



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
PROVINCE OF PALAWAN

Bgy. Sta. Monica, Puerto Princesa City, Palawan

EMAIL : penropalawan@denr.gov.ph

TelFax No. (048) 433-5638/ 434-8791

RECEIVED
05 SEP 2022
INCOMING OUTGOING
DATE NO.

August 22, 2022

MEMORANDUM

FOR : The Regional Executive Director
DENR – MIMAROPA Region
1515 L & S Building, Roxas Blvd., Ermita, Manila

FROM : The Provincial Environment and
Natural Resources Officer

SUBJECT : APPLICATION OF FORESTER II AZUCENA E. GAMUTIA
FOR MASTER IN PUBLIC ADMINISTRATION (BATCH 3)
SCHOLARSHIP PROGRAM

Respectfully forwarded is the memorandum dated August 16, 2022 from CENRO Puerto Princesa City with regards to the application of Forester II Azucena E. Gamutia for Master in Public Administration (Batch 3) for the DENR Local Scholarship Program.

For information, evaluation and record.

FELIZARDO B. CAYATOC

DENR-PALAWAN
PENRO-RECORDS
RELEASED
By _____
Date: 24 AUG 2022



Republic of the Philippines
Department of Environment and Natural Resources
Region IV - MIMAROPA
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
Puerto Princesa City, Palawan

August 16, 2022

MEMORANDUM

FOR : The Regional Executive Director
DENR-4B MIMAROPA Region
1515 L and S Building, Roxas Boulevard
Ermita, Manila

THRU : The Provincial Environment and
Natural Resources Officer
Sta. Monica, Puerto Princesa City

FROM : The OIC Community Environment
and Natural Resources Officer

SUBJECT : **APPLICATION FOR MASTER IN PUBLIC ADMINISTRATION
(BATCH 3) SCHOLARSHIP PROGRAM**

DENR PENRO
PALAWAN RECORDS
RECEIVED
BY: *[Signature]*
DATE: 08/19/2022 22-7538

Forwarded is memorandum dated August 16, 2022 of Forester II Azucena E. Gamutia regarding the application for Master in Public Administration (Batch 3) Scholarship Program.

Once chosen as one of the Master in Public Administration Batch 3 scholars, her schooling will not hamper or disrupt any assigned work.

For information and record.

[Signature]
PEDRO A. VELASCO

DENR MIMAROPA REGION
CENRO PUERTO PRINCESA
RELEASED
NO. *721*
DATE: *8-19-22*
BY: *[Signature]*



Republic of the Philippines
Department of Environment and Natural Resources
Region IV - MIMAROPA
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
Puerto Princesa City, Palawan

August 16, 2022

MEMORANDUM

FOR : The Regional Executive Director
DENR-4B MIMAROPA Region
1515 L and S Building, Roxas Boulevard
Ermita, Manila

THRU : The Provincial Environment and
Natural Resources Officer
Sta. Monica, Puerto Princesa City

FROM : The OIC Community Environment
and Natural Resources Officer

SUBJECT : **APPLICATION FOR MASTER IN PUBLIC ADMINISTRATION
(BATCH 3) SCHOLARSHIP PROGRAM**

Respectfully forwarding is Memorandum dated August 16, 2022 of Forester II Azucena E. Gamutia regarding the application for Master in Public Administration (Batch 3) Scholarship Program.

1. Endorsement signed by the Head of Office indicating that the operation of the office will not be affected in case of a scholarship grant.
2. Individual Performance Commitment Rating (IPCR) for two (2) immediate rating periods with at least Very Satisfactory rating
3. Updated Personal Data Sheet, with work experience sheet, duly signed by the authorized person administering oath with recent colored photo
4. Certification of Duties and Responsibilities
5. Certification of non-withdrawal from the scholarship/course.

For information and record.


AZUCENA E. GAMUTIA

B. Individual Performance Commitment And Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **AZUCENA E. GAMUTIA** of the DENR-CENRO Puerto Princesa City, Palawan, **ADMIN AND PLANNING SUPPORT SECTION** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2021

AZUCENA E. GAMUTIA
Ratee

Date: Jan. 2021

Reviewed by:		Date		Approved by:		Date	
FELIZARDO B. CAVATOC		July 2, 2020		FELIZARDO B. CAVATOC		01/7/2021	
CENRO				CENRO			
Immediate Supervisor				Head of Office			
Output	SUCCESS INDICATORS (TARGETS + MEASURES)	Actual Accomplishments	Q1	Q2	Q3	Q4	Remarks
CORE FUNCTIONS							
1. Prepare and submit monthly Physical and Financial Accomplishment Report	6 Monthly Physical and Financial Accomplishment Report prepared and submitted to PENRO with 100% accuracy every 23rd day of the month from Jan to June CY 2021	6 Monthly Physical and Financial Accomplishment Report prepared and submitted to PENRO with 100% accuracy every 18th day of the month from Jan to June CY 2021	3.000	5.000	5.000	4.333	
2. Monitor the implementation of programs/projects	Monitored two (2) implemented programs/projects every 27th day of the quarter. report submitted with 100% accuracy every end of the quarter	Monitored two (2) implemented programs/projects every 27th day of the quarter. report submitted with 100% accuracy every end of the quarter	3.000	4.000	5.000	4.000	
3. Encode and submit Client Satisfaction Survey (CSS)	Encoded and submitted 100% Client Satisfaction Survey form. report submitted every end of the month with 100% accuracy	Encoded and submitted 100% Client Satisfaction Survey form. report submitted every end of the month with 100% accuracy		4.000	5.000	4.500	
4. Monitoring of fund utilization and disbursement	Monitored 100% status of fund utilization and disbursement every 30th day of the month. report submitted with 100% accuracy to PENRO every end of the month	Monitored 100% status of fund utilization and disbursement every 25th day of the month. report submitted with 100% accuracy to PENRO every end of the month		4.000	5.000	4.500	
5. Consolidate and submit MOV's	Consolidated and submitted 100% Means of Verification of all targets activities based on Work and Financial Plan CY 2021 with 100% accuracy every end of the month	Consolidated and submitted 100% Means of Verification of all targets activities based on Work and Financial Plan CY 2021 with 100% accuracy every end of the month		4.000	5.000	4.500	
6. Facilitates the conduct of PASA and Watershed Characterization and Vulnerability Assessment	Facilitated three (3) activities in the implementation of PASA and Watershed Characterization and Vulnerability Assessment with report submitted seven (7) days after activities with 100% accuracy	Facilitated three (3) activities in the implementation of PASA and Watershed Characterization and Vulnerability Assessment with report submitted seven (7) days after activities with 100% accuracy		3.000	3.000	3.000	
7. Coordination with the Regional and Provincial Planning Targets on WFP, SAA and Special Projects	100% targets for CY 2021 coordinated at PENRO Planning and Regional Planning Division as needs arises with 100% accuracy	100% targets for CY 2021 coordinated at PENRO Planning and Regional Planning Division as needs arises with 100% accuracy		4.000	5.000	4.500	

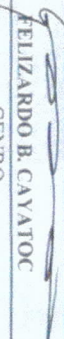
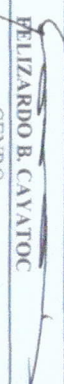
B. Individual Performance Commitment And Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **AZUCENA E. GAMUTIA** of the DENR-CENRO Puerto Princesa City, Palawan, **ADMIN AND PLANNING SUPPORT SECTION** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December CY 2021.

AZUCENA E. GAMUTIA
Ratee

Date: July 2, 2021

Reviewed by:  FELIZARDO B. CAVATOC CENRO Immediate Supervisor		Date July 2, 2021		Approved by:  FELIZARDO B. CAVATOC CENRO Head of Office		Date 7/2/2021	
Output	SUCCESS INDICATORS (TARGETS + MEASURES)	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
1. Prepare and submit monthly Physical and Financial Accomplishment Report	6 Monthly Physical and Financial Accomplishment Report prepare and submit to PENRO with 100% accuracy every 30th day of the month from July to December CY 2021	6 Monthly Physical and Financial Accomplishment Report prepared and submitted to PENRO with 100% accuracy every 23rd day of the month from July to December CY 2021		5.000	5.000	5.000	
2. Monitor the implementation of programs/projects	Monitor two (2) implemented programs/projects every 27th day of the quarter, report submit with 100% accuracy every end of the quarter	Monitored two (2) implemented programs/projects every 27th day of the quarter, report submitted with 100% accuracy every end of the quarter		4.000	3.000	3.500	
3. Encode and submit Client Satisfaction Survey (CSS)	Encode and submit 100% Client Satisfaction Survey form, report submitted every end of the quarter with 100% accuracy	Encoded and submitted 100% Client Satisfaction Survey form, report submitted every end of the quarter with 100% accuracy		4.000	5.000	4.500	
4. Consolidate plans, programs, maps and data of the office base on WFP	Consolidate 100% plans and programs, maps and data base of the office filed with 100% accuracy on prescribed time	Consolidated 100% plans and programs, maps and data of the office filed with 100% accuracy on prescribed time		4.000	5.000	4.500	
5. Monitor fund utilization and disbursement	Monitor 100% fund utilization and disbursement every 30th day of the month with report submitted with to PENRO every end of the month	Monitored 100% status of fund utilization and disbursement every 23rd day of the month, report submitted to PENRO with 100% accuracy		4.000	5.000	4.500	
6. Coordination with the Regional and Provincial Planning re: Targets on WFP, SAA and Special Projects	100% targets for CY 2021 coordinated to PENRO Planning and Regional Planning Division as needs arises with 100% accuracy	100% targets for CY 2021 coordinated at PENRO Planning and Regional Planning Division as needs arises with 100% accuracy		5.000	5.000	5.000	
7. Monitor physical accomplishment based on Annual Work Plan CY 2021	Monitor 100% accomplishment of physical targets from July to December based on AWP CY 2021 by the end of December with 100% accuracy	Monitored 100% accomplishment of physical targets from July to December based on AWP CY 2021 on 15th day of December with 100% accuracy		5.000	5.000	5.000	
8. Implementation on Good Governance conditions							

Attendance to L & D intervention	One (1) L & D intervention attended from July to December CY 2021. report submitted within 7 days with 2-3 revisions with 100% accuracy	One (1) L & D intervention attended from July to December CY 2021. report submitted within 7 days with 2-3 revisions with 100% accuracy. Training Workshop on Results-Based Management		4.000	3.000	3.500	
Submission of DTR	Six (6) Daily Time Record (DTR) submitted to PENRO with 100% accuracy every 4th day of the month from July to December	Six (6) Daily Time Record (DTR) submitted to PENRO with 100% accuracy every 3rd day of the month from July to December		5.000	5.000	5.000	
10. Attendance to activities as required by the CENR Office	Attended 100% on events, special occasions and other related activity organized by the LGU, agencies Organization and Academe with report submitted within seven (7) days with 100% accuracy	Attended 100% on events, special occasions and other related activity organized by the LGU, agencies Organization and Academe with report submitted within seven (7) days with 100% accuracy		4.000	3.000	3.500	
11 Attendance to meetings/seminars/trainings	2 trainings/Seminar/Meetings attended and submitted report within 7 days with 2-3 revisions with 100% accuracy	2 trainings/Seminar/Meetings attended and submitted report within 7 days with 2-3 revisions with 100% accuracy		4.000	3.000	3.500	
12. Actions on Documents	10 referrals acted from July to December 2021. Memorandum, reply or report submitted with 100% accuracy within 5 days upon receipt	25 referrals acted from July to December 2021. Memorandum, reply or report submitted with 100% accuracy within 5 days upon receipt	5.000	4.000	3.000	4.000	
13. Perform other functions that may be assigned by the CENR Officer	Performed 100% other functions that may be assigned by the OIC-DMO and CENR Officer	Performed 100% other functions that may be assigned by the OIC-DMO and CENR Officer					
		Total Rating	5.000	56.000	55.000	56.000	
		Final Average Rating	5.000	4.308	4.231	4.308	
		Adjectival Rating		Very Satisfactory (VS)			
Comments and Recommendations for Development Purposes							
	Date	Assessed by:	Date	Final Rating by:			Date
	I certify that I discussed my Assessment of the performance with the employee						
Employee	Date	Supervisor					
AZUCEN E. GAMUTIA	Jan. 05, 2022	FELIZARDO B. CAYATOC	Jan. 05, 2022	FELIZARDO B. CAYATOC			Jan. 05, 2022
		Head of Office					

Legend: 1-Quality 2-Efficiency 3-Timeliness 4-Average

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: January 16, 2017 – present
- Position: Forester II
- Name of Office/Unit: Planning and Budget Unit
- Immediate Supervisor: Emer D. Garraez/ Felizardo B. Cayatoc/Norma D. Cayatoc
- Name of Agency/Organization and Location: DENR-CENRO Puerto Princesa
- Summary of Actual Duties
 - Oversee and monitor the physical and financial accomplishment of CENRO Puerto Princesa based on targets in Work and Financial Plan (WFP)
 - Designated as Focal Person of Client Satisfaction Survey
 - Designated as Focal Person of Enhanced Forestry Information System
 - Assisted in various technical activities such as: conduct of PASA, Watershed Characterization and Vulnerability Assessment, Performance Evaluation of Certificate of Stewardship Contract (CSC), Compliance Monitoring of Community Based Forest Management Agreement, formulation of Forest Land Use Planning (FLUP) and monitoring of National Greening Program (NGP) activities and accomplishment.
 - Specific Duties/Other activities
 - Prepare and submit monthly Physical and Financial Accomplishment Report
 - Monitor the implementation of ENR programs/projects of CENRO Puerto Princesa
 - Encode and submit data for Client Satisfaction Survey
 - Encode and submit data for Enhanced forestry Information System
 - Monitoring of physical accomplishment and fund utilization
 - Consolidate and submit Means of Verification
 - Facilitate the conduct of Protected Area Suitability Assessment and Watershed Characterization and Vulnerability Assessment
 - Coordinate with the Regional and Provincial Planning re: Targets on WFP and SAA
 - See to it that the annual targets physical and financial based on Work and Financial Plan are accomplish and utilize on time.

- Duration: October 01, 2015 – January 15, 2017
- Position: Forest Technician I
- Name of Office/Unit: Planning and Budget Unit
- Immediate Supervisor: Emer D. Garraez
- Name of Agency/Organization and Location: DENR-CENRO Puerto Princesa

- **Summary of Actual Duties**

- Oversee and monitor the physical and financial accomplishment of CENRO Puerto Princesa based on targets in Work and Financial Plan (WFP)
- Assisted in various technical activities such as: conduct of PASA, Watershed Characterization and Vulnerability Assessment, Performance Evaluation of Certificate of Stewardship Contract (CSC), Compliance Monitoring of Community Based Forest Management Agreement, formulation of Forest Land Use Planning (FLUP) and monitoring of National Greening Program (NGP) activities and accomplishment.
- Specific Duties/Other activities
 - Prepare and submit monthly Physical and Financial Accomplishment Report
 - Monitor the implementation of ENR programs/projects of CENRO Puerto Princesa
 - Encode and submit data for Client Satisfaction Survey
 - Encode and submit data for Enhanced forestry Information System
 - Monitoring of physical accomplishment and fund utilization
 - Consolidate and submit Means of Verification
 - Facilitate the conduct of Protected Area Suitability Assessment and Watershed Characterization and Vulnerability Assessment
 - Coordinate with the Regional and Provincial Planning re: Targets on WFP and SAA
 - See to it that the annual targets physical and financial based on Work and Financial Plan are accomplish and utilize on time.


AZUCENA E. GAMUTIA

(Signature over Printed Name
of Employee/Applicant)

Date: August 19, 2022



CERTIFICATION OF DUTIES AND RESPONSIBILITIES

This is to certify that Forester II Azucena E. Gamutia designated as Planning and Budget Officer of DENR-CENRO Puerto Princesa from October 2015 to date performs the following duties and responsibilities in compliance with CENRO Special Order:

- I. Oversee and monitor the physical and financial accomplishment of CENRO Puerto Princesa based on targets in Work and Financial Plan (WFP).
- II. Designated as Focal Person of Client Satisfaction Survey
- III. Designated as Focal Person of Enhanced Forestry Information System
- IV. Assisted in various technical activities such as: conduct of PASA, Watershed Characterization and Vulnerability Assessment, Performance Evaluation of Certificate of Stewardship Contract (CSC), Compliance Monitoring of Community Based Forest Management Agreement, formulation of Forest Land Use Planning (FLUP) and monitoring of National Greening Program (NGP) activities and accomplishment.
- V. Specific Duties/Activities
 - Prepare and submit monthly Physical and Financial Accomplishment Report
 - Monitor the implementation of ENR programs/projects of CENRO Puerto Princesa
 - Encode and submit data for Client Satisfaction Survey
 - Encode and submit data for Enhanced Forestry Information System
 - Monitoring of physical accomplishment and fund utilization
 - Consolidate and submit Means of Verifications monthly
 - Facilitate the conduct of Protected Area Suitability Assessment and Watershed Characterization and Vulnerability Assessment
 - Coordinate with the Regional and Provincial Planning re: Targets on WFP and SAA
 - See to it that the Annual Targets physical and financial based on Work and Financial Plan are accomplish and utilize on time.

This certification is issued upon the request of Ms. Gamutia in relation to her application to the Department's Master in Public Administration Scholarship Program.


PEDRO A. VELASCO
OIC CENROfficer



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman Quezon City
Tel. Nos. 926-6626 to 29, 929-6633 to 35
926-7041 to 43, 929-6252, 929-1669
Website: <http://www.denr.gov.ph>/Email: web@denrgov.ph

CERTIFICATION OF NON-WITHDRAWAL

This is to certify that the undersigned will not withdraw the application to the Master in Public Administration once endorsed by my Head of Office and said application is received by the Human Resource Development Committee.


AZUCENA E. GAMUTIA

CS Form No. 212
Revised 2017

PERSONAL DATA SHEET

WARNING: Any misrepresentation 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 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)

I. PERSONAL INFORMATION

2. SURNAME

GAMUTIA

FIRST NAME

AZUCENA

MIDDLE NAME

ESTAÑOL

3. DATE OF BIRTH
(mm/dd/yyyy)

12/09/1977

16. CITIZENSHIP

☒ Filipino

☐ Dual Citizenship

☐ by birth

☐ by naturalization

Pls. indicate country:

4. PLACE OF BIRTH

IGBARAS, ILOILO CITY

If holder of dual citizenship,
please indicate the details.

5. SEX

☐ Male

☒ Female

6 CIVIL STATUS

☐ Single

☒ Married

☐ Widowed

☐ Separated

☐ Other/s:

7. HEIGHT (m)

1.52

17. RESIDENTIAL ADDRESS

N/A

CUNANAN RD. 1,

House/Block/Lot No. Street

WESCOM RD. SAN MIGUEL

Subdivision/Village Barangay

PUERTO PRINCESA CITY PALAWAN

City/Municipality Province

8. WEIGHT (kg)

55

ZIP CODE

5300

9. BLOOD TYPE

A

18. PERMANENT ADDRESS

N/A

CUNANAN RD. 1,

House/Block/Lot No. Street

WESCOM RD. SAN MIGUEL

Subdivision/Village Barangay

PUERTO PRINCESA CITY PALAWAN

City/Municipality Province

10. GSIS ID NO.

02004809078

19. TELEPHONE NO.

048-433-0660

11. PAG-IBIG ID NO.

1211-6864-6283

20. MOBILE NO.

09265043685/ 09281927726

12. PHILHEALTH NO.

09-000093940-3

21. E-MAIL ADDRESS (if any)

zsgamutia@yahoo.com

13. SSS NO.

042588229-8

14. TIN NO.

936-571-991

15. AGENCY EMPLOYEE NO.

OSEC-DENRB--FORST2-293-1998

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

GAMUTIA

FIRST NAME

ARNEL

MIDDLE NAME

CASTEL

OCCUPATION

GOVERNMENT EMPLOYEE

23. NAME of CHILDREN (Write full name and list all)

DATE OF BIRTH (mm/dd/yyyy)

KARYLLE CRIS E. GAMUTIA

06/20/2003

HERLINA E. GAMUTIA

11/02/2006

EMPLOYER/BUSINESS NAME

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
ROXAS, PALAWAN

NOTHING FOLLOWS

BUSINESS ADDRESS

BARANGAY. 3, ROXAS, PALAWAN

TELEPHONE NO.

N/A

24. FATHER'S SURNAME

ESTAÑOL

FIRST NAME

JUANITO

MIDDLE NAME

ESMERALDA

25. MOTHER'S MAIDEN NAME

ESPAÑOLA

FIRST NAME

CONCEPCION

MIDDLE NAME

ESPONILA

(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 graduated)

YEAR
GRADUATED

SCHOLARSHIP/
ACADEMIC
HONORS
RECEIVED

ELEMENTARY

PALAWAN NATIONAL AGRICULTURAL
COLLEGE - LABORATORY SCHOOL

ELEMENTARY

19841990

N/A

1990

N/A

SECONDARY

PALAWAN NATIONAL AGRICULTURAL
COLLEGE - VOACATIONAL
AGRICULTURE SCHOOL

HIGH SCHOOL

19901994

N/A

1994

3RD
HONORABLE
MENTION

VOCATIONAL /
TRADE COURSE

FULLBRIGHT COLLEGE

CERTIFICATE IN TEACHING - MAJOR
IN AGRICULTURE AND FISHERY
ARTS

20132013

18 UNITS

2013

N/A

COLLEGE

STATE POLYTECHNIC COLLEGE OF
PALAWAN

BACHELOR OF SCIENCE IN
FORESTRY

19941998

N/A

1998

CONG.
BAHAM
MITRA

GRADUATE STUDIES

WESTERN PHILIPPINES UNIVERSITY

MASTER OF SCIENCE IN RURAL
DEVELOPMENT

20082011

30 UNITS

N/A

N/A

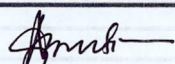
(Continue on separate sheet if necessary)

SIGNATURE

DATE

08/16/2022

CS FORM 212 (Revised 2017), Page 1 of 4

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	N/A	N/A	N/A	N/A	N/A	
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)						
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	LEARNING EVENT ON INTEGRITY, TRANSPARENCY, ACCOUNTABILITY IN PUBLIC SERVICE (ITAPS)	07/13/2022	07/15/2022	24	MANAGEMENT	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES OFFICE - REGION-IV-B
	TRAINING-WORKSHOP ON RESULTS-BASED MANAGEMENT	11/09/2021	11/12/2021	24	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES OFFICE - REGION-IV-B
	ENHANCING SURVIVAL OF PLANTS IN AGROFORESTRY	12/02/2020	12/02/2020	2	TECHNICAL	SOCIETY OF FILIPINO FORESTERS, INC.
	PROTECTED AREA MANAGEMENT AND BIODIVERSITY CONSERVATION: KEY TO ECONOMIC RECOVERY	11/25/2020	11/25/2020	2	TECHNICAL	SOCIETY OF FILIPINO FORESTERS, INC.
	WATERSHED-BASED LAND USE PLANNING CONTRIBUTION OF SUSTAINABLE FOREST MANAGEMENT AND MINIMIZING PUBLIC HEALTH RISKS	11/18/2020	11/18/2020	2	TECHNICAL	SOCIETY OF FILIPINO FORESTERS, INC.
	A DYNAMIC MODEL FOR SUSTAINABLE FOREST OPERATIONS APPLICATION OF GIS AND AGENT BASED-MODELING	11/11/2020	11/11/2020	2	TECHNICAL	SOCIETY OF FILIPINO FORESTERS, INC.
	REVIVING THE IFMA BOOSTING ECONOMIC RECOVERY	11/04/2020	11/04/2020	2	TECHNICAL	SOCIETY OF FILIPINO FORESTERS, INC.
	REDUCING POVERTY IN UPLAND COMMUNITIES THRU CBFM STRATEGY	10/28/2020	10/28/2020	2	TECHNICAL	SOCIETY OF FILIPINO FORESTERS, INC.
	PLANNING 101	01/08/2020	01/08/2020	24	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES OFFICE - REGION-IV-B
	ASSESSMENT AND STRATEGIC PLANNING WORKSHOP	12/09/2019	12/10/2019	16	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES OFFICE - REGION-IV-B
	ENR FRONTLINE COURSE	09/17/2019	09/21/2019	40	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES OFFICE - REGION-IV-B
	LEARNING EVENT ON GAD (GST+GM;GMEP,HGDG,GADPS)	09/11/2019	9/15/2019	40	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES OFFICE - REGION-IV-B
	BASIC STATISTICAL ANALYSIS	07/02/2018	07/06/2018	40	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES OFFICE - REGION-IV-B
	ORIENTATION WORKSHOP ON PROJECT PROCUREMENT MANAGEMENT PLANNING	10/27/2017	10/28/2017	16	MANAGEMENT	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES OFFICE - REGION-IV-B
	SFFI NATIONAL CONFERENCE WITH THE THEME "FOREST IS LIFE")	10/19/2017	10/21/2017	24	TECHNICAL	SOCIETY OF FILIPINO FORESTERS, INC.
	TRAINING ON MAINSTREAMING GENDER CONCERNS IN PROJECTS AND ACTIVITIES OF DENR AND PCSDS	07/13/2017	07/14/2017	16	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES OFFICE PALAWAN AND PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT
	ROLL-OUT OF PLANS AND PROGRAMS INFORMATION SYSTEM	03/13/2017	03/15/2017	24	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES OFFICE - REGION-IV-B
	ROLL-OUT WORKSHOP ON THE AUTOMATED STATISTICAL REPORTING SYSTEM	03/7/2017	03/10/2017	24	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES OFFICE - REGION-IV-B
	REGIONAL WORKSHOP FOR THE FINALIZATION OF THE OUTPUTS OF THE PROVINCIAL INDICATIVE SITE PLANNING EXERCISES WITH PROSPECTIVE NGP PARTNERS AND FOR THE PREPARATION OF INDIVIDUAL WORK AND FINANCIAL PLAN (WFP) OF SELECTED AND ASSESSED NGP SITES UNDER THE ENHANCED NGP FOR CY 2017	01/4/2017	01/7/2017	24	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES OFFICE - REGION-IV-B
	PALAWAN PROTECTED AREA MANAGEMENT SUMMIT	11/21/2016	11/23/2016	24	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES OFFICE - REGION-IV-B
	LEARNING EVENT ON EXISTING ENVIRONMENTAL LAWS (PD 705, RA 9147, NIPAS ACT, CHAINSAW ACT, RULES OF PROCEDURE FOR ENVIRONMENTAL CASES & COMMONWEALTH ACT OF 141)	10/23/2016	10/25/2016	16	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES OFFICE - REGION-IV-B
	TRAINING ON FOREST LAND USE PLANNING (FLUP)	10/7/2016	12/2/2016	24	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES OFFICE - REGION-IV-B
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)		
	RESEARCHER	N/A		PALAWAN DENR EMPLOYEES MULTI-PURPOSE COOPERATIVE (PADEMCO)		
	FACILITATOR	N/A		WESTERN PHILIPPINES UNIVERSITY CREDIT COOPERATIVE		
	COMPUTER LITERATE (WORD, EXCEL, POWER POINT)	N/A		N/A		
	COMMUNITY ORGANIZER/EXTENSION WORKER	N/A		N/A		
-----NOTHING FOLLOWS-----						
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	08/16/2022	

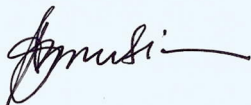
34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ Date Filed: _____ Status of Case/s: _____
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
WAMALAYDA TALABUCON	BARANGAY SANTA MONICA, PUERTO PRINCESA CITY	9171587644
FELIZARDO B. CAYATOC	MANALO EXTENSION, PUERTO PRINCESA CITY	433-5638
RHODORA B. UBANI	BARANGAY SANTA MONICA, PUERTO PRINCESA CITY	433-5638
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.		



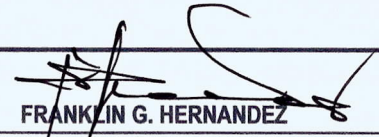
AZUCENA E. GAMUTIA
PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: PROFESSIONAL REGULATION COMMISSION
ID/License/Passport No.: 0006521
Date/Place of Issuance: 11/12/2018 / ROBINSON'S PLACE, PUERTO PRINCESA CITY


Signature (Sign inside the box)
08/16/2022
Date Accomplished



SUBSCRIBED AND SWORN to before me this 16th day of August 2022, affiant exhibiting his/her validly issued government ID as indicated above.


FRANKLIN G. HERNANDEZ
CHIEF ADMINISTRATIVE OFFICER
MANAGEMENT SERVICES DIVISION
Person Administering Oath

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
RA 1080 (FORESTER)	78.95%	06/15-17/1998	MANUEL L. QUEZON UNIVERSITY, QUIAPO, MANILA	6521	09/12/2018
RA 1080 (TEACHER)	77.40%	01/26/2014	JARO, ILOILO CITY	1287738	09/12/2017

(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 "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
01/01/22	PRESENT	FORESTER II	DEPARTMENT ENVIRONMENT AND NATURAL RESOURCES- COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE PUERTO PRINCESA CITY	P35, 475	15-2	PERMANENT	Y
01/01/21	12/31/21	FORESTER II	DEPARTMENT ENVIRONMENT AND NATURAL RESOURCES- COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE PUERTO PRINCESA CITY	P33,953	15-2	PERMANENT	Y
01/16/20	12/31/2020	FORESTER II	DEPARTMENT ENVIRONMENT AND NATURAL RESOURCES- COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE PUERTO PRINCESA CITY	P32,431	15-2	PERMANENT	Y
01/01/20	01/15/2020	FORESTER II	DEPARTMENT ENVIRONMENT AND NATURAL RESOURCES- COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE PUERTO PRINCESA CITY	P32,053	15-1	PERMANENT	Y
01/01/19	12/31/2019	FORESTER II	DEPARTMENT ENVIRONMENT AND NATURAL RESOURCES- COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE PUERTO PRINCESA CITY	P29,010	15-1	PERMANENT	Y
01/01/19	12/31/2019	FORESTER II	DEPARTMENT ENVIRONMENT AND NATURAL RESOURCES- COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE PUERTO PRINCESA CITY	P30,531	15-1	PERMANENT	Y
01/01/19	12/31/2018	FORESTER II	DEPARTMENT ENVIRONMENT AND NATURAL RESOURCES- COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE PUERTO PRINCESA CITY	P29,010	15-1	PERMANENT	Y
01/01/18	12/31/2018	FORESTER II	DEPARTMENT ENVIRONMENT AND NATURAL RESOURCES- COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE PUERTO PRINCESA CITY	P29,010	15-1	PERMANENT	Y
01/16/17	12/31/17	FORESTER II	DEPARTMENT ENVIRONMENT AND NATURAL RESOURCES- COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE PUERTO PRINCESA CITY	P26,192	15-1	PERMANENT	Y
01/01/2017	01/15/17	FOREST TECHNICIAN I	DEPARTMENT ENVIRONMENT AND NATURAL RESOURCES- COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE PUERTO PRINCESA CITY	P13,851	06-1	PERMANENT	Y
01/1/2016	12/31/2016	FOREST TECHNICIAN I	DEPARTMENT ENVIRONMENT AND NATURAL RESOURCES- COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE PUERTO PRINCESA CITY	P13,378	06-1	PERMANENT	Y
10/01/2015	12/31/2015	FOREST TECHNICIAN I	DEPARTMENT ENVIRONMENT AND NATURAL RESOURCES- COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE PUERTO PRINCESA CITY	P12,291	06-1	PERMANENT	Y
04/01/2014	09/30/2015	FORESTER I	DEPARTMENT ENVIRONMENT AND NATURAL RESOURCES- PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE PUERTO PRINCESA CITY	P12,000	N/A	CONTRACTUAL	Y
08/01/2013	12/31/2013	PROJECT DEV'T. ASSISTANT	PROVINCIAL PLANNING AND DEVELOPMENT OFFICE	P10,000	N/A	CONTRACTUAL	Y
01/01/2013	06/30/2013	PROJECT DEVELOPMENT OFFICER I	PROVINCIAL PLANNING AND DEVELOPMENT OFFICE	P11,000	N/A	CONTRACTUAL	Y
01/01/2012	12/31/2012	PROJECT PLANNING AND DEV'T. OFFICER I	PROVINCIAL PLANNING AND DEVELOPMENT OFFICE	P12,000	N/A	CONTRACTUAL	Y
10/01/2009	02/28/2010	MUNICIPAL SUPERVISOR	BERKMAN INTERNATIONAL	P13,500	N/A	CONTRACTUAL	N
04/01/2008	06/30/2009	RESEARCHER/FORESTER	CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE- PUERTO PRINCESA CITY	P5,000	N/A	CONTRACTUAL	Y
04/01/2004	03/03/2008	FIELD RESEARCHER/CO/FORESTER	CENTER FOR INTERNATIONAL FORESTRY RESEARCH	P14,000	N/A	CONTRACTUAL	N
04/01/2001	12/03/2002	FIELD RESEARCHER/CO/FORESTER	CENTER FOR INTERNATIONAL FORESTRY RESEARCH	P10,000	N/A	CONTRACTUAL	N
09/01/2000	03/31/2001	ASST. RESEARCHER FORESTER	PROVINCIAL PLANNING AND DEVELOPMENT OFFICE	P4,000	N/A	CONTRACTUAL	Y
09/01/1999	06/30/2000	INTERN/FORESTER	PALAWAN TROPICAL FORESTRY PROTECTION PROGRAM	P4,000	N/A	CONTRACTUAL	N
12/01/1998	06/30/1999	FORESTER/PROJECT MANAGER	CORON WATERSHED BENEFICIARIES ASSOCIATION	P7,000	N/A	CONTRACTUAL	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/16/2022
-----------	---	------	------------