

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 | MACAYAN | | |
| FIRST NAME | JOMAR | NAME EXTENSION (JR., SR) | N/A |
| MIDDLE NAME | RUÑA | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 05/25/1994 | 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 | LEYTE, LEYTE | If holder of dual citizenship, please indicate the details. | |
| 5. SEX | <input checked="" type="checkbox"/> Male <input 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: | | |
| 7. HEIGHT (m) | 1.65 | 17. RESIDENTIAL ADDRESS | N/A PUROK 06 House/Block/Lot No. Street N/A OLOTAN Subdivision/Village Barangay JARO LEYTE City/Municipality Province ZIP CODE 6527 |
| 8. WEIGHT (kg) | 66 | 18. PERMANENT ADDRESS | N/A PUROK 06 House/Block/Lot No. Street N/A OLOTAN Subdivision/Village Barangay JARO LEYTE City/Municipality Province ZIP CODE 6527 |
| 9. BLOOD TYPE | A | 19. TELEPHONE NO. | N/A |
| 10. GSIS ID NO. | 02005892068 | 20. MOBILE NO. | 0910-978-7636 |
| 11. PAG-IBIG ID NO. | 121236393108 | 21. E-MAIL ADDRESS (if any) | jomarmacayan182@gmail.com |
| 12. PHILHEALTH NO. | 132024981618 | | |
| 13. SSS NO. | N/A | | |
| 14. TIN NO. | 482-902-586 | | |
| 15. AGENCY EMPLOYEE NO. | 08-0001183 | | |

II. FAMILY BACKGROUND

| | | | | |
|--------------------------|----------|--------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME | N/A | | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | N/A | NAME EXTENSION (JR., SR) | N/A | N/A |
| MIDDLE NAME | N/A | | | |
| OCCUPATION | N/A | | | |
| EMPLOYER/BUSINESS NAME | N/A | | | |
| BUSINESS ADDRESS | N/A | | | |
| TELEPHONE NO. | N/A | | | |
| 24. FATHER'S SURNAME | MACAYAN | | | |
| FIRST NAME | MARIO | NAME EXTENSION (JR., SR) | | |
| MIDDLE NAME | MANSUETO | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | RUÑA | | | |
| FIRST NAME | EVELYN | | | |
| MIDDLE NAME | YUTRAGO | | | |

(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 | OLOTAN ELEMENTARY SCHOOL | ELEMENTARY | 2000 | 2006 | N/A | 2006 | SIXTH HONORABLE MENTION |
| SECONDARY | ALANGALANG NATIONAL HIGH SCHOOL | HIGH SCHOOL | 2006 | 2010 | N/A | 2010 | N/A |
| VOCATIONAL / TRADE COURSE | VISAYAS STATE UNIVERSITY - MAIN CAMPUS | DIPLOMA IN ANIMAL PRODUCTION TECHNOLOGY | 2010 | 2014 | N/A | 2014 | N/A |
| COLLEGE | VISAYAS STATE UNIVERSITY - MAIN CAMPUS | BACHELOR OF ANIMAL SCIENCE | 2010 | 2022 | N/A | 2022 | N/A |
| GRADUATE STUDIES | EASTERN VISAYAS STATE UNIVERSITY - MAIN CAMPUS | MASTER IN RURAL DEVELOPMENT | 2024 | PRESENT | 12 UNITS | N/A | N/A |

(Continue on separate sheet if necessary)

| | | |
|-----------|------|------------|
| SIGNATURE | DATE | 11/11/2024 |
|-----------|------|------------|

[illegible]

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

(Continue on separate sheet if necessary)

n/n leaf

Date of
 Birth
 Signature
 of
 Respondent

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 | | |
| MASTER'S IN RURAL DEVELOPMENT STUDENT ORGANIZATION OF EASTERN VISAYAS STATE UNIVERSITY - MAIN CAMPUS | 10/13/2024 | PRESENT | N/A | PRESIDENT |
| | | | | |

(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 for Division Chief/Executive/Managerial positions)


| 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 | | | |
| INTERNATIONAL WEBINAR SERIES ON THE CURRENT TRENDS AND CRITICAL ROLE OF SUSTAINABLE AGRICULTURAL PRACTICES IN FOOD SECURITY | 09/04/2024 | 09/11/2024 | 16 | TECHNICAL | CAPIZ STATE UNIVERSITY - COMMISSION ON HIGHER EDUCATION VI (WESTERN VISAYAS) |
| FUTURE THINKING AND STRATEGIC FORESIGHT WEBINAR | 04/14/2024 | 04/14/2024 | 8 | TECHNICAL | EASTERN VISAYAS STATE UNIVERSITY |
| ROLL OUT TRAINING ON PARENTING MODULE (PAG UNLAD NG BATA SA KALINGA NG MAGULANG NAGMULA) | 05/15/2023 | 05/17/2023 | 24 | TECHNICAL | DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE VII - PANTAWID PAMILYANG PILIPINO PROGRAM |
| SKILLS TRAINING ON FAMILY DEVELOPMENT SESSION FACILITATION FOR CITY/ MUNICIPAL ROVING BOOKKEEPERS and SOCIAL WELFARE ASSISTANTS | 10/06/2022 | 10/08/2022 | 24 | TECHNICAL | DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE VII - PANTAWID PAMILYANG PILIPINO PROGRAM |
| TRAINING ON KILOS-UNLAD CASE MANAGEMENT TECHNICAL WRITING AND SUCCESS STORY DOCUMENTATION | 12/18/2021 | 12/20/2021 | 24 | TECHNICAL | DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE VII - PANTAWID PAMILYANG PILIPINO PROGRAM |
| BASIC PANTAWID TRAINING FOR NEWLY HIRED | 12/08/2021 | 12/10/2021 | 24 | TECHNICAL | DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE VII - PANTAWID PAMILYANG PILIPINO PROGRAM |
| ROLL-OUT TRAINING ON PARENTING MODULE (PAG- UNLAD NG BATA SA KALINGA NG MAGULANG NAGMULA) | 07/26/2021 | 07/28/2021 | 24 | TECHNICAL | DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE VII - PANTAWID PAMILYANG PILIPINO PROGRAM |
| CRISIS INTERVENTION SECTION PROGRAM REVIEW AND EVALUATION WORKSHOP CUM ORIENTATION ON SEXUAL AND GENDER IDENTITY AND EXPRESSION | 11/23/2019 | 11/24/2019 | 16 | TECHNICAL | DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE VII - CRISIS INTERVENTION SECTION |
| PROTECTIVE SERVICES PROGRAM SECOND QUARTERLY MEETING | 10/05/2019 | 10/05/2019 | 8 | TECHNICAL | DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE VII - CRISIS INTERVENTION SECTION |
| PROTECTIVE SERVICES PROGRAM FIRST QUARTERLY MEETING | 05/22/2019 | 05/22/2019 | 8 | TECHNICAL | DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE VII - CRISIS INTERVENTION SECTION |
| PROTECTIVE SERVICES PROGRAM REVIEW AND EVALUATION WORKSHOP WITH THE SERVICE PROVIDERS | 12/04/2017 | 12/06/2017 | 24 | TECHNICAL | DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE VII - CRISIS INTERVENTION UNIT |
| PROTECTIVE SERVICES PROGRAM THIRD QUARTERLY MEETING | 11/25/2017 | 11/25/2017 | 8 | TECHNICAL | DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE VII - CRISIS INTERVENTION UNIT |
| WORLD DAY REMEMBRANCE TO ROAD TRAFFIC INJURY VICTIMS | 11/24/2017 | 11/24/2017 | 4 | TECHNICAL | DEPARTMENT OF HEALTH FIELD OFFICE VII |
| ROLL-OUT ON USERS TRAINING FOR THE PROTECTIVE SERVICES PROGRAM FINANCIAL MANAGEMENT SYSTEM | 11/11/2017 | 11/11/2017 | 8 | TECHNICAL | DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE VII - CRISIS INTERVENTION UNIT |
| CELEBRATION ON WORLD DAY AGAINST TRAFFICKING | 07/28/2017 | 07/28/2017 | 8 | TECHNICAL | DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE VII |
| PROTECTIVE SERVICES UNIT YEAR-END STAFF DEVELOPMENT CONFERENCE CUM PROGRAM REVIEW AND EVALUATION WORKSHOP OF PROGRAMS AND SERVICES | 01/05/2017 | 01/07/2017 | 24 | TECHNICAL | DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE VII - PROTECTIVE SERVICES UNIT |
| KICK OFF ON EIGHTEENTH DAY CAMPAIGN TO END VIOLENCE AGAINST WOMEN | 11/29/2016 | 11/29/2016 | 4 | TECHNICAL | DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE VII |
| PROTECTIVE SERVICES PROGRAM FINANCIAL AND RECORDS MANAGEMENT TRAINING | 10/29/2016 | 10/30/2016 | 16 | TECHNICAL | DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE VII - CRISIS INTERVENTION UNIT |
| FORUM ON EARLY CHILDHOOD CARE AND DEVELOPMENT FOR 1,000 DAYS | 07/23/2016 | 07/23/2016 | 8 | TECHNICAL | DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE VII - SUPPLEMENTARY FEEDING PROGRAM |
| NATIONAL CERTIFICATE II IN HOUSEKEEPING | 08/01/2014 | 02/12/2015 | 436 | TECHNICAL | TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY REGIONAL OFFICE VII - PERPETUAL HELP TECHNICAL TRAINING INSTITUTE, INC. |

(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 SKILLS (encoding, power point, excel) | MOST ACCOMODATING STAFF | SOCIAL WELFARE EMPLOYEES ASSOCIATION OF THE PHILIPPINES |
| | | |

(Continue on separate sheet if necessary)

| | |
|---|------------|
| SIGNATURE | DATE |
|  | 11/11/2024 |

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: FINISHED CONTRACT

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. |
|------------------------------|-----------------|---------------|
| KATRINA DOMINIQUE C. ACERDEN | TACLOBAN CITY | 0915-384-5756 |
| MERLA C. LIANZA | CARIGARA, LEYTE | 0939-459-8121 |
| CARISSA O. MENDOZA | PALO, LEYTE | 0929-643-7524 |

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.

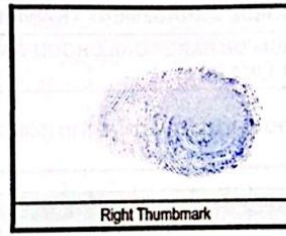
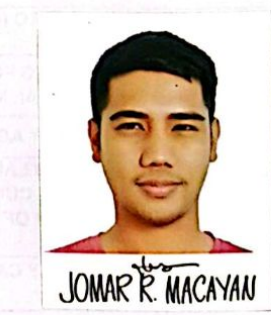
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **DSWD EMPLOYEE ID**

ID/License/Passport No.: **08-0001183**

Date/Place of Issuance: **04-03-2023/ PALO, LEYTE**

Signature (Sign inside the box)
11/11/2024
Date Accomplished



SUBSCRIBED AND SWORN to before me this 11 NOVEMBER 2024, affiant exhibiting his/her validly issued government ID as indicated above.

Doc # 241
PAGE # 241/51
BOOK # VII
SERIES 724

ATTY. MIAMOR D. NATIVIDAD
Notary Public
Notarial Commission No. 2023-01-81 until Dec. 31, 2024
Attorney's Roll No. 83077, June 3, 2022
IBP No. 254745; 12/30/2023 Leyte Chapter
PTR No. 7770621; 1/11/2023; Tanauan, Leyte
TIM 403-231-384
Person Administering Oath
Brgy. Binuangan, Tanauan, Leyte

WORK EXPERIENCE SHEET

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

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.

- Duration: February 01, 2024 - Present
- Position: Social Welfare Assistant
- Name of Office/Unit: 4P's Leyte Tanauan MOO
- Immediate Supervisor: FEBIE N. PALINES
- Name of Agency/Organization and Location: Department of Social Welfare and Development Field Office VIII

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Facilitates distribution and retrieval of Compliance Verification Forms;
- Prepares summary of Compliance Verification Forms distributed and retrieved, and taken note of issues and concerns on meeting the CVS distribution and retrieval and submission to Municipal Link for appropriate action;
- Facilitates coordination with schools and health centers relative to CVS monitoring and retrieval;
- Facilitate, review and monitor submission of system forms (CVS forms, GRS forms) through the LGU links and parent leaders, in terms of completeness and correctness;
- Assist and facilitate in systems (CV/ GRS/BDM) update related concerns for review of the City/ Municipal Link;
- Conduct SWDI enumeration/ validation to 4Ps households in a year;
- Facilitate conduct of supply side assessment in coordination with focal persons of partner agencies and the LGUs;
- Profiling of beneficiaries/ parent leaders and LGU links;
- Assist (or facilitate if needed) the C/ML in the conduct of the Family Development Sessions and in monitoring the health and Education facilities;
- Submit required reportorial;
- Respond and track queries and grievances at field level;
- Augment to regional and local activities as need arises.

- Duration: April 16, 2021 – January 31, 2024
- Position: Social Welfare Assistant
- Name of Office/Unit: 4P's Leyte Tanauan MOO
- Immediate Supervisor: ABNER B. ARINTOC
- Name of Agency/Organization and Location: Department of Social Welfare and Development Field Office VIII

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Facilitates distribution and retrieval of Compliance Verification Forms;
- Prepares summary of Compliance Verification Forms distributed and retrieved, and taken note of issues and concerns on meeting the CVS distribution and retrieval and submission to Municipal Link for appropriate action;
- Facilitates coordination with schools and health centers relative to CVS monitoring and retrieval;
- Facilitate, review and monitor submission of system forms (CVS forms, GRS forms) through the LGU links and parent leaders, in terms of completeness and correctness;

- Assist and facilitate in systems (CV/ GRS/BDM) update related concerns for review of the City/ Municipal Link;
- Conduct SWDI enumeration/ validation to 4Ps households in a year;
- Facilitate conduct of supply side assessment in coordination with focal persons of partner agencies and the LGUs;
- Profiling of beneficiaries/ parent leaders and LGU links;
- Assist (or facilitate if needed) the C/ML in the conduct of the Family Development Sessions and in monitoring the health and Education facilities;
- Submit required reportorial;
- Respond and track queries and grievances at field level;
- Augment to regional and local activities as need arises.

- Duration: February 01, 2021 – April 15, 2021
- Position: Administrative Assistant I
- Name of Office/Unit: Unconditional Cash Transfer – RPMO
- Immediate Supervisor: ATTY. JONALYNDIE B. CHUA
- Name of Agency/Organization and Location: Department of Social Welfare and Development Field Office VIII

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Responsible in encoding, verification and Updating of Information for UCT beneficiaries;
- Filing and segregation of UCT beneficiaries' Land Bank enrolment form per Barangay/ Municipality/City/Province;
- Conduct field validation including but not limited to house to house validation of target beneficiaries that were not enrolled to the program;
- Assist in the retrieval of forms from LGUs;
- Assist in the preparation of documents needed for the UCT pay-out activities;
- Coordination with LGUs, LBP Servicing Branch Managers and its covered City/ Municipalities regarding UCT related concerns;
- Assist in the conduct of pay-out and cash card distribution; and
- Performs other project related tasks as may be assigned.

- Duration: July 02, 2020 – December 31, 2020
- Position: Administrative Assistant I
- Name of Office/Unit: Unconditional Cash Transfer – RPMO
- Immediate Supervisor: ATTY. JONALYNDIE B. CHUA
- Name of Agency/Organization and Location: Department of Social Welfare and Development Field Office VIII

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Responsible in encoding, verification and Updating of Information for UCT beneficiaries;
- Filing and segregation of UCT beneficiaries' Land Bank enrolment form per Barangay/ Municipality/City/Province;
- Conduct field validation including but not limited to house to house validation of target beneficiaries that were not enrolled to the program;
- Assist in the retrieval of forms from LGUs;
- Assist in the preparation of documents needed for the UCT pay-out activities;
- Coordination with LGUs, LBP Servicing Branch Managers and its covered City/ Municipalities regarding UCT related concerns;
- Assist in the conduct of pay-out and cash card distribution; and
- Performs other project related tasks as may be assigned.

- Duration: March 18, 2020 – June 30, 2020
- Position: Administrative Aide IV
- Name of Office/Unit: Unconditional Cash Transfer – RPMO
- Immediate Supervisor: ATTY. JONALYNDIE B. CHUA
- Name of Agency/Organization and Location: Department of Social Welfare and Development Field Office VIII

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Responsible in encoding, verification and Updating of Information for UCT beneficiaries;
- Filing and segregation of UCT beneficiaries' Land Bank enrolment form per Barangay/ Municipality/City/Province;
- Conduct field validation including but not limited to house to house validation of target beneficiaries that were not enrolled to the program;
- Assist in the retrieval of forms from LGUs;
- Assist in the preparation of documents needed for the UCT pay-out activities;
- Coordination with LGUs, LBP Servicing Branch Managers and its covered City/ Municipalities regarding UCT related concerns;
- Assist in the conduct of pay-out and cash card distribution; and
- Performs other project related tasks as may be assigned.

- Duration: February 25, 2020 – March 17, 2020
- Position: Timekeeper
- Name of Office/Unit: CTC GEN. CONTRACTOR
- Immediate Supervisor: EDILBERTO R. ROSALES JR.
- Name of Agency/Organization and Location: Naliwatan Bridge Project – Tunga, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Responsible in monitoring daily time record of the workers assigned on the site;
- Prepares weekly payroll;
- Assist and records cash advances of workers;
- Assist in releasing workers wage; and
- Assist foreman on receiving the construction materials/ supplies delivered.

- Duration: January 03, 2020 – February 20, 2020
- Position: Volunteer Worker
- Name of Office/Unit: Crisis Intervention Section
- Immediate Supervisor: IRENE A. PERMEJO
- Name of Agency/Organization and Location: Department of Social Welfare and Development Field Office VIII

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Responsible on the liquidation report of the designated Special Disbursing Officer such as segregation of client document into COA, CIS and Accounting file;
- Encode client information into offline and online Crisis Intervention Monitoring database System in report generation and consolidation;
- Maintain records and filing of documents in the office;
- Receive incoming and routed outgoing documents in the office; and
- Performs other related tasks assigned by the immediate supervisor and division chief.

- Duration: May 20, 2019 – December 31, 2019
- Position: Social Welfare Aide
- Name of Office/Unit: Crisis Intervention Section
- Immediate Supervisor: RAQUEL J. BATEO and IRENE A. PERMEJO
- Name of Agency/Organization and Location: Department of Social Welfare and Development Field Office VIII

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Assist Special Disbursing Officer in the conduct of pay-out to Crisis Intervention Section client who seeks assistance from the office;
- Facilitate incoming and outgoing of documents to respective units/ sections;
- Prepare and facilitate payment vouchers for CIS service providers to the assistance provided for client such as hospital and funeral parlours;
- Facilitate replenishment/ liquidation report of SDO concern;
- Encode client information to online and offline Crisis Intervention Monitoring Data banking used in generating monthly and quarterly reports;
- Coordination to CIS service providers to its submission of statement of account as basis of preparing to our payments;
- Attend CIS and office meetings; and
- Perform other related tasks assigned by the immediate supervisor and division chief.

- Duration: October 01, 2018 – December 31, 2018
- Position: Administrative Aide IV
- Name of Office/Unit: Crisis Intervention Section
- Immediate Supervisor: LEAH M. ABARQUEZ and RAQUEL J. BATEO
- Name of Agency/Organization and Location: Department of Social Welfare and Development Field Office VIII

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Assist Special Disbursing Officer in the conduct of pay-out to Crisis Intervention Section client who seeks assistance from the office;
- Facilitate incoming and outgoing of documents to respective units/ sections;
- Prepare and facilitate payment vouchers for CIS service providers to the assistance provided for client such as hospital and funeral parlours;
- Facilitate replenishment/ liquidation report of SDO concern;
- Encode client information to online and offline Crisis Intervention Monitoring Data banking used in generating monthly and quarterly reports;
- Coordination to CIS service providers to its submission of statement of account as basis of preparing to our payments;
- Attend CIS and office meetings; and
- Perform other related tasks assigned by the immediate supervisor and division chief.

- Duration: July 04, 2017 – September 30, 2018
- Position: Social Welfare Aide
- Name of Office/Unit: Crisis Intervention Unit/ Section
- Immediate Supervisor: OFELIA O. PAGAY and LEAH M. ABARQUEZ
- Name of Agency/Organization and Location: Department of Social Welfare and Development Field Office VIII

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Assist Special Disbursing Officer in the conduct of pay-out to Crisis Intervention Section client who seeks assistance from the office;
- Facilitate incoming and outgoing of documents to respective units/ sections;
- Prepare and facilitate payment vouchers for CIS service providers to the assistance provided for client such as hospital and funeral parlours;
- Facilitate replenishment/ liquidation report of SDO concern;
- Encode client information to online and offline Crisis Intervention Monitoring Data banking used in generating monthly and quarterly reports;
- Coordination to CIS service providers to its submission of statement of account as basis of preparing to our payments;
- Attend CIS and office meetings; and
- Perform other related tasked assigned by the immediate supervisor and division chief.

- Duration: February 01, 2016 – June 30, 2017
- Position: Administrative Aide IV
- Name of Office/Unit: Crisis Intervention Unit
- Immediate Supervisor: CARISSA O. MENDOZA and OFELIA O. PAGAY
- Name of Agency/Organization and Location: Department of Social Welfare and Development Field Office VIII

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Assist Special Disbursing Officer in the conduct of pay-out to Crisis Intervention Section client who seeks assistance from the office;
- Facilitate incoming and outgoing of documents to respective units/ sections;
- Prepare and facilitate payment vouchers for CIS service providers to the assistance provided for client such as hospital and funeral parlours;
- Facilitate replenishment/ liquidation report of SDO concern;
- Encode client information to online and offline Crisis Intervention Monitoring Data banking used in generating monthly and quarterly reports;
- Coordination to CIS service providers to its submission of statement of account as basis of preparing to our payments;
- Attend CIS and office meetings; and
- Perform other related tasked assigned by the immediate supervisor and division chief.

- Duration: December 01, 2014 – January 31, 2016
- Position: CASH-FOR-WORK
- Name of Office/Unit: Crisis Intervention Unit
- Immediate Supervisor: PAULINE LIZA C. NADERA and CARISSA O. MENDOZA
- Name of Agency/Organization and Location: Department of Social Welfare and Development Field Office VIII

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Assist Special Disbursing Officer in the conduct of pay-out to Crisis Intervention Section client who seeks assistance from the office;
- Facilitate incoming and outgoing of documents to respective units/ sections;
- Prepare and facilitate payment vouchers for CIS service providers to the assistance provided for client such as hospital and funeral parlours;

- o Facilitate replenishment/ liquidation report of SDO concern;
- o Encode client information to online and offline Crisis Intervention Monitoring Data banking used in generating monthly and quarterly reports;
- o Coordination to CIS service providers to its submission of statement of account as basis of preparing to our payments;
- o Attend CIS and office meetings; and
- o Perform other related tasked assigned by the immediate supervisor and division chief.



JOMAR R. MACAYAN

*(Signature over Printed Name
of Employee/Applicant)*

Date: 11/11/2024