GACPA)
	HEALTH AND WELLNESS – A KEY TO A BALANCED LIFE?	06/10/2022	06/10/2022	2.0	TECHNICAL	Government Association of Certified Public Accountants (GACPA)
	UPDATED GUIDELINES FOR THE PREVENTION OF IRREGULAR, UNNECESSARY, EXCESSIVE, EXTRAVAGANT AND UNCONSCIONABLE EXPENDITURES	06/09/2022	06/09/2022	4.0	TECHNICAL	Government Association of Certified Public Accountants (GACPA)
	ROUND TABLE DISCUSSION-WHAT'S UP IN THE ACCOUNTANCY PROFESSION IN THE GOVERNMENT SECTOR?	06/09/2022	06/09/2022	4.0	TECHNICAL	Government Association of Certified Public Accountants (GACPA)
	SEMINAR ON GENDER AND DEV'T PLANNING, BUDGETING AND AUDITING	09/02/2019	09/04/2019	24.0	TECHNICAL	COA RO VIII
	GENDER AND DEVELOPMENT AWARENESS	08/30/2018	08/31/2018	16.0	TECHNICAL	COA RO VIII
	LAW ON PROCUREMENT (RA 9184) AND PHILIPPINE BIDDING DOCUMENTS	11/27/2017	11/29/2017	24.0	TECHNICAL	COA RO VIII
	WRITING THE AUDIT OBSERVATION MEMORANDUM (AOM)	10/24/2017	10/27/2017	32.0	TECHNICAL	COA RO VIII
	SEMINAR ON PHILIPPINE PUBLIC SECTOR ACCOUNTING STANDARDS & REVISED CHART OF ACCOUNTS	09/26/2016	09/30/2016	40.0	TECHNICAL	COA RO VIII
	AUDIT OF GOVERNMENT EXPENDITURES	10/13/2015	10/16/2015	24.0	TECHNICAL	COA RO VIII
	CASH EXAMINATION	09/21/2015	09/23/2015	24.0	TECHNICAL	COA RO VIII
	ORIENTATION SEMINAR	09/16/2015	09/18/2015	24.0	TECHNICAL	COA RO VIII
	BRIEFING ON AMLC REPORTING	01/03/2015	01/03/2015	8.0	TECHNICAL	RURAL BANK OF HINDANG
	RURAL BANK ACCOUNTING SYSTEM	11/15/2011	11/15/2011	8.0	TECHNICAL	RBAP
	AMLA AWARENESS REGULATIONS AND REPORTING	03/05/2011	03/05/2011	8.0	TECHNICAL	RURAL BANK OF HINDANG
(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)		
	COMMUNICATION SKILLS	NA		INTERGRATED BAR OF THE PHILIPPINES		
	ACCOUNTING AND AUDITING SKILLS					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	June 2, 2023	

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,
a. within the third degree?
b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:

35. a. Have you ever been found guilty of any administrative offense?

b. Have you been criminally charged before any court?

☐ YES☒ NO

If YES, give details:

☐ YES☒ NO

If YES, give details:
Date Filed: _____
Status of Case/s: _____

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES☒ NO

If YES, give details:

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?

☐ YES☒ NO

If YES, give details:

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

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?

☐ YES☒ NO

If YES, give details: _____

☐ YES☒ NO

If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ NO

If YES, give details (country): _____

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:
a. Are you a member of any indigenous group?
b. Are you a person with disability?
c. Are you a solo parent?

☐ YES☒ NO

If YES, please specify: _____

☐ YES☒ NO

If YES, please specify ID No: _____

☐ YES☒ NO

If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
ATTY. PERLITA C. LIM	TACLOBAN CITY	9173252212
JUNE LILIA ROA KIRONG	BAYBAY, LEYTE	9175610624
ADELINA A. NERIDA	TACLOBAN CITY	9273817075

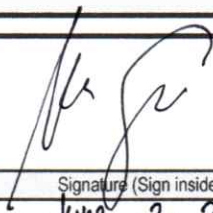
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance


Government Issued ID: LTO Driver's license

ID/License/Passport No.: H05-21-200909


Date/Place of Issuance: 2021, Maasin Southern Leyte



Signature (Sign inside the box)
June 2, 2023
Date Accomplished



MAE ANGELINE T. SALVA-ALARAG
PHOTO



Right Thumbmark

SUBSCRIBED AND SWORN to before me this JUN 02 2023 at ATTY. MARVIN A. MAGAIPO affiant exhibiting his/her validly issued government ID as indicated above.

Doc. No.: 200
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Series of 2023

Notary Public
RTC 39-NC No. 001-2023
Until Dec. 31, 2024
Roll of Attorneys No. 66764
IBP OR No. 252652, Dec. 22, 2022
PTR No. 9034236, Dec. 21, 2022
MCLE Compliance No. VII-0020203

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WORK EXPERIENCE SHEET

- Duration: March 10, 2020 – Present
- Position: **State Auditor I**
- Name of Office/Unit: Team R8-05, NGS, SUCs and NGS, OSAAAs
- Immediate Supervisor: Rea Nie A. Malasaga
- Name of Agency/Organization and Location: Commission on Audit- RO No. VIII
 - Summary of Actual Duties
 1. Conducts Financial and Compliance Audit
 - 1.1. Post-audit of receipts and disbursements
 - 1.2. Post-audit of Journal Vouchers (JVs)
 - 1.3. Conduct Property Audit, including the following:
 - 1.4. Perform Cash Examination
 - 1.5. Verify Trial Balances/Financial Statements
 - 1.6. Perform Other Audit Activities
 2. Assists in the conduct of Value-for-Money (VFM) Audit.
 3. Assists in the evaluation of the Internal Control Systems (ICS) of the Agency.
 4. Prepares draft of Annual Audit Report (AAR) and/or Consolidated Annual Audit Report (CAAR).
 5. Performs Administrative Activities
 - 5.1. Prepares required reports including the following:
 - 5.2. Prepares letters/indorsements and other communications for review/ approval of superiors
 - 5.3. Performs other clerical and administrative work as may be assigned by superiors from time to time.
 6. Communicate result of Audit to the Management through preparation of Audit Observation Memorandum, Notice of Disallowance and Suspension
 7. Conducted Fraud Audit under supervision of Team Leader
 8. Prepares monthly, quarterly and semestral reports
 9. Attend trainings/seminars relevant to the position and tasks
- Duration: July 16, 2015 – March 9, 2020
- Position: **State Auditing Examiner II**
- Name of Office/Unit: Team R8-04, NGS, SUCs and NGS, OSAAAs
- Immediate Supervisor: June Lilia Roa-Kirong
- Name of Agency/Organization and Location: Commission on Audit- RO No. VIII
 - Summary of Actual Duties
 1. Conducts Financial and Compliance Audit
 - 1.1. Post-audit of receipts and disbursements
 - 1.2. Post-audit of Journal Vouchers (JVs)
 - 1.3. Conduct Property Audit, including the following:
 - 1.4. Perform Cash Examination
 - 1.5. Verify Trial Balances/Financial Statements
 - 1.6. Perform Other Audit Activities
 2. Assists in the conduct of Value-for-Money (VFM) Audit.
 3. Assists in the evaluation of the Internal Control Systems (ICS) of the Agency.
 4. Prepares draft of Annual Audit Report (AAR) and/or Consolidated Annual Audit Report (CAAR).
 5. Performs Administrative Activities
 - 5.1. Prepares required reports including the following:
 - 5.2. Prepares letters/indorsements and other communications for review/ approval of superiors
 - 5.3. Performs other clerical and administrative work as may be assigned by superiors from time to time.
 6. Performs work/activity as may be assigned by superiors from time to time

- Duration: December 10, 2010- July 15, 2015
- Position: General Bookkeeper
- Name of Office/Unit: Accounting Department
- Immediate Supervisor: Reynaldo A. Dayola
- Name of Agency/Organization and Location: Rural Bank of Hindang, Hindang Leyte

- Summary of Actual Duties

1. Maintain and update accounting records by performing duties such as recording and posting transactions in the general and subsidiary ledgers the day after the transaction date.
2. Prepare various accounting summaries and reports such as daily trial balance, daily proof sheets and booksheets, and other reports as needed.
3. Prepares tickets and arrange them according for final filing.
4. Prepares Monthly Financial Statement.
5. Prepare and keep monthly bank reconciliation with others bank accounts.
6. Attend to the systematic filing of all bank records which should conform to the required filing system.
7. Prepare and keep monthly bank reconciliation with others bank accounts.
8. Prepare and keep monthly interbank reconciliation (due to, due from accounts)
9. Prepare transmittal of credit/debit advice to the corresponding branches daily.
10. Make adjustments on erroneous entries made from previous day transactions with accordance to the verification, confirmation and approval from the manager.
11. Supervise Loans and Savings Bookkeepers



MAE ANGIELINE T. SALVA-ALARAS

Employee/Applicant

Date: June 2, 2023