

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

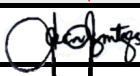
V. WORK EXPERIENCE

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

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 17, 2023
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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			
	ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS (AGIA), INC. - UNIT 402 MERCHANT SQUARE CONDOMINIUM, 1386 E. RODRIGUEZ SR. AVENUE COR. MABOLO ST. NEW MANILA, QUEZON CITY 1102	12/13/2018	PRESENT	N/A	MEMBER	
	BAYBAY LOCAL GOVERNMENT EMPLOYEE'S ASSOCIATION - BAYBAY CITY, LEYTE	2/16/2016	PRESENT	N/A	MEMBER	
	R.B. CATACUTAN AND ASSOCIATES 3 E.L., OSMEÑA BLDG., PELAEZ ST., CEBU CITY	11/5/2012	2/4/2013	200	STUDENT INTERN BOOKKEEPER	
(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			
	COA GUIDELINES AND PROCEDURES: ONE-TIME CLEANSING OF PROPERTY, PLANT, AND EQUIPMENT (PPE) ACCOUNT BALANCES FOR ALL GOVERNMENT INSTITUTIONS VIA ZOOM	6/6/2023	6/7/2023	6	N/A	CENTER FOR GLOBAL BEST PRACTICES
	2nd LOCAL GOVERNMENT UNIT (LGUs) FORUM, THEME: INTERNAL AUDIT IN THE LGUs: A PILLAR OF GOOD GOVERNANCE VIA ZOOM	8/18/2022	8/18/2022	5	N/A	ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS (AGIA), INC.
	2ND GOVERNMENT INTERNAL AUDITORS SUMMIT VIA ZOOM	6/8/2022	6/10/2022	12	N/A	ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS (AGIA), INC.
	RULES AND REGULATIONS ON SETTLEMENT OF ACCOUNTS (RRSA) AND REVISED RULES OF PROCEDURE OF COA (RRPC)	8/19/2019	8/20/2019	16	N/A	COMMISSION ON AUDIT (COA) R08
	OPERATIONS AND MANAGEMENT AUDIT	12/11/2018	12/13/2018	24	N/A	ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS (AGIA), INC.
	ORIENTATION ON PROCUREMENT PLANNING	8/14/2018	8/14/2018	8	N/A	DEPARTMENT OF BUDGET AND MANAGEMENT (DBM)
	GOVERNMENT PROCUREMENT REFORM ACT (R.A.9184) AND ITS REVISED IRR AND UPDATES	11/22/2017	11/24/2017	24	N/A	ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS (AGIA), INC.
	LAWS AND RULES ON GOVERNMENT EXPENDITURES	10/3/2017	10/6/2017	32	N/A	COMMISSION ON AUDIT (COA) R08
	INTERNAL CONTROL STRUCTURE	9/19/2017	9/22/2017	32	N/A	COMMISSION ON AUDIT (COA) R08
(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)		
	BASIC AND GENERAL ACCOUNTING	NONE		ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS (AGIA), INC.		
	WRITTEN ENGLISH			BAYBAY LOCAL GOVERNMENT EMPLOYEES ASSOCIATION (BaLGEA)		
	COMPUTER LITERACY			JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS (JPIA)		
	SABBATH SCHOOL SECRETARY AT CARIDAD SEVENTH DAY ADVENTIST (SDA)					
	SONG LEADER/CHORISTER AT CARIDAD SEVENTH DAY ADVENTIST (SDA) CHURCH					
	READING VARIETY OF BOOKS					
	MUSIC E.G. SINGING, ARTS E.G. LAYOUT DESIGNING					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	July 17, 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.
GRACE J. TRIPOLI		BRGY. GAAS, BAYBAY CITY, 6521 LEYTE	0942 335 4624
MERALYN R. LEBANTE		VISCA, BAYBAY CITY, 6521 LEYTE	0918 636 4693
CARL NICOLAS C. CARI		BRGY. CANDADAM, BAYBAY CITY, 6521 LEYTE	0949 112 2752
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: LGU BAYBAY ID ID/License/Passport No.: 00697 Date/Place of Issuance: BAYBAY CITY, LEYTE		Signature (Sign inside the box) July 17, 2023 Date Accomplished	
		Right Thumbmark	
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.			
Person Administering Oath			



Dea Varina Alvarez Montajes
DECA VARINA ALVAREZ MONTAJES

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