

IV. CIVIL SERVICE ELIGIBILITY					
29 CAREER SEREVICE/RA 1080 (BOARD/BAR) UNDER SPECIAL LAW/CES/CSEE	RATING	DATE OF EXAMINATION/ CONFERMENT	PLACE OF EXAMINATION/ CONFERMENT	LICENSE (if applicable)	
				NUMBER	DATE OF RELEASE
PROFESSIONAL BOARD EXAMINATION FOR RA 1080	FOR 1A	1983-10-26	PUERTO PRINCESA CITY	692398	1987-05-07
CAREER SERVICE PROFESSIONAL EXAMINATION	FOR 1A	1977-11-20	PUERTO PRINCESA CITY	558756	1978-03-31
REGIONAL CULTURAL COMMUNITY EMPLOYMENT BOARD (RCCCEB)	FOR 1A	1976-07-30	EXAMINATION (RCCEE)	24750	1976-07-30

(Continue in separate page if necessary)

V. WORK EXPERIENCE (include private employment. Start from your current work)

30 INCLUDEIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in Full)	DEPARTMENT/AGENCY/OFFICE/COMPANY (Write in full)	MONTHLY SALARY	SALARY GRADE/ & STEP INCREMENT (Format "00-0")	STATUS OF APPOINTMENT	GOV'T SERVICE (Yes / No)
From	To						
10/07/2005	06/30/2007	CG Assistant Department Head (Asst. Secy. for Mgt. Office)	Human Resource Management Office, City Government of Puerto Princesa	6,221.08	22-1	Permanent	Yes
10/07/2002	10/06/2005	CG Assistant Department Head (Asst. Secy. for Mgt. Office)	Human Resource Management Office, City Government of Puerto Princesa	6,221.08	22-1	Permanent	Yes
07/01/2001	10/06/2002	Human Res. Mgt. Officer IV	Human Resource Management Office, City Government of Puerto Princesa	6,221.08	22-1	Permanent	Yes
02/01/2001	06/30/2001	Human Res. Mgt. Officer IV	Human Resource Management Office, City Government of Puerto Princesa	6,221.08	22-1	Permanent	Yes
01/01/2000	01/31/2001	Human Res. Mgt. Officer IV	Human Resource Management Office, City Government of Puerto Princesa	6,221.08	22-1	Permanent	Yes
02/01/1998	12/31/1999	Human Res. Mgt. Officer IV	Human Resource Management Office, City Government of Puerto Princesa	6,221.08	22-1	Permanent	Yes
01/01/1997	01/31/1998	Human Res. Mgt. Officer IV	Human Resource Management Office, City Government of Puerto Princesa	6,221.08	22-1	Permanent	Yes
01/01/1996	12/31/1996	Human Res. Mgt. Officer IV	Human Resource Management Office, City Government of Puerto Princesa	6,221.08	22-1	Permanent	Yes
02/01/1995	12/31/1995	Human Res. Mgt. Officer IV	Office of the Mayor, City Government of Puerto Princesa	8,950.00	22-2	Permanent	Yes
01/01/1995	01/31/1995	Human Res. Mgt. Officer IV	Office of the Mayor, City Government of Puerto Princesa	8,950.00		Permanent	Yes
01/01/1994	12/31/1994	Human Res. Mgt. Officer IV	Office of the Mayor, City Government of Puerto Princesa	8,950.00		Permanent	Yes
02/01/1992	12/31/1993	Human Res. Mgt. Officer IV	Office of the Mayor, City Government of Puerto Princesa	8,950.00	22-1	Permanent	Yes
07/01/1991	01/31/1992	Human Res. Mgt. Officer III	Office of the Mayor, City Government of Puerto Princesa	8,950.00	18-1	Permanent	Yes
07/01/1989	06/30/1991	Human Res. Mgt. Officer III	Office of the Mayor, City Government of Puerto Princesa	8,950.00		Permanent	Yes
01/01/1989	06/30/1989	Personnel Officer I	Office of the Mayor, City Government of Puerto Princesa	8,950.00	10-1	Permanent	Yes
10/17/1988	12/31/1988	Personnel Officer I	Office of the Mayor, City Government of Puerto Princesa	8,950.00		Permanent	Yes
04/04/1988	10/16/1988	Training Officer	Office of the Mayor, City Government of Puerto Princesa	8,950.00	10-3	Permanent	Yes
07/01/1987	03/31/1988	Assessment Examiner	Office of the Mayor, City Government of Puerto Princesa	8,950.00		Permanent	Yes
01/02/1987	06/30/1987	Assessment Examiner	Office of the Mayor, City Government of Puerto Princesa	8,950.00		Permanent	Yes
08/16/1986	12/31/1986	Training Officer	Office of the Mayor, City Government of Puerto Princesa	8,950.00		Permanent	Yes
01/01/1985	08/15/1986	Training Officer	Office of the Mayor, City Government of Puerto Princesa	8,950.00		Permanent	Yes
01/01/1984	12/31/1984	Training Officer	Office of the Mayor, City Government of Puerto Princesa	8,950.00		Permanent	Yes
01/01/1983	12/31/1983	Training Officer	Office of the Mayor, City Government of Puerto Princesa	8,950.00	G-7	Permanent	Yes
01/01/1981	12/31/1982	Training Officer	Office of the Mayor, City Government of Puerto Princesa	8,950.00		Permanent	Yes
12/17/1979	12/31/1980	Training Officer	Office of the Mayor, City Government of Puerto Princesa	8,950.00	G-2	Permanent	Yes
05/01/1979	12/16/1979	Clerk/Typist	Office of the Mayor, City Government of Puerto Princesa	4,411.52		Permanent	Yes

(Continue in separate page if necessary)

01/01/1979	04/30/1979	Clerk/Typist	Office of the Mayor, City Government of Puerto Princesa	3,970.00	Permanent	Yes
------------	------------	--------------	---	----------	-----------	-----

12/01/1977	12/31/1978	Typist	Office of the Mayor, City Government of Puerto Princesa	3,970.00	Permanent	Yes
03/01/1977	11/30/1977	Typist	Office of the Mayor, City Government of Puerto Princesa	3,970.00	Permanent	Yes
01/01/1977	02/28/1977	Typist	Office of the Mayor, City Government of Puerto Princesa	3,970.00	Permanent	Yes
07/01/1976	12/31/1976	Typist	Office of the Mayor, City Government of Puerto Princesa	3,970.00	Temporary	Yes

10/16/1975	06/30/1976	Typist	Office of the Mayor, City Government of Puerto Rico	P200.00	Temporary	Yes
07/01/1975	10/15/1975	Day Care Worker	Office of the Mayor, City Government of Puerto Rico	P200.00	Casual	Yes
07/01/1974	06/30/1975	Day Care Worker	Department of Social Welfare (National)	P200.00	Temporary	Yes
04/16/1974	06/30/1974	Laborer	Office of the Mayor, City Government of Puerto Rico	P200.00	Casual	Yes
02/01/1972	02/15/1972	Laborer	Office of the Mayor, City Government of Puerto Rico	P200.00	Casual	Yes
04/01/1971	12/31/1971	Laborer	Office of the Mayor, City Government of Puerto Rico	P200.00	Casual	Yes
02/16/1971	03/15/1971	Laborer	Office of the Mayor, City Government of Puerto Rico	P200.00	Casual	Yes
12/16/1970	01/15/1971	Laborer	Office of the Mayor, City Government of Puerto Rico	P200.00	Casual	Yes
09/01/1970	09/25/1970	Laborer	Office of the Mayor, City Government of Puerto Rico	P200.00	Casual	Yes

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC/ NON GOVERNMENT/ PEOPLE/ VOLUNTARY ORGANIZATION

31	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION OF WORK

(Continue in separate page if necessary)

VII. TRAINING PROGRAM (Start from the most recent training)

32	TITLE OF SEMINAR/ CONFERENCE/ WORKSHOP/ SHORT COURSES (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	CONDUCTED/SPONSORED BY (Write in full)
	Seminar on Work Ethics in Governance batch 2	2010-09-21	2010-09-21	8 hours	Reg. Council of PO
	Pre-Retirement Orientation	2010-09-17	2010-09-17	8 hours	Wenifeda J. Arcegono
	Performance Assessment and Planning Workshop for Department Heads and Assistant Department Heads	2009-01-19	2009-01-20	2 days	Wenifeda J. Arcegono
	Performance Management System (PMS)-Office Performance Evaluation System (OPES)-Seminar	2008-09-08	2008-09-08	8 hours	Reg. Council of PO
	Pre-Retirement Orientation Program	2008-09-08	2008-09-08	8 hours	Wenifeda J. Arcegono
	Career Development Workshop	2008-01-11	2008-01-11	8 hours	Maria Luisa S. Moguel
	Training Needs Analysis Workshop	2008-01-10	2008-01-10	8 hours	Maria Luisa S. Moguel
	Training the Trainers Workshop	2008-01-09	2008-01-09	8 hours	Maria Luisa S. Moguel
	Seminar on Professional Executive Assistants Program	2007-11-16	2007-11-17	2 days	Maria Luisa S. Moguel
	Puerto Princesa City Strategic Planning Workshop	2007-08-07	2007-08-09	3 days	Prof Edel Guiza
	Training on Devolution Planning	2007-06-14	2007-06-15	2 days	TESDA
	Advance Trainors Training II on Quality Management and Competitive Program	2007-02-19	2007-02-26	8 days	Pete C. Montero
	Advanced Trainors Training	2006-02-13	2006-02-17	5 days	Pete C. Montero
	Basic Customer Service Skills (BCSS)	2005-11-14	2005-11-16	3 days	Director Nilo Mercado
	CSC Basic Customers Service Skills Training	2004-04-18	2004-04-22	5 days	Dir. LYRMA C. OALIN
	Seminar-Workshop on Revised Policies on Qualification Standards	2004-02-18	2004-02-18	8 hours	Reg. Council of PO
	7 Habits of Highly Effective People	2003-12-11	2003-12-12	2 days	Edward S. Hagedorn
	Writeshop Conference to Develop a Guidebook for Advocacy and Representation of the Less-Organized in HRD	2003-06-01	2003-06-05	5 days	PRMDP/AusAID

(Continue in separate page if necessary)

VIII. OTHER INFORMATION

33	SPECIAL SKILLS/HOBBIES	34	NON-ACADEMIC DISTINCTIONS/RECOGNITIONS	35	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)

(Continue in separate page if necessary)

36.	<p>Are you related by consanguinity or affinity to any of the following:</p> <p>a.) Within tehe third degree(for the National Government Employees Appointing authority, recommending authority, chief of office/bureau/department or person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed?</p> <p>b.)Within the fourth degree (for Local Government Employees) Appointing authority or recommending authority where you will be appointed?</p>	<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details</div><div></div><div></div></div> <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details</div><div></div><div></div></div>		
37	<p>a.) Have you ever been formaly charged?</p> <p>b.) Have you been guilty of administrative offense?</p>	<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details</div><div></div><div></div></div> <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details</div><div></div><div></div></div>		
38	<p>Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details</div><div></div><div></div></div>		
39	<p>Have you ever been separate from the service in any of the following modes: resignation retirement, cropped from the rolls, dismissal, termination, end of term, finished contract, AWOL or phased out, in the public or private sector?</p>	<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details</div><div></div><div></div></div>		
40	<p>Have you ever been candidate in the national or local election (except for barangay election) ?</p>	<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, give details</div><div></div><div></div></div>		
41	<p>Pursuant to: (a) Indigenous People's Act (RA 8371) (b) Magna Carla for disabled persons (RA 727) and (c) Solo Parents Welfare Act of 2000 (RA 8972) please answer the following items:</p> <p>a.) Are you a member of indigenous group?</p> <p>b.) Are you diffently abled?</p> <p>c.) Are you a solo parent?</p>	<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify : _____</div><div></div></div> <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify : _____</div><div></div></div> <div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div>If YES, please specify : _____</div><div></div></div>		
42. REFERENCES (Person not related by consaguinity or affinity to applicant/appointee)				
NAME		ADDRESS	TEL. NO.	<div></div> <div>PHOTO</div>
43	<p>I declare under oath that this Personal Data Sheet has been accomplished by me, and is a true, correct and complete statement persuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines.</p> <p>I also authorize the agency head/ authorized representative to verify/ validate the contents stated herein. I trust that this information shall remain confedential.</p>			
<div><div>COMMUNITY TAX CERTIFICATE NO.</div><div></div><div>ISSUED AT</div><div></div><div>ISSUED ON (mm/dd/yyyy)</div><div></div></div>		<div><div></div><div>SIGNATURE (Sign inside the box)</div><div></div><div>DATE ACCOMPLISHED</div><div></div></div>		<div></div> <div>RIGHT THUMBMARK</div>
CS FORM 212 (Revised 2005) Page 4 of 4				