

	s () and use separate sheet if necessary. Indicate	EET (PDS) BEFORE ACCOMP N/A if not applicable. DO NOT AE			1. CS ID No.		(Do not fill up. I	For CSC use on	
. PERSONAL INFORMATION									
2. SURNAME	ABUNALES					TAIANE EVTENSION / ID	CO) N/A		
FIRST NAME	MAY CLAIRE			NAME EXTENSION (JR., SR) N/A					
MIDDLE NAME	ROJAS								
DATE OF BIRTH (mm/dd/yyyy)	5/5/1992	16. CITIZENSHIP	16. CITIZENSHIP			☑ Filipino ☐ Dual Citizenship ☐ by naturalization			
4. PLACE OF BIRTH	BUTUAN CITY	If holder of dual citize	enship,	Pls. indicate country:					
5. SEX	☐ Male ☐ Female	please indicate the d	letails.	and the second	and the second	more different control of the contro		-	
6 CIVIL STATUS	✓ Single	17. RESIDENTIAL ADDRESS	The state of the s	99		R. MA	GSAYSAY AVE	NUE	
est of the section of the section of the section of	☐ Widowed ☐ Separated		Н	louse/Block/Lot	No.		Street ZONE 19		
	Other/s:	- Committee of the comm		Subdivision/Villa BAYBAY	ge		Barangay LEYTE		
7. HEIGHT (m)		yk gestőn i rocki a negalőki		City/Municipali	ty		Province		
8. WEIGHT (kg)	43 DATASIV	ZIP CODE SIVICI	ADI .	III 30IA 3V	TANT SIMM	6521	ESTAR I	27622	
9. BLOOD TYPE	O+ SAYASIV	18. PERMANENT ADDRESS	Н	louse/Block/Lat	No.	110	Street	10010	
10. GSIS ID NO.	and the second	E UNIVERSITY AV PRIMISHOP						13525	
11. PAG-IBIG ID NO.	121178050046			Subdivision/Villa			Barangay		
	13-025150764-4	710 0005		City/Municipali	ty		Province		
12. PHILHEALTH NO.		ZIP CODE		6521					
13. SSS NO.	06-3380612-1	19. TELEPHONE NO.						1	
14. TIN NO.	453-228-854-000	20. MOBILE NO.							
5. AGENCY EMPLOYEE NO.	V000991	21. E-MAIL ADDRESS (if any)							
II. FAMILY BACKGROUND)								
22. SPOUSE'S SURNAME	N/A		23. NAME of Ch	HILDREN (Write	full name and lis	st all)	DATE OF BIR	TH (mm/dd/yyy	
FIRST NAME		NAME EXTENSION (JR., SR)	POLO, MA.	CLEOFE A			11/1	1/2017	
MIDDLE NAME									
OCCUPATION									
EMPLOYER/BUSINESS NAME								-	
BUSINESS ADDRESS									
TELEPHONE NO.									
24. FATHER'S SURNAME	ABUNALES								
FIRST NAME	PRISCO	NAME EXTENSION (JR., SR)			-				
MIDDLE NAME	DADO								
25. MOTHER'S MAIDEN NAME									
SURNAME	ROJAS								
FIRST NAME	LEONORA								
MIDDLE NAME	TABAMO	·		(Continue on sep	parate sheet if necess	ary)		
III. EDUCATIONAL BACK	GROUND								
26.	NAME OF SCHOOL	BASIC EDUCATION/DEGR	EE/COURSE	PERIOD O	FATTENDANCE	HIGHEST LEVEL/	YEAR	SCHOLARSHI	
LEVEL	(Write in full)	(Write in full)		From	UNITS EARN (if not gradue		GRADUATED	HONORS RECEIVED	
ELEMENTARY	OBRERO ELEMENTARY SCHOOL	ELEMENTAR	Y	1999	2005		2005	W/HONOR	
	AGUSAN NATIONAL HIGH SCHOOL	HIGH SCHOOL		2005	2007			W/HONOR	
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL		2007	2009		2009	W/HONOR	
Eggs: Schoolsenschmann eine Halbert in Stron	PALERMO HOTEL INSTITUTE OF	BARTENDING		-				-	
VOCATIONAL / TRADE COURSE	TOURISM AND HOSPITALITY INC. CALUBIAN NATIONAL VOCATIONAL			+	Feb, 2014		2014	NC II	
Contract to the contract to th	SCHOOL	BOOKKEEPIN	NG	Apr, 2016	Jul, 2016	-	2016	NC III	
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BS in BUSINESS ADMINISTRATION major in FINANCIAL MANAGEMENT		2009	2013		2013	W/HONOR	
						1			
GRADUATE STUDIES	N/A								

7. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER		DATE OF			LICENSE (if applicable)				
SPECIAL LAWS/ CES/ CSEF		(If Applicable)	EXAMINATION / PLACE OF EXAMINATION / CONFERMENT					Date of	
CAREER SERVICE PROFESSIONAL ELIGIBILITY 80.76%		80.76%	10/13/2013 EASTERN VISAYA: TACLO		S STATE UN		N/A	Validity N/A	
		ur in chiconomic			JOAN CITT		Total School S		
V/			-		Bender Bender (1971), en en en eller bender ben	KAMPATAN WATER	MALES	BA BA	The second second
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			(C	ontinue on separate sheet i	f necessary)				
	XPERIENCE ate employment.	Start from your recent w	nrk) Descriptio	n of duties should be	indicated in the start				
INCLU	JSIVE DATES						SALARY/ JOB/ PAY		
From (m	mm/dd/yyyy) POSITION TITLE DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate) (Write in full/Do not abbreviate)		NCY / OFFICE / COMPANY Do not abbreviate)	MONTHLY SALARY	GRADE (if applicable)& STEP (Format *00-0*)	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)		
/16/2017	PRESENT	ADMINISTRATIVE	AIDE III	CASH DIVISION OFFICE, VISAYAS			INCREMENT	44	
6/1/2015	3/15/2017	CLERK	- Mark III	STATE UNIVERSITY CASH DIVISION OFFICE, VISAYAS		13,387.00		REGULAR	Υ
2/1/2014	5/30/2015	CASHIER	i by much	STATE UNIVERSITY		5,600.00		JOB ORDER	Υ
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SIGNAT	TURE	Jain	A	R IS NESS AUDIONISTRA	DATE	a	-B-n		

I. VOLUNTÄRY WORK OR INVOLVEMENT	IN CIVICGOVERNMENT /			ANIZATION	4	
9. NAME & ADDRESS OF (Write in f		INCLUSIVI (mm/dd		NUMBER OF HOURS		POSITION / NATURE OF WORK
		From	То			f seaper that the third degree ?
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I. LEARNING AND DEVELOPMENT (L&D	NAME OF TAXABLE PARTY OF TAXABLE PARTY.	entinue on separate s ROGRAMS ATTE	Name and Address of the Owner, where the Owner, which is			We all all all and the first the second and the second
art from the most recent L&D/training program and inc				ief Executive/Mana	gerial positions)	
). TITLE OF LEARNING AND DEVELOPMENT IN (Write in		INCLUSIVE ATTENI (mm/do	DANCE	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/	CONDUCTED/ SPONSORED BY (Write in full)
SN E	23Y 🗍	From	То	IN COMO	Technical/etc)	PERSONNEL OFFICERS ASSOCIATION OF THE
NAGING GOVERNMENT RECORDS INCLUDING	PERSONNEL RECORDS	05/22/2018	05/25/2018	32 HRS		PHILIPPINES, INC.
SH MANAGEMENT AND CONTROL SYSTEM	Say IT I	06/13/2017	06/15/2017	24 HRS	oulon lancela	COMMISSION ON AUDIT REGION VIII
OOKKEEPING NC III	Bi sieb eig Par V	04/19/2016	07/01/2016	292 HRS		CALUBIAN NATIONAL VOCATIONAL SCHOOL
0 9001-2008 ORIENTATION & WRITESHOP AMO	NG CLERK & SECRETARIES	09/21/2015	09/21/2015	8 HRS	nb edwaat. Waxaanaa	HUMAN RESOURCE DEPARTMENT, VSU
RTENDING NC II	second color	10/21/2013	02/09/2014	286 HRS	ion at a case	PALERMO HOTEL INSTITUTE OF TOURISM and HOSPITALITY INC.
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III. OTHER INFORMATION						
31. SPECIAL SKILLS and HOBBIES	32. N	ON-ACADEMIC DISTII	NCTIONS / RECO	GNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
		(1111)				
	land and	etian nest a usa	ipiE			Negody of agentically
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		Continue on separate	sheet if necessar			1 a n = 1
SIGNATURE		ainto	IICOICI I	D.	ATE	9-/3-71 CS FORM 212 (Revised 2017), Page

34. Are you related by consanguinity or affinity to the	ting or recommending authority, or to the				
chief of bureau or office or to the person who has Bureau or Department where you will be apppoint	immediate supervision over you in the Office,	70.38 (87.20) - 57.79 (3.8 MR			
a. within the third degree?	G J MAR				
b. within the fourth degree (for Local Government	YES NO				
o. Walling the register (for Eoodi Government	☐ YES ☑ NO				
		If YES, give details:			
35. a. Have you ever been found guilty of any adminis	strative offense?				
so. a. Have you ever been found guilty of any autilinis	su auve offerise r	YES NO			
		If YES, give details:			
b. Have you been criminally charged before any or	ourt?	YES NO			
		If YES, give details:			
		Date Filed:			
	and the property of the second section is a second section of the second section of the second section of the second section of the second section sec	Status of Case/s:			
36. Have you ever been convicted of any crime or viola	YES NO				
any court or tribunal?	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, termi	nation, end of term, finished contract or phased out	☐ YES ☑ NO If YES, give details:			
(abolition) in the public or private sector?	878-55 0108-5380 ers/13500	THE STATE OF THE S			
38. a. Have you ever been a candidate in a national or	r local election held within the last year (except	☐ YES ☑ NO			
Barangay election)?	wasters farmational Contraction	If YES, give details:			
b. Have you resigned from the government service	during the three (3)-month period before the last	☐ YES ☑ NO			
election to promote/actively campaign for a national	al or local candidate?	If YES, give details:			
39. Have you acquired the status of an immigrant or pe	ermanent resident of another country?				
	- The state of the	YES NO			
		If YES, give details (country):			
10. Pursuant to: (a) Indigenous People's Act (RA 8371): (h) Magna Corta for Disabled Persons (DA				
7277); and (c) Solo Parents Welfare Act of 2000 (F	RA 8972), please answer the following items:				
Are you a member of any indigenous group?					
		☐ YES ☑ NO If YES, please specify:			
Are you a person with disability?		☐ YES ☑ NO			
		If YES, please specify ID No:			
Are you a solo parent?		☐ YES ☑ NO			
		If YES, please specify ID No:			
1. REFERENCES (Person not related by consanguinity or affinity to	p applicant /appointee)				
NAME	ADDRESS	TEL. NO.			
ORAZON U. NUEVO	ML QUEZON ST., BAYBAY CITY	0917-3108-067			
IYRNA S. PANCITO	D. VELOSO ST., BAYBAY CITY	0919-3381-565			
TTY. RYSAN C. GUINOCOR	BRGY. STA. CRUZ, BAYBAY CITY				
12. I declare under oath that I have personally accomplete statement pursuant to the provisions of Philippines. I authorize the agency head/authorized agree that any misrepresentation made in the administrative/criminal case/s against me.	of pertinent laws, rules and regulations of the l	Republic of the			
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, et	(c.)				
PLEASE INDICATE ID Number and Date of Issuance	Notice Shadow William 18th MacCA 1957				
Government Issued ID: COMPANY ID	- lair				
ID/License/Passport No.: V000991	Signature (8ign inside the bo	(x)			
Date/Place of Issuance: VSU, VISCA, BAYBAY CITY, LEYTE	9-1318				
TOO, VIOCA, BATBAY CITY, LEYTE	Date Accomplished	Diaha Thumburgh			
	Date Accomplished	Right Thumbmark			
SUBSCRIBED AND SWORN to before me this	OCT 0 4 2018 , affiant exhibiting	g his/her validly issued government ID as indicated above.			
	Mari				
	ATTY. RYSAN C. GUINOCOL				
CONTROL OF THE CONTRO	VSU LEGAL OFFICER Person Administering Oath				
	Person Administering Oath	SIGNATURE			
	The state of the s				

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: September 3 Present
 Position: Administrative Aide IV
- Name of Office/Unit: Cash Division Office
 Immediate Supervisor: Corazon U. Nuevo
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
- Assist in collecting all income of the University, Student School Fees and other fund coming from other agencies and foreign grants (by Fund).
- Collects and records daily collection of IGP
- Remits all collection at the end of the day to the Collecting Officer.
- Generates monthly Summary List of Check Issued (SLCI) in SLCI REPORT GENERATOR program
- Prepare transmittal of checks to Manila Office.
- Prepare transmittal of checks to Tacloban Suppliers.
 - Duration: March 16, 2017 August 31, 2018
 - Position: Administrative Aide III
 - Name of Office/Unit: Cash Division Office
 - Immediate Supervisor: Corazon U. Nuevo
 - Name of Agency/Organization and Location: Visayas State University Visca, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - · Summary of Actual Duties
 - Assist in collecting all income of the University, Student School Fees and other fund coming from other agencies and foreign grants (by Fund).
 - o Remits all collection at the end of the day to the Collecting Officer.
 - Photocopy and detached supplier's copy such as LDDAP-ADA's details and Tax Certificate, original voucher and Acknowledgment Receipt as their reference for issuance of Official Receipt.
 - Stamp "PAID" to vouchers and payrolls paid by checks and LDDAP-ADA under Fund 101.
 - o Prepare transmittal for lacking Vouchers, Official Receipts and Payrolls and turn-over to Accounting Office.
 - o Prepare Monthly Summary Report on check disbursement under Fund 101.
 - Generates daily check disbursement from Budget Allocation and Obligation Management (BAOM)
 - Generates monthly Summary List of Check Issued (SLCI) in SLCI REPORT GENERATOR program, and Calibrated list of LDDAP-ADA in LDDAP-ADA program.

Duration: June 01, 2015 to March 15, 2017

Position: Clerk

Name of Office/Unit: Cash Division Office
Immediate Supervisor: Corazon U. Nuevo

 Name of Agency/Organization and Location: Visayas State University Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Photocopy and detached supplier's copy such as LDDAP-ADA's details and Tax Certificate, original voucher and Acknowledgment Receipt as their reference for issuance of Official Receipt.

Stamp "PAID" to vouchers and payrolls paid by checks and LDDAP-ADA under Fund 101.

o Prepare transmittal for lacking Vouchers, Official Receipts and Payrolls and turn-over to Accounting Office.

Prepare Monthly Summary Report on check disbursement under Fund 101.

- o Generates daily check disbursement from Budget Allocation and Obligation Management (BAOM)
- Generates monthly Summary List of Check Issued (SLCI) in SLCI REPORT GENERATOR program, and Calibrated list of LDDAP-ADA in LDDAP-ADA program.
- Duration: February 1, 2014 to May 30, 2015

Position: Cashier

- · Name of Office/Unit:
- Immediate Supervisor: Nello P. Roa III
- Name of Agency/Organization and Location: Baybay Printshop

R. Magsaysay Ave., Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - o Receive orders and payments from the customers and make Job Orders for daily operation.
 - Lay-Out Form/ Receipts using Corel Draw and Adobe
 - o Remits all collection at the end of the day to the Proprietor.
 - Act as BIR Representative in processing ATP's for the application of Official Receipts.

(Signature over Printed Name of Employee/Applicant)

Date: 9-13-14