

IMELDA M. DIAZ

Attached are her pertinent documents to wit:

1. Application Letter,
2. Updated Personal Data Sheet (CS Form 212 Revised 2017),
3. Work Experience Sheet,
4. Transcript of Records and Diploma,
5. Certificate of Eligibility; and
6. Individual Performance Commitment and Review (IPCR) with Rating for the period of February to June 2022.

For consideration and approval.

In this regard, this Office strongly recommends Ms. Azalea S. De Castro for Casual Plantilla of Appointment as Project Evaluation Assistant I.

Moreover, this Office has conducted a Comprehensive Evaluation of qualified applicants for the said position on July 27, 2022 wherein Ms. De Castro ranked No. 1 among the five (5) applicants. Results of Comprehensive Evaluation is hereto attached.

Please be informed that Ms. De Castro is presently hired contractual in this Office as General and Development Information Officer. She is a graduate of Bachelor of Science in Economics and is a Career Service Professional eligible.

Respectfully forwarded is the application for Casual Project Evaluation Assistant I position of Azalea S. De Castro at PENRO Marinduque under CBFM-CARP Funds.

RECOMMENDATION OF AZALEA S. DE CASTRO AS
CASUAL PROJECT EVALUATION ASSISTANT I OF
PENRO MARINDUQUE

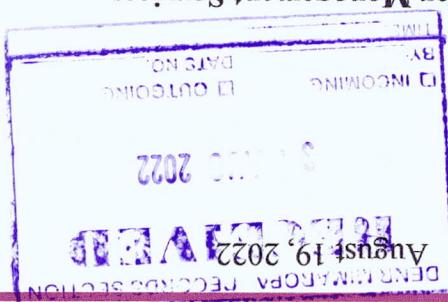
SUBJECT : RECOMMENDATION OF AZALEA S. DE CASTRO AS
CASUAL PROJECT EVALUATION ASSISTANT I OF
PENRO MARINDUQUE

FROM : The OIC - PENR Officer

THRU : The Assistant Regional Director for Management Services

FOR : The Regional Executive Director

MEMORANDUM



July 8, 2022



LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director
DENR MIMAROPA Region
Ermita, Manila

ATTN: IMELDA M. DIAZ
PENR Officer
Capitol Compound, Brgy. Bangbangalon
Boac, Marinduque

Dear RED Claudio,

I am writing to express my strong desire to be considered for the Project Evaluation Assistant I position at PENRO - Marinduque.

My name is Azalea S. de Castro, a Bachelor of Science in Economics graduate of the Polytechnic University of the Philippines in Sta. Mesa, Manila. I've worked as an Office Support Staff at DENR-PENRO Marinduque from February to June 2022 and now working as a Gender and Development Support Staff from July 1 to present. I've worked with a number of companies. It provided me with essential skills in marketing, financing, training, and other business development to assist its stakeholders in my previous position. I also gained knowledge of data processing, information organization, and report writing. Furthermore, I am well-versed in Microsoft Office programs (Word, Excel, PowerPoint, Outlook). I've spent the last 5 years in the BPO industry providing excellent customer service and proving myself to be a highly motivated and committed employee, I am willing to undergo training if necessary to better prepare myself for the position. If I am given the opportunity to work in this position, I am eager to bring the same energy and attitude to the job.

Please find the following documents attached for your review and reference.

- Personal Data Sheet
- Work Data Sheet
- Transcript of Records
- Certificate of Eligibility
- Individual Performance Commitment and Review (IPCR)

If you find my qualifications adequate, you may contact me at (0929) 4039 103. I am available for an interview at your earliest convenience.

I look forward to hearing from you.

Very truly yours,


Azalea de Castro
Applicant

I. PERSONAL INFORMATION						
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) 2. SURNAME DE CASTRO MIDDLE NAME AZALEA (middle name) 3. DATE OF BIRTH 11/14/1985 4. PLACE OF BIRTH BOAC, MARINDUQUE 5. SEX Male <input type="checkbox"/> Female <input checked="" type="checkbox"/> 6. CIVIL STATUS Single <input type="checkbox"/> Widowed <input type="checkbox"/> Married 7. HEIGHT (m) 1.57 8. WEIGHT (kg) 43 9. BLOOD TYPE B+ 10. GSIS ID NO. N/A 11. PAG-IBIG ID NO. 1210-4269-8056 Subdivision/Village BOAC Barangay LAYLAY House/Block/Lot No. Street 12. PHILHEALTH NO. 01-050529898-0 City/Municipality MARINDUQUE ZIP CODE 4900 13. SSS NO. 34-0150867-4 19. TELEPHONE NO. N/A 20. MOBILE NO. (0929) 403 9103 21. E-MAIL ADDRESS (if any) azaleasdc@gmail.com 22. SPOUSE'S SURNAME N/A 23. NAME OF CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) 24. FATHER'S SURNAME DE CASTRO 25. MOTHER'S MIDDLE NAME SAPUNGAN 26. LEVEL NAME OF SCHOOL (Write in full) PERIOD OF ATTENDANCE (Write in full) HIGHEST LEVEL UNITS EARNED (if not graduated) YEAR FROM To SCHOLARSHIP/ ACADEMIC HONORS RECEIVED VOCATIONAL/ TRADE COURSE SECONDARY MARINDUQUE NATIONAL HIGH SCHOOL 1992 1998 2002 ELEMENTARY TANZA ELEMENTARY SCHOOL 1998 2002 2006 POLYTECHNIC UNIVERSITY OF THE PHILIPPINES 2002 2006 GRADUATE STUDIES						
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) 24. FATHER'S SURNAME DE CASTRO 25. MOTHER'S MIDDLE NAME SAPUNGAN 26. LEVEL NAME OF SCHOOL (Write in full) PERIOD OF ATTENDANCE (Write in full) HIGHEST LEVEL UNITS EARNED (if not graduated) YEAR FROM To SCHOLARSHIP/ ACADEMIC HONORS RECEIVED VOCATIONAL/ TRADE COURSE SECONDARY MARINDUQUE NATIONAL HIGH SCHOOL 1992 1998 2002 ELEMENTARY TANZA ELEMENTARY SCHOOL 1998 2002 2006 POLYTECHNIC UNIVERSITY OF THE PHILIPPINES 2002 2006 GRADUATE STUDIES						
III. EDUCATIONAL BACKGROUND						
26. LEVEL NAME OF SCHOOL (Write in full) PERIOD OF ATTENDANCE (Write in full) HIGHEST LEVEL UNITS EARNED (if not graduated) YEAR FROM To SCHOLARSHIP/ ACADEMIC HONORS RECEIVED VOCATIONAL/ TRADE COURSE SECONDARY MARINDUQUE NATIONAL HIGH SCHOOL 1992 1998 2002 ELEMENTARY TANZA ELEMENTARY SCHOOL 1998 2002 2006 POLYTECHNIC UNIVERSITY OF THE PHILIPPINES 2002 2006 GRADUATE STUDIES						
IV. CONCLUDING STATEMENT						
WAR寧NING: Any misrepresentation made in the Personal Data Sheet shall cause the filing of administrative/criminal cases/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) 2. SURNAME DE CASTRO MIDDLE NAME AZALEA (middle name) 3. DATE OF BIRTH 11/14/1985 4. PLACE OF BIRTH BOAC, MARINDUQUE 5. SEX Male <input type="checkbox"/> Female <input checked="" type="checkbox"/> 6. CIVIL STATUS Single <input type="checkbox"/> Widowed <input type="checkbox"/> Married 7. HEIGHT (m) 1.57 8. WEIGHT (kg) 43 9. BLOOD TYPE B+ 10. GSIS ID NO. N/A 11. PAG-IBIG ID NO. 1210-4269-8056 Subdivision/Village BOAC Barangay LAYLAY House/Block/Lot No. Street 12. PHILHEALTH NO. 01-050529898-0 City/Municipality MARINDUQUE ZIP CODE 4900 13. SSS NO. 34-0150867-4 19. TELEPHONE NO. N/A 20. MOBILE NO. (0929) 403 9103 21. E-MAIL ADDRESS (if any) azaleasdc@gmail.com 22. SPOUSE'S SURNAME N/A 23. NAME OF CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) 24. FATHER'S SURNAME DE CASTRO 25. MOTHER'S MIDDLE NAME SAPUNGAN 26. LEVEL NAME OF SCHOOL (Write in full) PERIOD OF ATTENDANCE (Write in full) HIGHEST LEVEL UNITS EARNED (if not graduated) YEAR FROM To SCHOLARSHIP/ ACADEMIC HONORS RECEIVED VOCATIONAL/ TRADE COURSE SECONDARY MARINDUQUE NATIONAL HIGH SCHOOL 1992 1998 2002 ELEMENTARY TANZA ELEMENTARY SCHOOL 1998 2002 2006 POLYTECHNIC UNIVERSITY OF THE PHILIPPINES 2002 2006 GRADUATE STUDIES						
V. SIGNATURE						
Continue on separate sheet if necessary July 8, 2022						

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

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

(Continue on separate sheet if necessary)

SIGNATURE

John Carter

DATE

July 8, 2022

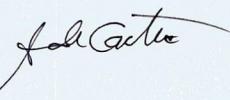
<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
ERVIN LANDOY	LAYLAY, BOAC, MARINDUQUE	(917) 890-9559
ROMETTE ANNE BORJA	MAKATI, METRO MANILA	(917) 125-4103
JULIA CAMILLE M. MARCIANO	MOGPOG, MARINDUQUE	(915) 891-3679

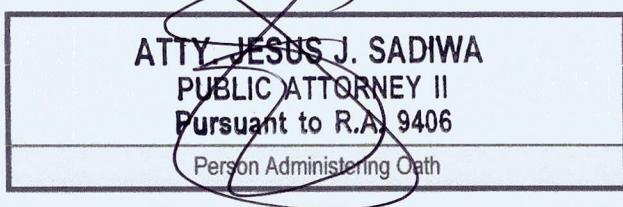
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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: DRIVER'S LICENSE	
ID/License/Passport No.: D03-20-001136	
Date/Place of Issuance: 07/30/2020 / BOAC, MARINDUQUE	

 Signature (Sign inside the box)	
July 8, 2022	
Date Accomplished	



SUBSCRIBED AND SWORN to before me this JUN 13 2022 affiant exhibiting his/her validly issued government ID as indicated above.



July 8, 2022

Jeff Cade

DATE

SIGNATURE

IV. CIVIL SERVICE ELIGIBILITY

INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/do not abbreviate)		DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/do not abbreviate)		SALARY (Applicable Step Formal 00-01)		MONTHLY INCOME		STATUS OF APPOINTMENT		GOVT SERVICE (Y/N)	
7/1/2022	Present	GENDER AND DEVELOPMENT SUPPORT STAFF	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-PROVINCIAL ENVIRONMENT AND NATURAL DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-PROVINCIAL ENVIRONMENT AND NATURAL	18,216.00	Y	12,000.00	Y	30,000.00	REGULAR/ PERMANENT	35,000.00	REGULAR/ PERMANENT	26,250.00	REGULAR/ PERMANENT
10/3/2017	10/3/2018	SOCIAL MEDIA EXECUTIVE	ALDAR ALAHLEYA AL AQARAYA	35,000.00	N	30,000.00	N	26,250.00	REGULAR/ PERMANENT	23,000.00	PERMANENT	23,000.00	PERMANENT
8/3/2014	9/25/2017	CUSTOMER SERVICE REPRESENTATIVE	TAMDEEN ENTERTAINMENT COMPANY	26,250.00	N	21,000.00	N	19,000.00	REGULAR/ PERMANENT	12,000.00	TECHNICAL SUPPORT REPRESENTATIVE	12,000.00	TECHNICAL SUPPORT REPRESENTATIVE
9/30/2013	7/26/2014	TECHNICAL SUPPORT REPRESENTATIVE	TELU'S INTERNATIONAL PHILIPPINES	23,000.00	N	21,000.00	N	19,000.00	REGULAR/ PERMANENT	21,000.00	TECHNICAL SUPPORT REPRESENTATIVE	12,000.00	TECHNICAL SUPPORT REPRESENTATIVE
10/28/2012	11/10/2013	HARTE-HANKS PHILIPPINES	INCO RPORATE D	21,000.00	N	21,000.00	N	19,000.00	REGULAR/ PERMANENT	12,000.00	TECHNICAL SUPPORT REPRESENTATIVE	12,000.00	TECHNICAL SUPPORT REPRESENTATIVE
11/29/2010	2/8/2012	ALORICA PHILIPPINES	ALORICA PHILIPPINES	19,000.00	N	19,000.00	N	12,000.00	REGULAR/ PERMANENT	12,000.00	TECHNICAL SUPPORT REPRESENTATIVE	12,000.00	TECHNICAL SUPPORT REPRESENTATIVE
1/25/2009	10/25/2010	DATA ENCODER	TE MPS AND STAFFERS INCORPORATED / AUTOMOBILE ASSOCIATION PHILIPPINES	12,000.00	N	12,000.00	N	12,000.00	REGULAR/ PERMANENT	12,000.00	WASHING TON INTERNATIONAL	12,000.00	ENGLISH LANGUAGE INSTRUCTOR
11/2008	7/1/2009	REGULAR / PERMANENT	REGULAR / PERMANENT	12,000.00	N	12,000.00	N	12,000.00	REGULAR / PERMANENT	12,000.00	REGULAR / PERMANENT	12,000.00	REGULAR / PERMANENT
11/8/2006	3/31/2007	PROJECT DEVELOPMENT ASSISTANT / SCIENCE RESEARCH ASSISTANT	MARINDUQUE STATE COLLEGE	8,000.00	Y	8,000.00	Y	8,000.00	CONTRACTUAL	8,000.00	SCIENCE RESEARCH ASSISTANT	8,000.00	SCIENCE RESEARCH ASSISTANT
CONTINUE ON SEPARATE SHEET IF NECESSARY													

WORK EXPERIENCE SHEET

- Duration: July 1, 2022 – Present
- Position: Information Officer/Gender and Development Support Staff
- Name of Office/Unit: Technical Services Division
- Immediate Supervisor: Engr. Cynthia U. Lozano
- Name of Agency/Organization and Location: Department of Environment and Natural Resources – Provincial Environment and Natural Resources Office (DENR-PENRO-Marinduque)
- Summary of Actual Duties
 - Encodes and prepares reports, memoranda, and other communications;
 - Assist in preparation of Gender and Development (GAD) Plan and Budget and GAD Accomplishment Reports and other correspondences;
 - Provides all necessary communication/logistic/other materials needed in all activities DENR-PENRO Gender and Development Focal Point System (GADFPS);
 - Keeps all records of DENR-GADFPS;
 -
- Duration: February 7, 2022 – June 30, 2022
- Position: Office Support Staff
- Name of Office/Unit: Technical Services Division
- Immediate Supervisor: Engr. Cynthia U. Lozano
- Name of Agency/Organization and Location: Department of Environment and Natural Resources – Provincial Environment and Natural Resources Office (DENR-PENRO-Marinduque)
- Summary of Actual Duties
 - Handling incoming and outgoing communications
 - Managing filing system
 - Performing general office clerk duties and errands
 - Updating paperwork, maintaining documents and word processing
- Duration: January 4, 2021 – December 31, 2021
- Position: Negosyo Center Business Counsellor – LGU Boac
- Name of Office/Unit: Business Development Division
- Immediate Supervisor: Mark Dennis Cortez
- Name of Agency/Organization and Location: Department of Trade & Industry Marinduque Provincial Office
- List of Accomplishments and Contributions
 - Facilitated several Seminars and Trainings for existing and potential entrepreneurs.
 - Proposed several project proposals to empower and enhances entrepreneurs and associations in Boac.
 - Formulated a system that helped improved and increased the number of loan beneficiaries and loan amount.
- Summary of Actual Duties
 - Organizes meetings, workshops, or seminars related to the agency's mandates.
 - Attends meetings and prepares minutes and reports as may be necessary.
 - Promotes ease of doing business and facilitating access to services for Micro, Small, and Medium Enterprises (MSMEs) as mandated.
 - Conducts market research to identify new business development opportunities.
 - Coordinates and arranging client events, meetings, appointments, and conferences.
 - Provides effective administrative support
 - Prepares and submits Project Proposals.
 - Prepares monthly and annual reports

- Duration: March 4, 2019 – April 9, 2020
- Position: Senior Process Executive/Knowledge Manager
- Name of Office/Unit: Molina Healthcare Account
- Immediate Supervisor: Grace Anne Rabino
- Name of Agency/Organization and Location: Infosys BPM Ltd, Taguig, Metro Manila
- List of Accomplishments and Contributions
 - Empowered service desk agents with a knowledgebase that has the most up-to-date and accurate versions of information reducing escalations to second-line of support.
 - Improved agent competency and efficiency with an interactive and modern UI accessing accurate knowledge that has never been simpler.
 - Formulated and implemented Knowledgebase Usage scorecard that helped improved operational KPI's particularly First call resolution score of the team.
- Summary of Actual Duties
 - Performs the day-to-day overall management of the Knowledge management process – creating, renewing and retiring knowledge articles.
 - Ensures knowledge management systems and documentation are kept up to date
 - Builds and maintains knowledge base and ensured standard and guidelines are followed and updated when required.
 - Implement and monitor operational KPI's and reports to identify knowledge management issues and actions that achieve performance targets
 - Provides support to service desk agents by filling the knowledge gap thru team huddles, training, coaching sessions in order to provide efficient and permanent solution to opportunities.
 - Creates and submits daily, weekly and monthly report of the teams Knowledge usage to clients and stakeholders.
 - Report to Senior Managers and clients abroad on any issue that impact the team and account.
 - Attends client daily, weekly and monthly meetings.
 - Act as SME and Level 2 support to service desk agents by providing support and oversees the day to day operation, performance and results of the team.
 - Act as a further escalation point for unresolved or escalated calls.
 - Worked on installation and troubleshooting of networking devices such as routers and adapters.
 - Ensured that all issues are attended to immediately and courteously.
 - Escalated complex issues and concerns to the Escalation department.
 - Follow up and make scheduled call backs to customers where necessary.

- Duration: October 30, 2017 – October 3, 2018
- Position: Social Media Executive
- Name of Office/Unit: Al Dar Real Estate
- Immediate Supervisor: Hussain Mohamad Marwani
- Name of Agency/Organization and Location: AlDar AlAhleya Al Aqareya, Kuwait
- List of Accomplishments and Contributions:
 - Helped in creating and developing company's website.
 - Company's sales increased due to better social media presence in the market.
- Summary of Actual Duties
 - Oversees all company social media account management.
 - Develops engaging, creative, innovative content for regularly scheduled posts which informs audience and promote brand-focus messages.
 - Generate, edit, publish and share real estate properties over 9 different real estate websites.
 - Preforms general office clerk duties and errands.
 - Grows and expands company social media presence into different social media platforms, plus increases presence on existing platforms including Facebook, Twitter and Instagram.
- Duration: August 3, 2014 – September 25, 2017
- Position: Customer Service Representative
- Name of Office/Unit: Make Meaning Kuwait
- Immediate Supervisor: Abdul Salam Kabani
- Name of Agency/Organization and Location: Tamdeen Entertainment Company, Kuwait
- List of Accomplishments and Contributions:
 - Awarded as the first and only Master Ace in Make Meaning Kuwait
 - One of the pioneers of inventory team of the store.
- Summary of Actual Duties
 - Acts as the guest's primary server and main point of contact during visit.
 - Manage transactions with customers using point-of-sale system/cash register.
 - Collects payment whether in cash or credit
 - Handles customer complaints, guides them and provides relevant information.
 - Providing different activities, interacting and entertaining guests of all ages.
 - Ensures optimal customer service and brand impact through world class guest experience
 - Responsible for inventory of items and processing with the use of Oracle system.
 - Preforms hosting of parties, school tours and other events
 - Conducts Brand and Product Foundation Training for new hires.
- Duration: September 30, 2013 – July 26, 2014
- Position: Technical Support Representative
- Name of Office/Unit: Telus ADSL/IP TV Department
- Immediate Supervisor: Derek Padilla
- Name of Agency/Organization and Location: Telus International Philippines, Taguig
- Summary of Actual Duties
 - Diagnose and resolve technical hardware and software issues involving internet connectivity, email clients, IPTV, VOIP and more.
 - Interacts with customers to provide and process information in response to inquiries, concerns, and requests about product and services.

- Delivers service and support to end-users using and operating automated call distribution phone software, via remote connection or over the Internet;
- Interacts with customers to provide and process information in response to inquiries, concerns, and requests about products and services;
- Gathers customer's information and determine the issue by evaluating and analyzing the symptoms;
- Diagnose and resolves technical hardware and software issues involving internet connectivity, email clients, IPTV, VOIP and more;
- Research required information using available resources;
- Follows standard processes and procedures;
- Identifies and escalate priority issues per Client specifications;
- Redirects problems to appropriate resource;
- Accurately process and records call transactions using a computer and designated tracking software;
- Offers alternative solutions where appropriate with the objective of retaining customers' and clients' business;
- Organizes ideas and communicate oral messages appropriate to listeners and situations;
- Follow up and make scheduled call backs to customers where necessary;
- Stays current with system information, changes and updates

Arylea de Castro
Arylea de Castro

Signature over Printed Name
of Employee/Applicant)

Date: July 8, 2022



STATE U

Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 OFFICE OF THE UNIVERSITY REGISTRAR
 Manila, Philippines



OFFICIAL TRANSCRIPT OF RECORDS

Date : June 30, 2006

Student Name : DE CASTRO, AZALEA SAPUNGAN
 Address : 148 SIKATUNA BLISS 1, QUEZON CITY
 Date of Admission : 2002 Entrance Credentials : F-138, PUPCET
 Elementary School : TANZA ELEMENTARY SCHOOL
 Year Graduated : 1998
 High School : MARINDUQUE NATIONAL HIGH SCHOOL
 Year Graduated : 2002
 Degree Earned : BACHELOR OF SCIENCE IN ECONOMICS
 Date Graduated : MAY 5, 2006 Attended : Semester : 8 Summer : 1

SUBJECTS		CODE	DESCRIPTIVE TITLE	GRADES	CREDITS
2002-2003, FIRST SEMESTER					
EN 110	ENGLISH COMMUNICATION SKILLS, P-1			2.00	3.0
FO 101	SINING NG PAKIKIPAGTALASTASAN			1.75	3.0
HS 100	HEYOGRAPIYA AT KASAYSAYAN NG PILIPINAS			1.50	3.0
MT 135	ALGEBRA AND TRIGONOMETRY			3.00	5.0
PS 105	POLITICS AND GOVERNANCE WITH PHILIPPINE CONSTITUTION			2.50	3.0
SO 100	SOSYOLOHIIYA, KULTURA AT PAGPAPAMILYA			2.25	3.0
PE-1	BASKETBALL			1.50	2.0
NSTP	CIVIC WELFARE TRAINING SERVICE			P	3.0
2002-2003, SECOND SEMESTER					
AC 103	ACCOUNTING FUNDAMENTALS			2.50	3.0
EC 100	BASIC ECONOMICS WITH TAXATION AND AGRARIAN REFORM			2.25	3.0
EN 111	ENGLISH COMMUNICATION SKILLS, P-2			2.00	3.0
LIT 110	PHILIPPINE LITERATURE			2.25	3.0
MT 205	GENERAL CALCULUS			3.00	5.0
FY 110	GENERAL PSYCHOLOGY			2.00	3.0
PE-2	TABLE TENNIS			1.25	2.0
NSTP	CIVIC WELFARE TRAINING SERVICE			P	3.0
2003-2004, FIRST SEMESTER					
EC 120	MICROECONOMICS			3.00	3.0
EC 110	MACROECONOMICS			2.00	3.0
EN 121	SPEECH COMMUNICATION, P-1			1.75	3.0
FO 102	PAGBASA AT PAGSULAT SA IBA'T IBANG DISIPLINA			1.75	3.0
HU 110	HUMANITIES			2.00	3.0
NS 210	BIOLOGICAL SCIENCE			2.00	3.0
ST 123	GENERAL STATISTICS			2.00	3.0
PE-3	PHYSICAL FITNESS			1.00	2.0
2003-2004, SECOND SEMESTER					
EC 160	ECONOMICS OF MONEY AND BANKING			2.00	3.0
EC 130	MATHEMATICAL ECONOMICS			W	None
FO 103	RETORIKA			1.75	3.0
**** MORE ON NEXT PAGE ****					
GRADING SYSTEM	:	1.00 = 97-100% ; 1.25 = 94-96% ; 1.50 = 91-93 ; 1.75 = 88-90% ; 2.00 = 85-87% ; 2.25 = 82-84% ; 2.50 = 79-81 ; 2.75 = 76-78% ; 3.00 = 75% ; 5.00 = Failed ; P = Passed ; NC = No Credit ; INC = Incomplete ; W = Withdrawn ; UW = Unauthorized Withdrawal.			
CREDITS	:	One college unit is at least seventeen (17) full hours of instruction in academic or professional subject within a semester.			
REMARKS	:				
TSPRHDPBHDIDRTUBRTSUSTéTáTÓTFS - n8°#					

(Not valid without the University seal)

Prepared By :

No. 1-19272

Mylin C. CABACIS

Checked By :

EDNA R. DUÑO

NELBA D. ABALETA

University Registrar

7/12/06



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE UNIVERSITY REGISTRAR
Manila, Philippines

STATE U

OFFICIAL TRANSCRIPT OF RECORDS

Page 2

Date : June 30, 2006

Student Name : DE CASTRO, AZALEA SAPUNGAN
Address : 148 SIKATUNA BLISS 1, QUEZON CITY
Date of Admission : 2002 Entrance Credentials : F-138, PUPCET
Elementary School : TANZA ELEMENTARY SCHOOL
Year Graduated : 1998
High School : MARINDUQUE NATIONAL HIGH SCHOOL
Year Graduated : 2002
Degree Earned : BACHELOR OF SCIENCE IN ECONOMICS
Date Graduated : MAY 5, 2006 Attended : Semester : 8 Summer : 1

SUBJECTS		CODE	DESCRIPTIVE TITLE	GRADES	CREDITS
2003-2004, SECOND SEMESTER					
HS 110	BUHAY, GAWAIN AT MGA SINULAT NI RIZAL			1.50	3.0
NS 230	ECOLOGY			1.75	3.0
PH 110	INTRODUCTION TO PHILOSOPHY			2.25	3.0
CS 100	INTRODUCTION TO INFORMATION COMMUNICATION TECHNOLOGY WITH WORD PROCESSING			1.75	3.0
PE-4	MODERN JAZZ			1.00	2.0
SUMMER, 2004					
EC 130	MATHEMATICAL ECONOMICS			2.00	3.0
2004-2005, FIRST SEMESTER					
EC 180	DEVELOPMENT ECONOMICS			2.00	3.0
EC 190	INTERNATIONAL ECONOMICS			1.50	3.0
EC 140	ECONOMIC STATISTICS			1.75	3.0
LIT 220	WORLD LITERATURE			1.50	3.0
LW 111	LAW ON OBLIGATION AND CONTRACTS			2.75	3.0
MN 110	ESSENTIALS OF ORGANIZATION AND MANAGEMENT			2.25	3.0
2004-2005, SECOND SEMESTER					
EC 150	ECONOMETRICS			1.75	3.0
CS 140	SOFTWARE PACKAGES			1.25	3.0
EC 210	ECONOMICS OF PUBLIC FINANCE			2.00	3.0
MK 110	MARKETING PRINCIPLES AND APPLICATIONS			1.50	3.0
EC 250	ECONOMIC RESEARCH AND REPORT WRITING			2.25	3.0
2005-2006, FIRST SEMESTER					
EC 170	HISTORY OF ECONOMIC THOUGHT			2.00	3.0
EC 270	RESEARCH PROJECT			2.00	3.0
EC 310	MANAGERIAL ECONOMICS			1.75	3.0
2005-2006, SECOND SEMESTER					
EC 290	ECONOMICS PRACTICUM			2.50	3.0
EC 340	PROJECT IMPLEMENTATION			2.25	3.0
EC 400	LOCAL DEVELOPMENT PLANNING			2.25	3.0
**** MORE ON NEXT PAGE ****					

GRADING SYSTEM :	1.00 = 97-100% ; 1.25 = 94-96% ; 1.50 = 91-93 ; 1.75 = 88-90% ; 2.00 = 85-87% ; 2.25 = 82-84% ; 2.50 = 79-81 ; 2.75 = 76-78% ; 3.00 = 75% ; 5.00 = Failed ; P = Passed ; NC = No Credit ; INC = Incomplete ; W = Withdrawn ; UW = Unauthorized Withdrawal.
CREDITS :	One college unit is at least seventeen (17) full hours of instruction in academic or professional subject within a semester.

REMARKS :	PSDSOTaTPSPVDSUTPDTaTSHDAD - 1P#
-----------	----------------------------------

(Not valid without the University seal)

No. 1-19273

Prepared By :

mylenn c. cabacis

Checked By :

EDNA R. DUÑO

7/12/06
MELBA D. ABALETA

University Registrar



STATE U

Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 OFFICE OF THE UNIVERSITY REGISTRAR
 Manila, Philippines

OFFICIAL TRANSCRIPT OF RECORDS

Page 3

Date : June 30, 2006

Student Name : DE CASTRO, AZALEA SAPUNGAN
 Address : 148 SIKATUNA BLISS 1, QUEZON CITY
 Date of Admission : 2002 Entrance Credentials : F-138, PUPCET
 Elementary School : TANZA ELEMENTARY SCHOOL
 Year Graduated : 1998
 High School : MARINDUQUE NATIONAL HIGH SCHOOL
 Year Graduated : 2002
 Degree Earned : BACHELOR OF SCIENCE IN ECONOMICS
 Date Graduated : MAY 5, 2006 Attended : Semester : 8 Summer : 1

S U B J E C T S		GRADES	CREDITS
CODE	DESCRIPTIVE TITLE		
2005-2006, SECOND SEMESTER			
EC 440	ECONOMICS OF SMALL AND MEDIUM ENTERPRISES GRADUATED WITH THE DEGREE OF BACHELOR OF SCIENCE IN ECONOMICS ON MAY 5, 2006.	2.50	3.0
***** NOTHING FOLLOWS *****			
GRADING SYSTEM :	1.00 = 97-100% ; 1.25 = 94-96% ; 1.50 = 91-93 ; 1.75 = 88-90% ; 2.00 = 85-87% ; 2.25 = 82-84% ; 2.50 = 79-81 ; 2.75 = 76-78% ; 3.00 = 75% ; 5.00 = Failed ; P = Passed ; NC = No Credit ; INC = Incomplete ; W = Withdrawn ; UW = Unauthorized Withdrawal.		
CREDITS :	One college unit is at least seventeen (17) full hours of instruction in academic or professional subject within a semester.		
REMARKS :	CLEARED OF ALL THE PROPERTY AND MONEY ACCOUNTABILITIES H - 20##		

(Not valid without the University seal)

Prepared By :

No. 1-19274

MYLIN C. CABACIS

Checked By :

EDNA R. DUÑO

University Registrar

MELBA D. ABALETA

7/12/06



August 19, 2022

MEMORANDUM

FOR : **The Regional Executive Director
DENR MIMAROPA Region**

THRU : **The Assistant Regional Director for Management Services**

FROM : **The OIC – PENR Officer**

SUBJECT : **RECOMENDATION OF AZALEA S. DE CASTRO AS
CASUAL PROJECT EVALUATION ASSISTANT I OF
PENRO MARINDUQUE**

Respectfully forwarded is the application for Casual Project Evaluation Assistant I position of Azalea S. De Castro at PENRO Marinduque under CBFM-CARP Funds.

Please be informed that Ms. De Castro is presently hired contractual in this Office as Gender and Development Information Officer. She is a graduate of Bachelor of Science in Economics and is a Career Service Professional eligible.

Moreover, this Office has conducted a Comprehensive Evaluation of qualified applicants for the said position on July 27, 2022 wherein Ms. De Castro ranked No. 1 among the five (5) applicants. Results of Comprehensive Evaluation is hereto attached.

In this regard, this Office strongly recommends Ms. Azalea S. De Castro for Casual Plantilla of Appointment as Project Evaluation Assistant I.

Attached are her pertinent documents to wit:

1. Application Letter;
2. Updated Personal Data Sheet (CS Form 212 Revised 2017);
3. Work Experience Sheet;
4. Transcript of Records and Diploma;
5. Certificate of Eligibility; and
6. Individual Performance Commitment and Review (IPCR) with Rating for the period of February to June 2022.

For consideration and approval.


IMELDA M. DIAZ
EMP. [initials]

08-166832

REPUBLIC OF THE PHILIPPINES
CIVIL SERVICE COMMISSION
CONSTITUTION HILLS, DILIMAN, QUEZON CITY

CERTIFICATE OF ELIGIBILITY

AZALEA S. DE CASTRO

You have been conferred the CAREER SERVICE PROFESSIONAL ELIGIBILITY for having obtained a general weighted rating of Eighty and 69/100 (80.69) in the CAREER SERVICE PROFESSIONAL EXAMINATION held at the Camp Emilio Aguinaldo High School, Boni Serrano Ave, Murphy, Cubao, Quezon City, on May 27, 2012.

Your name has been entered in the Register of Eligibles from which appointment to positions requiring this eligibility will be made, provided you possess the qualifications and other requirements thereto.

Ratings on the Competency Areas of the Test			
Verbal	Analytical	Numerical	General Info.
83.20	81.54	75.03	84.73

Date of Birth : Nov 14, 1985
Place of Birth : BOAC MARINDUQUE
Examinee No. : 461564
School Code : 13042697
Date of Release : Jul 3, 2012

Francisco T. Duque III
FRANCISCO T. DUQUE III

Chairman

Azalea S. De Castro
Signature of Eligible

AZALEA S. DE CASTRO

REPUBLICA NG PILIPINAS
Republic of the Philippines

POLITEKNIKONG UNIVERSIDAD NG PILIPINAS
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
(Formerly Philippine College of Commerce)

Manila
Sa Lahat ng Makatutunghay sa Kasulatang Ito:

To All Persons Who May Read This Document:

MAPITAGANG BATI.

G R E E T I N G S.

Ipinababatid na ang Lupon ng mga Regente, sa pamamagitan ng kahangyarihang halook
Be it known that the Board of Regents, by authority granted
ng Republika ng Pilipinas, at sa tagubilin ng Sanggunian ng Unibersidad, ay naggawad kay
by the Republic of the Philippines, and upon recommendation of the University Council, has conferred upon

Azalea Sapungan De Castro
na nakatupad sa lahat ng kinakailangan ukol sa titulong
who has fulfilled all the requirements for the degree of

Bachelor of Science in Economics

kalakip ang lahat ng karapatan, karanganan, at mga pribilehiyo gayon din ang mga tungkulin
with all the rights, honors, and privileges as well as the obligations
al pananagulang nauukol dito.
and responsibilities pertaining to it.

Bilang katumayang, ang tatak ng Unibersidad at ang layda
In Testimony, the seal of the University and the signature
ng Pangulo ng Unibersidad ay taglay nito.
of the President of the University are hereto affixed.

Initagda sa Maynila, Pilipinas ngayong ika luna ng
Given at Manila, Philippines this 5th day of
Mayo ng taong Dalawang Libo at anim.
May of the year Two Thousand and six.


MELBA D. ABALETA
University Registrar

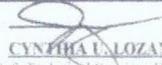
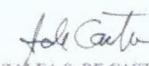
DANTE G. GUEVARRA
Officer-In-Charge

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Azalea S. De Castro, Office Support Staff, DENR-PENRO Boac, Marinduque commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period February to June 2022.

Azalea S. De Castro
AZALEA S. DE CASTRO
Ratee

Date: March 30, 2022

Reviewed by	Date	Approved by	Date										
 CYNTHIA ULOZANO Chief, Technical Services Division	3 - 30 - 2022	 CYNTHIA ULOZANO Chief, Technical Services Division	3 - 30 - 2022										
			<table> <tr> <td>5.0</td> <td>Outstanding</td> </tr> <tr> <td>4.0 - 4.99</td> <td>Very Satisfactory</td> </tr> <tr> <td>3.0 - 2.99</td> <td>Satisfactory</td> </tr> <tr> <td>2.0 - 2.99</td> <td>Unsatisfactory</td> </tr> <tr> <td>1.0 - 1.99</td> <td>Poor</td> </tr> </table>	5.0	Outstanding	4.0 - 4.99	Very Satisfactory	3.0 - 2.99	Satisfactory	2.0 - 2.99	Unsatisfactory	1.0 - 1.99	Poor
5.0	Outstanding												
4.0 - 4.99	Very Satisfactory												
3.0 - 2.99	Satisfactory												
2.0 - 2.99	Unsatisfactory												
1.0 - 1.99	Poor												
Outputs	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks						
GENERAL ADMINISTRATION AND SUPPORT													
	Documents/reports/correspondences received and recorded within 5 minutes upon receipt with 100% accuracy	100% Accuracy in receiving and recording documents/reports/correspondences within 5 minutes upon receipt	Q ¹	E ²	T ³	A ⁴							
	100% Records files of the Chief of Technical Services Division kept and maintained	100% Kept and maintained files of the Chief of Technical Services Division	4.500	4.500	4.500	4.500	Compliant						
	100% Documents/reports/correspondences are released/forwarded to personnel/staff concerned within 5 minutes of TSD Chief approval.	100% Documents/reports/correspondences released/forwarded to personnel/staff concerned within 5 minutes upon approval of the TSD Chief	4.000	4.000	4.000	4.000	Compliant						
	100% Assist the TSD Chief in everyday operations of the department	100% Assisted the TSD Chief in everyday operation of the department	4.500	4.500	4.500	4.500	Compliant						
	100% Documents/correspondences evaluated prior to the approval of the TSD Chief	100% Evaluated documents/correspondences prior to the approval of the TSD Chief	4.500	4.500	4.500	4.500	Compliant						
	100% Arranges meetings/schedules of the TSD Chief	100% Arranged meetings/schedules of the TSD Chief	4.000	4.000	4.000	4.000	Compliant						
	Instructions as may be assigned by the TSD Chief and other Section Chiefs acted upon within 20 minutes with 100% accuracy.	100% Acted within 20 minutes on instructions assigned by the TSD Chief and other Section Chiefs	4.000	3.500	3.750	3.750	Compliant						
Average Rating													
Total Over-All Rating	Category	Output	Rating										
			4.20	4.10	4.15								
Final Average Rating			4.15										
Adjective Rating			Very Satisfactory										
Comments and Recommendations for Development Purposes													
Discussed with	Date	Assessed by	Date	Final Rating by		Date							
 AZALEA S. DE CASTRO Office Support Staff	June 30, 2022	I certify that I discussed my assessment of the performance with the employee.	6 - 30 - 2022	 CYNTHIA ULOZANO Chief, Technical Services Division		6 - 30 - 2022							

MODIFIED LIST OF APPLICANTS FOR PROJECT EVALUATION ASSISTANT I

Department of Environment and Natural Resources

DENR MIMAROPA Region

VACANCY: 1

POSITION TITLE: Project Evaluation Assistant I

SALARY GRADE: 8

PLACE OF ASSIGNMENT: TSD, PENRO Marinduque

Minimum QS of the Position

Education: Completion of two (2) years studies in college

Experience: None required

Training: None required

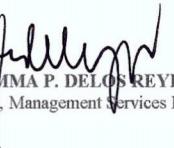
Eligibility: None required

NO.	NAME	AGE	PRESENT POSITION	MOTHER UNIT	PLACE OF ASSIGNMENT	EDUCATIONAL ATTAINMENT	TOTAL POINTS (Based on CER)	REMARKS
1	De Castro, Azalea S.	35	Gender and Development Information Officer	DENR MIMAROPA Region	TSD, PENRO Marinduque	Bachelor of Science in Economics	54.21	Qualified
2	Beatriz, Joe Vert N.	27	Forest Extension Officer	DENR MIMAROPA Region	TSD, PENRO Marinduque	Bachelor of Science in Forestry	33.18	Qualified
3	Malangis, Erlene M.	23	Community Development Assistant	DENR MIMAROPA Region	TSD, PENRO Marinduque	Bachelor of Science in Civil Engineering	29.17	Qualified
4	Mongis, Jovelyn Q.	28	N/A	N/A	N/A	Bachelor of Elementary Education	25.55	Qualified
5	Larga, Robert Johnson N.	25	Technical Support Specialist	DENR MIMAROPA Region	TSD, PENRO Marinduque	Bachelor of Science in Agriculture	22.39	Qualified

Prepared by:


EDEN P. PALACIOS
Administrative Officer IV (HRMO II)

Assessed and Approved by:


GEMMA P. DE LOS REYES
In-Charge, Management Services Division


ENGR. CYNTHIA E. LOZANO
Chief, Technical Services Division


IMELDA M. DIAZ
OIC-PENR Officer



1-1269
Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

GENERAL LIST OF APPLICANTS FOR PROJECT EVALUATION ASSISTANT I

Department of Environment and Natural Resources
DENR MIMAROPA Region

VACANCY: 1

POSITION TITLE: Project Evaluation Assistant I

SALARY GRADE: 8

PLACE OF ASSIGNMENT: TSD, PENRO Marinduque

Minimum QS of the Position

Education: Completion of two (2) years studies in coll

Experience: None required

Training: None required

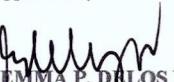
Eligibility: None required

NO.	NAME	AGE	PRESENT POSITION	MOTHER UNIT	PLACE OF ASSIGNMENT	EDUCATIONAL ATTAINMENT	REMARKS
1	Beatriz, Joe Vert N.	27	Forest Extension Officer	DENR MIMAROPA Region	TSD, PENRO Marinduque	Bachelor of Science in Forestry	Contract of Service No Eligibility
2	De Castro, Azalea S.	35	Gender and Development Information Officer	DENR MIMAROPA Region	TSD, PENRO Marinduque	Bachelor of Science in Economics	Contract of Service Career Service Professional
3	Larga, Robert Johnson N.	25	Technical Support Specialist	DENR MIMAROPA Region	TSD, PENRO Marinduque	Bachelor of Science in Agriculture	Contract of Service No Eligibility
4	Malangis, Erlene M.	23	Community Development Assistant	DENR MIMAROPA Region	TSD, PENRO Marinduque	Bachelor of Science in Civil Engineering	Contract of Service R.A. 1080 (Civil Engineer)
5	Mongis, Jovelyn Q.	28	N/A	N/A	N/A	Bachelor of Elementary Education	R.A. 1080 (Teacher)

Prepared by:


EDEN P. PALACIOS
Administrative Officer IV (HRMO II)

Assessed and Approved by:


GEMMA P. DELOS REYES
In-Charge, Management Services Division


ENGR. CYNTHIA T. BOZANO
Chief, Technical Services Division


IMELDA M. DIAZ
OIC-PENR Officer

COMPREHENSIVE EVALUATION RESULTS

Position: Project Evaluation Assistant I
Salary Grade: 8
Office: TDS, PENRO Marinduque
No. of Vacancies: 1

Minimum QS of the Position

Education: Completion of two (2) years studies in college
Experience: None required
Training: None required
Eligibility: None required

NO.	NAME OF CANDIDATE (1)	PRESENT POSITION (2)	EDUCATION	PERFORMANCE	EXPERIENCE	TRAINING	WRITTEN/ SKILLS EXAM	PSYCHO-SOCIAL ATTRIBUTES/ PERSONALITY TRAITS	POTENTIAL	TOTAL	AWARDS AND OUTSTANDING ACHIEVEMENTS	REMARKS
			(12 Pts) (3)	(30 Pts) (4)	(15 Pts) (5)	(8 Pts) (6)	(15 Pts) (7)	(10 Pts) (8)	(10 Pts) (9)	(100 Pts) (10)	(11)	(12)
1	De Castro, Azalea S.	Gender and Development Information Officer	3.00	0.00	15.00	8.00	11.55	9.00	7.66	54.21		
2	Beatriz, Joe Vert N.	Forest Extension Officer	3.00	0.00	11.66	1.60	6.60	7.66	2.66	33.18		
3	Malangis, Erlene M.	Community Development Assistant	3.00	0.00	0.24	2.40	10.20	7.33	6.00	29.17		
4	Mongis, Jovelyn Q.	N/A	3.00	0.00	1.18	1.60	6.45	7.66	5.66	25.55		
5	Larga, Robert Johnson N.	Technical Support Specialist	3.00	0.00	0.60	0.00	7.80	6.33	4.66	22.39		

Prepared by:

EDEN P. PALACIOS
Administrative Officer IV (HRMO II)

Assessed and Approved by:

GEMMA P. DELOS REYES
In-Charge, Management Services Division

ENGR. CYNTHIA L. LOZANO
Chief, Technical Services Division

IMELDA M. DIAZ
OIC-PENR Officer

CANDIDATES EVALUATION SHEET

Position: Project Evaluation Assistant I
 Salary Grade: 8
 Office: TDS, PENRO Marinduque
 No. of Vacancies: 1

Minimum QS of the Position
 Education: Completion of two (2) years studies in college
 Experience: None required
 Training: None required
 Eligibility: None required

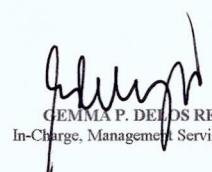
Name of Applicant	Present Position	Educational Attainment		Professional/Work Experience				Eligibility	Training Programs Attended				Performance	Performance	Remarks	
		Degree	Year Graduated/ No. of Units	Position/ Designation	From	To	No. of Yrs.		Title	Training Provider/ Organizer	From	To	No. of Hrs	1st Sem 2020	2nd Sem 2020	
Beatriz, Joe Vert N.	Forest Extension Officer	Bachelor of Science in Forestry	2018	Forest Extension Officer	07/01/2022	07/20/2022	0.05	N/A	Seminar on Republic Act 9003 known as Ecological Solid Waste Management Act of 2000 and Training of Proper Waste Handling Collection and Disposal	Elena De Villa Caleja	05/23/2019	05/24/2019	16.0	16.0	16.0	
				Forest Extension Officer	01/10/2022	06/30/2022	0.47									
				Forest Extension Officer	09/01/2021	12/31/2021	0.33									
				Environmental Enforcer	01/07/2021	08/30/2022	1.64									
				Environmental Enforcer	01/01/2021	06/30/2021	0.49									
				Environmental Enforcer	07/01/2020	12/30/2020	0.50									
				Environmental Enforcer	07/01/2019	06/30/2020	1.00									
				Environmental Enforcer	02/01/2019	12/30/2019	0.91									
				Environmental Enforcer	02/01/2019	06/30/2019	0.41									
				Technical Staff	08/01/2018	12/31/2018	0.42		6.22							

Prepared by:



EDEN P. PALACIOS
 Administrative Officer IV (HRMO II)

Assessed and Approved by:


 GEMMA P. DE LOS REYES
 In-Charge, Management Services Division


 ENGR. CYNTHIA L. LAZANO
 Chief, Technical Services Division


 IMELDA M. DIAZ
 OIC-PENR Officer

CANDIDATES EVALUATION SHEET

Position: Project Evaluation Assistant I
 Salary Grade: 8
 Office: TDS, PENRO Marinduque
 No. of Vacancies: 1

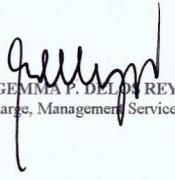
Minimum QS of the Position

Education: Completion of two (2) years studies in college
 Experience: None required
 Training: None required
 Eligibility: None required

Name of Applicant	Present Position	Educational Attainment		Professional/Work Experience			Eligibility	Title	Training Programs Attended			Performance	Performance	Remarks	
		Degree	Year Graduated/ No. of Units	Position/ Designation	From	To			Training Provider/ Organizer	From	To	No. of Hrs	1st Sem 2020	2nd Sem 2020	
De Castro, Azalea S.	Gender and Development Information Officer	Bachelor of Science in Economics	2006	Gender and Development Information Officer	07/01/2022	07/20/2022	0.05	Career Service Professional	Skills Training on Employment/Entrepreneurship Program (STEEP) for Trainers	Department of Trade and Industry	02/04/2021	02/05/2021	16.0		
				Office Support Staff	02/04/2022	06/30/2022	0.40		Information Technology Infrastructure Library Training		03/18/2019	03/29/2019	80.0		
				Negosyo Center Business Counselor	01/04/2021	12/31/2021	0.99		Oracle Training		02/09/2015	02/15/2015	28.0		
				Senior Process Executive/Knowledge Manager	03/04/2019	04/09/2020	1.10		Computer Hardware Servicing NC II		02/24/2009	05/05/2009	356.0		
				Social Media Executive	10/30/2017	10/03/2018	0.93								
				Customer Service Representative	08/03/2014	09/25/2017	3.15								
				Technical Support Representative	09/30/2013	07/26/2014	0.82								
				Technical Support Representative	10/28/2012	01/10/2013	0.20								
				Technical Support Representative	11/29/2010	02/08/2012	1.19								
				Data Encoder	01/25/2009	10/25/2009	0.75								
				English Language Instructor	01/01/2008	07/01/2009	1.50								
				Project Development Assistant/Science Research Assistant	11/08/2006	03/31/2007	0.39		11.47					480.0	

Presigned
 EDEN P. PALACIOS
 Administrative Officer IV (HRMO II)

Assessed and Approved by:


 GEMMA P. DELOS REYES
 In-Charge, Management Services Division


 ENGR. CYNTHIA C. ROZANO
 Chief, Technical Services Division


 IMELDA M. DIAZ
 OIC-PENR Officer

CANDIDATES EVALUATION SHEET

Position: Project Evaluation Assistant I
 Salary Grade: 8
 Office: TDS, PENRO Marinduque
 No. of Vacancies: 1

Minimum QS of the Position
 Education: Completion of two (2) years studies in college
 Experience: None required
 Training: None required
 Eligibility: None required

Name of Applicant	Present Position	Educational Attainment		Professional/Work Experience				Eligibility	Title	Training Programs Attended				Performance 1st Sem 2020	Performance 2nd Sem 2020	Remarks	
		Degree	Year Graduated/ No. of Units	Position/ Designation	From	To	No. of Yrs.			Training Provider/ Organizer	From	To	No. of Hrs				
Larga, Robert Johnson N.	Technical Support Specialist	Bachelor of Science in Agriculture	2019	Technical Support Specialist	03/24/2022	07/20/2022	0.32	No Eligibility	Infant and Young Child Feeding	Marinduque Provincial Health Office	05/04/2022	05/06/2022	32.0			32.0	
				Helper Electrician	04/13/2016	05/29/2016	0.13										
							0.45										

Prepared by:



EDEN P. PALACIOS
 Administrative Officer IV (HRMO II)

Assessed and Approved by:


 GEMMA P. DELOS REYES
 In-Charge, Management Services Division


 ENGR. CYNTHIA U. LUYANO
 Chief, Technical Services Division


 IMELDA M. DIAZ
 OIC-PENR Officer

CANDIDATES EVALUATION SHEET

Position: Project Evaluation Assistant I
 Salary Grade: 8
 Office: TDS, PENRO Marinduque
 No. of Vacancies: 1

Minimum QS of the Position

Education: Completion of two (2) years studies in college
 Experience: None required
 Training: None required
 Eligibility: None required

Name of Applicant	Present Position	Educational Attainment		Professional/Work Experience				Eligibility	Training Programs Attended				Performance	Performance	Remarks	
		Degree	Year Graduated/ No. of Units	Position/ Designation	From	To	No. of Yrs.		Title	Training Provider/ Organizer	From	To	No. of Hrs	1st Sem 2020	2nd Sem 2020	
Malangis, Erlene M.	Community Development Assistant	Bachelor of Science in Civil Engineering	2020	Community Development Assistant	06/01/2022	07/20/2022	0.13	R.A. 1080 (Civil Engineer)	Certificate of Completion-40 Hours Construction Occupation Safety and Health	RJP Safety Training Center	08/07/2021	08/15/2021	40.0			
									Certificate of Appearance-Vulnerability Reduction and Enhanced Resiliency Workshop	Vulnerability Assessment and Prompt Response System (VAPERS)	02/01/2019	02/01/2019	8.0			
									Construction Occupation Safety and Health (COSH) Training	JGT Safety Training Center	08/07/2021	08/15/2021	40.0			
									Certificate of Attendance-GIS Workshop for Risk Reduction	Vulnerability Assessment and Prompt Response System (VAPERS)	06/05/2019	06/07/2019	24.0			
									Certificate of Completion NC II	CITADEL Training Center	10/02/2018	10/16/2018	76.0			
									National Certificate-Tile Setting	Technical Education and Skills Development Authority (TESDA)	10/02/2018	10/16/2018	76.0			
							0.13						48.0			

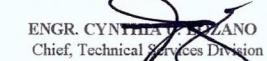
Prepared by:



EDEN P. PALACIOS
 Administrative Officer IV (HRMO II)

Assessed and Approved by:


 GEMMA P. DELOS REYES
 In-Charge, Management Services Division


 ENGR. CYNTHIA V. BELZANO
 Chief, Technical Services Division


 IMELDA M. DIAZ
 OIC-PENR Officer

CANDIDATES EVALUATION SHEET

Position: Project Evaluation Assistant I
 Salary Grade: 8
 Office: TDS, PENRO Marinduque
 No. of Vacancies: 1

Minimum QS of the Position

Education: Completion of two (2) years studies in college
 Experience: None required
 Training: None required
 Eligibility: None required

Name of Applicant	Present Position	Educational Attainment		Professional/Work Experience			Eligibility	Title	Training Programs Attended			Performance	Performance	Remarks	
		Degree	Year Graduated/ No. of Units	Position/ Designation	From	To			Training Provider/ Organizer	From	To				
Mongis, Jovelyn Q.	N/A	Bachelor of Elementary Education	2015	Enumerator	03/11/2022	07/15/2022	0.35	R.A. 1080 (Professional Teacher)	Orientation on Rapid Land Tenure Appraisal Program in the Municipality of Torrijos	DENR-PENRO Marinduque	03/07/2022	03/07/2022	8.0		
				Enumerator	05/03/2021	08/15/2021	0.28		Orientation on Rapid Land Tenure Appraisal Program in the Municipality of Buenavista	DENR-PENRO Marinduque	05/03/2021	05/03/2021	8.0		
				Mathematics Teacher and Class Adviser	05/02/2019	03/31/2020	0.92		IT. Administration (NCII Computer System Servicing)	Rev. Fr. Allan P. Manalo	09/28/2019	09/29/2019	16.0		
				Parts Qualification Specialist	02/01/2017	05/03/2019	2.25		2019 CEAP Region 4 Assembly	Rev. Fr. Allan P. Manalo	08/16/2019	08/16/2019	8.0		
								Philippine Conference on New Evangelization VI	Bishop Luis Antonio G. Cardinal Tagle & Visitors	07/19/2019	07/21/2019	24.0			
							3.79	Homeroom Guidance Program	Mrs. Susanaa Estanislao, Ph.D.	05/22/2019	05/23/2019	16.0		80.0	

Prepared by:



EDEN P. PALACIOS
 Administrative Officer IV (HRMO II)

Assessed and Approved by:


 GEMMA P. DELOS REYES
 In-Charge, Management Services Division


 ENGR. CYNTHIA ZARZANO
 Chief, Technical Services Division


 IMELDA M. DIAZ
 OIC-PENRO Officer