

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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 box ☐ and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.** CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	AMPAC		
FIRST NAME	LOUELLA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	CHAN		
3. DATE OF BIRTH (mm/dd/yyyy)	4/4/1974	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	Baybay, 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	JP LAUREL ST House/Block/Lot No Street CHAN'S COMPOUND ZONE 4 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.57M	ZIP CODE	6521
8. WEIGHT (kg)	56	18. PERMANENT ADDRESS	JP LAUREL ST House/Block/Lot No Street CHAN'S COMPOUND ZONE 4 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
9. BLOOD TYPE	A+	ZIP CODE	6521
10. GSIS ID NO.	74040400676	19. TELEPHONE NO.	563-7273
11. PAG-IBIG ID NO.	08-01-34380911	20. MOBILE NO.	0917-542-3297
12. PHILHEALTH NO.	13-00000.906-4	21. E-MAIL ADDRESS (if any)	louella.ampac@vsu.edu.ph
13. SSS NO.	0616438480		
14. TIN NO.	196-783-935		
15. AGENCY EMPLOYEE NO.	V000745		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	AMPAC		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	PETER	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GAMAO			
OCCUPATION	BUSINESSMAN			
EMPLOYER/BUSINESS NAME	BAYBAY AGGREGATES AND HOLLOWBLOCK SUPPLY			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CHAN			
FIRST NAME	MANUEL	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ARBIOL			
25. MOTHER'S MAIDEN NAME				
SURNAME	OCAMPO			
FIRST NAME	LUCITA			
MIDDLE NAME	POLIQUIT		(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)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Franciscan College of the Immaculate Conception	GRADE IV	1981	1987	Graduated	1987	1st Hon. Mention
SECONDARY	Franciscan College of the Immaculate Conception	HIGH SCHOOL	1987	1991	Graduated	1991	Valedictorian
VOCATIONAL / TRADE COURSE							
COLLEGE	University of San Carlos	BS ACCOUNTANCY	1991	1995	Graduated	1995	Cum Laude
GRADUATE STUDIES	Visayas State University	MASTER IN MANAGEMENT	2012	2016	Graduated	2016	

(Continue on separate sheet if necessary)

SIGNATURE	<i>Chan - Ampac</i>	DATE	7/25/18
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IV. CIVIL SERVICE ELIGIBILITY					
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
Career Service Eligibility Exam- Sub. Prof.	81.23%	10/17/1993	Cebu City		
Career Service Eligibility Exam- Prof.	83.78%	03/18/1995	Cebu City		
CPA (RA 1080)	81.86%	5/18/96 & ff. days	Cebu City	93433	5/28/96

(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.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format "00-07"/ INCREMENT)	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
03/01/2018	present	Internal Auditor IV/ OIC Finance	Visayas State University	62,318.00	22-5	Perm	Yes
01/01/2018	2/28/18	Internal Auditor IV/ OIC Finance	Visayas State University	61,397.00	22-4	Perm	Yes
01/01/2017	12/31/17	Internal Auditor IV/ OIC Finance	Visayas State University	54,975.00	22-4	Perm	Yes
01/01/2016	12/31/16	Internal Auditor IV/ OIC Finance	Visayas State University	49,224.00	22-4	Perm	Yes
03/01/2015	12/31/15	Internal Auditor IV/ OIC Finance	Visayas State University	43,121.00	22-2	Perm	Yes
03/01/2012	02/28/2015	Internal Auditor IV/ OIC Finance (eff. 5/2014)	Visayas State University	42,652.00	22-1	Perm	Yes
06/24/2011	02/28/2012	State Auditor II/ Audit Team Member	Audit Group E- Leyte Prov. Team 11 Orm. City w/ 110 brgvs & 12 NGS	31,292.00	19-3	Perm	Yes
11/27/2010	06/23/2011	State Auditor II/ Audit Team Member	Audit Group E- Leyte Prov. Team 11 Orm. City w/ 110 brgvs & 12 NGS	27,977.00	19-3	Perm	Yes
06/24/2010	11/26/2010	State Auditor II/ Audit Team Member	Audit Group E- Leyte Prov. Team 11 Orm. City w/ 110 brgvs & 12 NGS	27,528.00	19-2	Perm	Yes
01/08/2010	06/23/2010	State Auditor II/ Audit Team Member	Audit Group E- Leyte Prov. Team 11 Orm. City w/ 110 brgvs & 12 NGS	24,177.00	19-2	Perm	Yes
08/01/2009	01/07/2010	State Auditor II/ Audit Team Member	VSU with four external campus	24,177.00	19-2	Perm	Yes
07/24/2007	07/30/2009	-do-	Cluster IV- Education/NGS VSU w/ 4 External campus	20,825.00	19-2	Perm	Yes
07/21/2005	07/23/2007	-do-	Cluster IV- Education/NGS LSU Baybay and PIT Palompon	16,792.00	19-1	Perm	Yes
11/26/2004	07/20/2005	-do-	Cluster IV- Education/ NGS	16,792.00	19-1	Perm	Yes
07/01/2004	11/25/2004	State Auditor I/ Audit Team Member	-do-	14,450.00	15-2	Perm	Yes
07/01/2002	06/30/2004	-do-	-do-	14,098.00	15-1	Perm	Yes
07/01/2001	06/30/2002	-do-	COA-VISCA, ATI-NTC Baybay, Leyte	14,098.00	15-1	Perm	Yes
07/03/2000	06/30/2001	-do-	-do-	13,427.00	15-1	Perm	Yes
01/01/2000	07/02/2000	State Auditor I	COA RO VIII	13,427.00	15-1	Perm	Yes
05/12/1998	12/30/1999	-do-	-do-	12,206.00	15-1	Perm	Yes
04/03/1997	05/11/1998	Branch Accountant	Islacom, Ormoc City	8,000.00		Probationary	No
01/08/1996	03/31/1997	Accounting Clerk	QUEDANCOR, Cebu City	4,400.00		Probationary	yes

(Continue on separate sheet if necessary)

SIGNATURE	<i>Lihan -arpac</i>	DATE	9/25/18
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M. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

29	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
N/A		N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

M. 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			
	Seminar-Workshop on Competency Based HR	7/4/18	7/6/18	24	Technical	VSU
	Seminar-Workshop on Coaching for Effective Performance	2/22/18	2/23/18	16	Technical	VSU
	Workshop on preparation for CHED-ISA Evaluatic	9/25/17	9/26/17	16	Technical	VSU
	Implementation on the Use of GAM for NGAs	8/14/17	8/18/17	40	Technical	COA RO VIII
	ISO 9001 2015 enhancement Seminar-workshop on Internal quality Audit	3/2/17	3/3/17	16	Technical	VSU
	Seminar workshop on 5S and Records Management	2/18/17		8	Technical	VSU
	OVPAF Strategic Planning Workshop	2/15/17	2/16/17	16	Technical	VSU
	Internal Quality Audit Training	1/23/17	1/25/17	24	Technical	AJA Registrars Inc.
	Training on how to handle Sexual Harrassment Cases in the Academe	11/28/16		8	Technical	VSU
	3rd qtrly seminar and meeting (PAGBA)	11/16/16	11/19/16	32	Technical	PAGBA, inc.
	Philippine Public Sector Accounting Standards and Revised Chart of Accts.	8/1/16	8/5/16	40	Technical	COA RO VIII
	Government Procurement Reform Act and its IRR	7/27/16	7/29/16	24	Technical	AGIA
	Calibration of Performance Evalaution (COPE) *	5/19/16	5/20/16	16	Technical	CSC Ormoc
	Workshop for AACCUP Institutional Accreditation (2nd round)	5/10/16	5/12/16	24	Technical	VSU UAC
	Unified Accounts Code Structure Application Course	11/4/14	11/6/14	24	Technical	DBM Region VIII, VSU Baybay Leyte
	Supervisory Development Track 1	07/09/2014	07/11/2014	24	Supervisory	CSC RO VIII
	36th Annual National Convention GACPA	05/21/2014	05/24/2014	32	Technical	GACPA, CPE Provider Acc. # 032

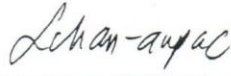
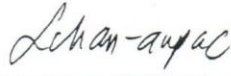
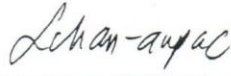
(Continue on separate sheet if necessary)

M. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Computer Literate	N/A		BCBP(Brotherhood of Christian Businessmen & Prof
	Cooking			PICPA -Ormoc (Phil Institute of CPA)
				LSU -Administrative Per Asso.

(Continue on separate sheet if necessary)

SIGNATURE	<i>Lchan-arpac</i>	DATE	9/25/18
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<div>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or chief of bureau or office or to the person who has immediate supervision over you in the Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?</div>	<div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<div>35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?</div>	<div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div> <div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></div>												
<div>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</div>	<div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<div>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?</div>	<div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<div>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?</div>	<div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div> <div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>												
<div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>	<div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, give details (country): _____</div></div>												
<div>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 a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?</div>	<div><div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, please specify: _____</div></div><div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No: _____</div></div><div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No: _____</div></div></div>												
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table border="1" style="width:100%; border-collapse: collapse;"><thead><tr><th style="width:40%;">NAME</th><th style="width:40%;">ADDRESS</th><th style="width:20%;">TEL. NO.</th></tr></thead><tbody><tr><td>Sister ELEONOR EGAÑO</td><td>FCIC A Bonifacio St Baybay, Leyte</td><td>335-2282</td></tr><tr><td>Mr. AMELITO BORNEO</td><td>Baybay, Leyte</td><td>09365483634</td></tr><tr><td>ERLINDA S. ESGUERRA</td><td>VSU, BAYBAY CITY, LEYTE</td><td>N/A</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Sister ELEONOR EGAÑO	FCIC A Bonifacio St Baybay, Leyte	335-2282	Mr. AMELITO BORNEO	Baybay, Leyte	09365483634	ERLINDA S. ESGUERRA	VSU, BAYBAY CITY, LEYTE	N/A
NAME	ADDRESS	TEL. NO.											
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Mr. AMELITO BORNEO	Baybay, Leyte	09365483634											
ERLINDA S. ESGUERRA	VSU, BAYBAY CITY, LEYTE	N/A											
<div>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.</div>													
<table border="1" style="width:100%; border-collapse: collapse;"><tr><td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>Unified Multi-Purpose ID</td></tr><tr><td>ID/License/Passport No.:</td><td>74040400676</td></tr><tr><td>Date/Place of Issuance:</td><td>GSIS, TACLOBAN CITY</td></tr></table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	Unified Multi-Purpose ID	ID/License/Passport No.:	74040400676	Date/Place of Issuance:	GSIS, TACLOBAN CITY	<table border="1" style="width:100%; border-collapse: collapse;"><tr><td style="text-align: center; height: 60px;"></td></tr><tr><td style="text-align: center;">Signature (Sign inside the box)</td></tr><tr><td style="text-align: center;">9/25/18</td></tr><tr><td style="text-align: center;">Date Accomplished</td></tr></table> <div style="border: 1px solid black; width: 100px; height: 100px; margin: 10px auto; text-align: center; line-height: 100px;">Right Thumbmark</div>		Signature (Sign inside the box)	9/25/18	Date Accomplished
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance													
Government Issued ID:	Unified Multi-Purpose ID												
ID/License/Passport No.:	74040400676												
Date/Place of Issuance:	GSIS, TACLOBAN CITY												
													
Signature (Sign inside the box)													
9/25/18													
Date Accomplished													
<div>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above</div> <div style="border: 1px solid black; width: 100%; height: 60px; margin: 10px auto; text-align: center; line-height: 60px;">Person Administering Oath</div>													



Right Thumbmark

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: May 23, 2014 – present
- Position: Internal Auditor IV
- Name of Office/Unit: Finance Division
- Immediate Supervisor: Remberto A. Patindol
- Name of Agency/Organization and Location: Visayas State University, Baybay, Leyte

- List of Accomplishments and Contributions (if any)

- **Assist in Eligibility for PBB for CY 2014-2016 on area of Budget Utilization Rate both for Obligation and Disbursements.**

- Summary of Actual Duties
 - Monitors Fund utilization both for obligation and disbursements.
 - Reviews reports data for Budget Proposal and per NEP amounts to be submitted to DBM, Congress, Senate, PASUC, & etc.
 - Prepares SPMR to be submitted to DBM and NEDA.
 - Reviews and approves financial documents (Voucher, Payroll etc,) including request for student refund/ withdrawal of deposits.
 - Prepares communication to DBM on matters regarding PBB, fund utilization and other matters.
 - Prepares management comments for reply of AOMs issued by COA.
 - Reviews Budget Execution Documents, Financial Accountability Reports Monthly & Quarterly Reports required by DBM, COA, PASUC, CHED etc
 - Plans activities and supervise office staff including external campuses and prepares communications
 - Attend meeting/seminars per advisory by agency.



LOUELLA CHAN-AMPAC

(Signature over Printed Name
of Employee/Applicant)

Date: 9/25/18