



Republic of the Philippines
Department of Environment and Natural Resources
Provincial Environment and Natural Resources Office
MIMAROPA Region
Bgy. Sta. Monica, Puerto Princesa City, Palawan
E-mail: penropalawan@denr.gov.ph
Telfax No. (048) 433-5638/ (048) 434-8791

**DENR MIMAROPA
RECORDS SECTION
RECEIVED**

FEB 07 2023

☐ INCOMING ☐ OUTGOING
BY: _____ DATE NO. _____
TIME: _____

January 31, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region
1515 L&S Bldg., Roxas Blvd.,
Barangay 668, Ermita, Manila


FROM : The Provincial Environment and
Natural Resources Officer

SUBJECT : **APPLICATION OF FLORENCE MAE A. ONGQUE, CPA FOR
THE POSITION OF ACCOUNTANT II APPLICATION FOR
ASSISTANT REGIONAL DIRECTOR**

Respectfully forwarded is the application dated January 23, 2023, of Florence Mae A. Ongque, CPA together with a pertinent document for the position of Accountant II. The herein applicant is a Certified Public Accountant, Career Service Professional Eligible, and Certified Tax Technician, and currently employed at Ospital Ng Palawan assigned in the Accounting Section with the position of Administrative Assistant II (Accounting Clerk III). The work experiences and other relevant training attended by Ms. Ongque show that she can contribute to PENRO's financial efficiency, compliance, and organizational goals; thus, this office endorses her application for said vacant position.

For your information and consideration.



FELIZARDO B. CAYATOC

**DENR-PALAWAN
PENRO-RECORDS
RELEASED**
By: 
Date: 31 JAN 2023 23-266

January 23, 2023

LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director
DENR MIMAROPA Region
1515 L & S Bldg., Roxas Blvd.
Ermita, Manila

**DENR PENR
PALAWAN RECORDS
RECEIVED**

BY: 
DATE: 01-26-2023 CN 23-0659

Attention : **FELIZARDO B. CAYATOC**
PENR Officer
Sta. Monica, Puerto Princesa City

Dear RED Claudio:

Greetings!

I am writing to express my interest in applying for the position of Accountant II of PENR. At this stage of my career, I am expanding my professional horizon by seeking new challenges in the government sector.

I am Certified Public Accountant, Career Service Professional Eligible and Certified Tax Technician. I am also taking Master in Business Administration (MBA) in Palawan State University-Graduate School. I am certain that my educational background and eligibility align well with the qualifications you are seeking.

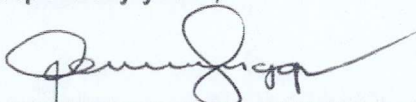
I am currently employed at Ospital Ng Palawan assigned in the Accounting Section with the position of Administrative Assistant II (Accounting Clerk III). I review the Reports of Collections and Deposits (RCD) prepared by the Cashier Section, Disbursement Vouchers (DVs), Liquidation Reports (LRs) and other financial reports. I also prepare the Bank Reconciliation Statements (BRSS) of ONP. I am primarily assigned in recording the collections and disbursements' transactions, analyzing, and reconciling general and subsidiary accounts and preparing financial statements. I am confident in the use of the electronic-National Government Accounting System and Unified Reporting System-DBM. I prepare and submit financial reports to regulatory bodies such as Commission on Audit and Department of Budget and Management and other agencies if necessary. Moreover, as Credit and Collection Staff of Legend Hotel Palawan for almost a year, I worked and focused on monitoring of cash and receivables.

In addition to my work experiences, I am hardworking, can work under pressure and with minimal supervision. I have the passion for transparency, compliance, and excellence in my profession. I attend relevant training to be updated and a competent professional.

Kindly review my attached Personal Data Sheet (PDS) for your full consideration. I would welcome the opportunity to contribute to PENR's efficiency, compliance, and organizational goals. You can reach me at 0907-066-2241.

Looking forward for your favorable response on my application.

Respectfully yours,



FLORENCE MAE A. ONGQUE, CPA
Applicant

WORK EXPERIENCE SHEET

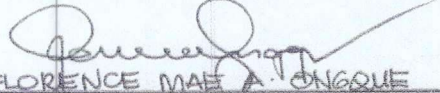
Instructions: 1. Include only the work experiences relevant to the position being applied to.

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: November 16, 2017 – present
- Position: Administrative Assistant II (Accounting Clerk III)
- Name of Office/Unit: Accounting Office
- Immediate Supervisor: Phoebe Zayda E. Abrina, CPA (Nov. 16, 2017- June 30, 2021)
Clamie L. Bacomo, CPA (July 1, 2021 – March 2022)
Krystel Mae T. Plagata, CPA (March 2022-present)
- Name of Agency/Organization and Location: Ospital Ng Palawan, Puerto Princesa, Palawan
- List of Accomplishments and Contributions (if any)
 - Member of following Committees:
Planning Committee, Inventory and Disposal Committee and ARTA Committee.
- Summary of Actual Duties
 - Reviews pro-forma journal entry voucher (JEV) for each disbursement vouchers under Trust Fund and General Agency Fund.
 - Reviews Report of Collections and Deposits (RCD) of the agency under Trust Fund.
 - Prepares the following reports: Monthly income report of the hospital under Trust Fund, Quarterly Report of Revenue and Other receipt (FAR No. 5), Monthly Obligation-Disbursement Report under General Agency Fund.
 - Prepares the Financial Statements of the hospital.
 - Records in e-ngas the journal entries for Inspection and Acceptance Report and Requisition Slips and other necessary entries to record.
 - Reviews and reconciles general and subsidiary ledger balances.
 - Acts as Officer-In-Charge in the Accounting Section when the accounting section head is off or on official business/time.
 - Performs other tasks assigned by the Accounting Section Head.

- Duration: April 25, 2017 – November 15, 2017
- Position: Accounting Assistant (Contract of Service)
- Name of Office/Unit: Accounting Office
- Immediate Supervisor: Phoebe Zayda E. Abrina, CPA

- Name of Agency/Organization and Location: Ospital Ng Palawan, Puerto Princesa, Palawan
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Prepares pro-forma journal entry voucher (JEV) for each disbursement vouchers under Trust Fund and General Agency Fund. Encodes and approves journal entry voucher and other transactions in e-NGAS (electronic new government accounting system) under Trust Fund and General Agency Fund. Prepares Bank Reconciliation Statements. Performs other duties and functions assigned by the Chief Accountant.
-
- Duration: April 11, 2014 – March 30, 2015
 - Position: Credit and Collection Staff
 - Name of Office/Unit: Accounting Office
 - Immediate Supervisor: Filipina Leuterio
 - Name of Agency/Organization and Location: Legend Hotel Palawan, Puerto Princesa, Palawan
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Responsible in monitoring of accounts receivables by billing preparation, collection analysis and reconciliation with book balance. Prepares Aging of Accounts Receivable. Prepares General Cashier's Report and sees to it that cash sales clearing and collection are tallied. Summarizes and prepares monthly report of client's Expanded Withholding Taxes (EWT). Checks daily collection and encodes the same in the Accounting Software – Maestro.


FLORENCE MAE A. ONGQUE
(Signature over Printed Name
of Employee/Applicant)

Date: 11/24/2023



OFFICE OF THE REGISTRAR

Puerto Princesa City

OFFICIAL TRANSCRIPT OF RECORDS

Date of Admission 1st Semester, SY 2015-2016

Date of Graduation April 7, 2016

Degree / Course

Bachelor of Science in Accountancy

1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 26

High School/Year Pulot National High School - 2010

UNIVERSITY SESSION	COURSE NUMBER	DESCRIPTIVE TITLE	GRADES FINAL	RE-EXAM	UNITS	REMARKS
		GRADUATED with the degree of Bachelor of Science in Business Administration (BSBA) on April 08, 2014 as approved by the Board of Regents of this University under Res. No. 6, S. 2014.				
1st Sem 2015-2016	P2004	Cost Accounting and Cost Management	2.0		6	
	Acctg 32	Advanced Financial Accounting and Reporting Part I	1.25		3	
	Aud 1	Assurance Principles, Professional Ethics & Good Governance	1.5		6	
	Acctg 33	Management Accounting Part I	1.75		3	
	Acctg 40	Management Accounting Part II	2.0		3	
2nd Sem 2015-2016	Acctg 43	Management Consultancy	1.25		3	
	IT 5	Auditing in EDP Environment	1.25		3	
	Aud 3	Applied Auditing	2.0		6	

[illegible]

A Philippine passport with the number 00862562 and the name D.S. JOLLA. The passport is a standard Philippine passport with a green cover and a white label. The label contains the name D.S. JOLLA, the number 00862562, and the date of issue 01/01/01. The passport is a standard Philippine passport with a green cover and a white label. The label contains the name D.S. JOLLA, the number 00862562, and the date of issue 01/01/01.

REMARKS:	GRADUATED with the degree of Bachelor of Science in Accountancy (BSA) on April 7, 2016 as approved by the Board of Regents of this University under Res. No. 9, S. 2016
	Certified True Copies of Transcript of Records in Bachelor of Science in Business Administration are attached as page 2 and 3.

GRADES AND EQUIVALENTS:

1.0	98-100	Excellent	2.75	77-79	Fairly Satisfactory
1.25	95-97	Excellent	3.0	75-76	Passed
1.5	92-94	Highly Satisfactory	4.0		Condition
1.75	89-91	Highly Satisfactory	Inc		Incomplete
2.0	86-88	Satisfactory	5.0		Failed
2.25	83-85	Satisfactory	W		Withdrawn
2.5	80-82	Fairly Satisfactory	NC		No Credit

Credits: One unit of credit is one hour lecture or recitation, or two to three hours of laboratory, each week for the period of a complete semester.

NOTE: This copy is an exact reproduction of his/her transcript on file with this office and is considered as an original copy when it bears the dry seal of the University and original signature in ink of the Registrar.

Checked by: EDITHA E. NALICA

Date: July 20, 2016

Issued by: [Signature]
Date: 07.12.2016

NOT VALID WITHOUT
UNIVERSITY SEAL

EVA M. JIMENEZ, DBA
University Registrar

OFFICIAL TRANSCRIPT OF RECORDS

Name: ONGQUE, FLORENCE MAE ABELA

Date of Admission: 1st Semester SY, 2010-2011

Address: Pulot Center, Sofronio Española, Palawan

Date of Graduation: April 8, 2014

Date of Birth: November 24, 1993

Degree/Course: Bachelor of Science in Business Administration

Place of Birth: Pangobillian, Brooke's Point, Palawan

Major: Management Accounting

Parent or Guardian: Mr. & Mrs. Rodrigo L. Ongque

High School/Year: Pulot National High School - 2010

UNIVERSITY SESSION	COURSE NUMBER	DESCRIPTIVE TITLE	GRADES FINAL	RE-EXAM	UNITS	REMARKS
1st Sem. 2012-2013	Hum	Humanities Elective (Foreign Language)	2.0		3	
	Acctg 31	Financial Accounting & Reporting Part 3	2.0		3	
	Math 15C	Calculus in Business	2.0		3	
	Acctg 30	Cost Accounting & Cost Management	2.5		6	
	Eng 3	Writing for Academic Purposes	1.5		3	
	IT 3	Fund of Information System & Systems Dev't	2.0		3	
	BL 1	Law on Obligations & Contracts	1.5		3	
	Mgt 2	Human Behavior in Organization	1.25		3	
2nd Sem. 2012-2013	Tax 1	Income Taxation	1.75		3	
	Aud 2	Internal Auditing	2.25		6	
	Acctg 33	Management Accounting Part I	2.5		3	
	Mgt 3	Production and Operations Management	1.5		3	
	Fin 12	Financial Management Part 1	2.0		3	
	Acctg 32	Advanced Financial Accounting & Reporting Part 1	2.75		3	
	BL 2	Law on Business Organizations	1.25		3	
	Acctg 34	Internship (240 hours)	1.25		3	
Summer 2013						
1st Sem. 2013-2014	Acctg 41	Advanced Financial Accounting & Reporting Part 2	1.75		3	
	Fin 8	International Finance	1.75		3	
	IT 4	Accounting Information System	Inc	1.25	3	
	Mgt 14	Good Governance & Social Responsibility	1.25		3	
	Acctg 40	Management Accounting Part 2	2.5		3	
	BL 3	Sales, Agency & Other Commercial Laws	2.0		3	
	IT 6	Project Management	1.25		3	
	2nd Sem. 2013-2014	Tax 2	Business and Transfer Taxes	1.75		3
Fin 14		Financial Management Part II	2.25		3	
Bus 1		Business Policy and Strategy	1.25		3	
BL 4		Law on Negotiable Instruments	2.0		3	
Acctg 42		Accounting for Government, Not-for-Profit Entities & Other Specialized Industries	2.0		3	
Fin 9		Corporate Finance	1.5		3	
Acctg 44		Synthesis	1.25		1	
X-X						

REMARKS : GRADUATED with the degree of Bachelor of Science in Business Administration (BSBA) on April 08, 2014 as approved by the Board of Regents of this University under Res. No. 6, S. 2014.

GRADES AND EQUIVALENTS

1.0	98-100	Excellent	3.0	75-76	Passed
1.25	95-97	Excellent	4.0		Condition
1.5	92-94	Highly Satisfactory	Inc		Incomplete
1.75	89-91	Highly Satisfactory	5.0		Failed
2.0	86-88	Satisfactory	W		Withdrawn
2.25	83-85	Satisfactory	NC		No Credit
2.5	80-82	Fairly Satisfactory	OD		Officially Dropped
2.75	77-79	Fairly Satisfactory	UD		Unofficially Dropped

Credits: One unit of credit is one hour lecture or recitation, or two to three hours of laboratory, each week for period of a complete semester.

NOTE: This copy is an exact reproduction of his/her transcript on file with this office and is considered as an original copy when it bears the dry seal of the University and original signature in ink of the Registrar. Any erasure or alteration on this copy renders the whole transcript invalid.

Prepared by: MARIBETH D. YBERA

Date: December 11, 2014

Checked by: MERCEDES G. FAILANA

Date: December 11, 2014

Issued by: Olivia N. Guyman

Date: December 15, 2014

NOT VALID WITHOUT
UNIVERSITY SEAL

THELMA S. CASANOVA

University Registrar



Republic of the Philippines
PALAWAN STATE UNIVERSITY

OFFICE OF THE REGISTRAR

Puerto Princesa City

Page 3 of 3

OFFICIAL TRANSCRIPT OF RECORDS

Name: **ONGQUE, FLORENCE MAE ABELA**

Address: **Pulot Center, Sofronio Española, Palawan**

Date of Birth: **November 24, 1993**

Place of Birth: **Pangobillian, Brooke's Point, Palawan**

Parent or Guardian: **Mr. & Mrs. Rodrigo L. Ongque**

Date of Admission: **1st Semester SY, 2010-2011**

Date of Graduation: **April 8, 2014**

Degree/Course: **Bachelor of Science in Business Administration**

Major: **Management Accounting**

High School/Year: **Pulot National High School - 2010**

UNIVERSITY SESSION	COURSE NUMBER	DESCRIPTIVE TITLE	GRADES FINAL	RE-EXAM	UNITS	REMARKS
1st Sem. 2010-2011	PE 1	Self-Testing Activities	1.25		2	
	Eng 1A	Communication Arts, Skills and Composition	1.5		3	
	NSTP 1	NSTP CWTS	1.25		3	
	Math 1B	College Algebra	2.0		3	
	Fil 1	Komunikasyon sa Akademikong Filipino	1.75		3	
	IT 1	Fundamentals of Computer Software & Application	1.5		3	
2nd Sem. 2010-2011	Acctg 11	Fundamentals of Accounting Part I	2.0		6	
	PE 2	Fundamentals of Games and Sports	1.0		2	
	Fil 2	Pagbasa at Pagsulat Tungo sa Pananaliksik	1.5		3	
	Math 2A	Mathematics of Investment	1.5		3	
	Eng 2	Speech and Oral Communication	1.75		3	
	Acctg 12	Fundamentals of Accounting Part 2	1.5		6	
Summer 2011	NSTP 2	NSTP CWTS	1.25		3	
	IT 2.1	Database Theory and Application	1.5		3	
	Eco 1	Basic Economics w/ Taxation and Agrarian Reform	1.75		3	
	Hum 1	Humanities and Arts	1.5		3	
	Anthro 1	Society and Culture with Family Planning	2.75		3	
	PE 3	Fundamentals of Rhythmic Activities	1.0		2	
1st Sem. 2011-2012	Lit 01	Philippine Literature	1.5		3	
	Psych 1	General Psychology	2.0		3	
	Acctg 21	Financial Accounting and Reporting Part 1	1.75		6	
	Fin 1a	Basic Finance	2.5		3	
	Eco 2C	Microeconomic Theory and Practice	2.0		3	
	Hist 1A	Philippine History with Politics and Governance	1.5		3	
2nd Sem. 2011-2012	Stat 01	General Statistics	1.75		3	
	Acctg 22	Financial Accounting and Reporting Part 2	1.75		6	
	Eco 2D	Macroeconomic Theory and Practices	1.75		3	
	PE 4	Recreational Activities	1.25		2	
	Math 4A	Quantitative Techniques in Business	1.25		3	
	Mgt 1	Business Organizations and Management	1.25		3	
Summer 2012	Philo 1A	Intro to Philosophy w/ Logic and Critical Thinking	1.5		3	
	Mktg 1	Fundamentals of Marketing	1.25		3	
	Nat Sci 1	Physical Science	1.5		3	
	Nat Sci 2	Biological Science	1.5		3	
	Soc Sci 1	Rizal and Other Heroes and Heroines	1.5		3	

REMARKS :

x-x-x more on page 2 x-x-x

GRADES AND EQUIVALENTS

1.0	98-100	Excellent	3.0	75-76	Passed
1.25	95-97	Excellent	4.0		Condition
1.5	92-94	Highly Satisfactory	Inc		Incomplete
1.75	89-91	Highly Satisfactory	5.0		Failed
2.0	86-88	Satisfactory	W		Withdrawn
2.25	83-85	Satisfactory	NC		No Credit
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2.75	77-79	Fairly Satisfactory	UD		Unofficially Dropped

Credits: One unit of credit is one hour lecture or recitation, or two to three hours of laboratory, each week for the period of a complete semester.

NOTE: This copy is an exact reproduction of his/her transcript on file with this office and is considered as an original copy when it bears the dry seal of the University and original signature in ink of the Registrar. Any erasure or alteration on this copy renders the whole transcript invalid.

Prepared by: **MARIBETH D. YBERA**

Date: **December 11, 2014**

Checked by: **MERCEDES G. FAILANA**

Date: **December 11, 2014**

Issued by: **Sylvia N. Guzman**

Date: **December 15, 2014**

**NOT VALID WITHOUT
UNIVERSITY SEAL**

THIS IS A CERTIFIED PHOTO COPY OF THE ORIGINAL
STUDENT RECORDS FILED IN THIS OFFICE.

EVA M. JIMENEZ, DPA
UNIVERSITY REGISTRAR

THELMA S. CASANOVA
University Registrar

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	ONGQUE			
FIRST NAME	FLORENCE MAE		NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	ABELA			
3. DATE OF BIRTH (mm/dd/yyyy)	11/24/1993	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	BROOKE'S POINT, PALAWAN	If holder of dual citizenship, please indicate the details.		
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female			
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	TANGQUE	
7. HEIGHT (m)	150 M		House/Block/Lot No.	Street
8. WEIGHT (kg)	52 KG		Subdivision/Village	MANDARAGAT
9. BLOOD TYPE	B		City/Municipality	Barangay
10. GSIS ID NO.	2005321552	ZIP CODE	5300	PALAWAN
11. PAG-IBIG ID NO.	1211-1565-3937			Province
12. PHILHEALTH NO.	0905-0418-5426	18. PERMANENT ADDRESS	PULOT CENTER	
13. SSS NO.	0428-900-863		House/Block/Lot No.	Street
14. TIN NO.	317-572-230		Subdivision/Village	Barangay
15. AGENCY EMPLOYEE NO.	1704-25-0147		City/Municipality	Province
		19. TELEPHONE NO.	N/A	
		20. MOBILE NO.	09070662241	
		21. E-MAIL ADDRESS (if any)	florencemaeabelaongque00@gmail.com	

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)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ONGQUE			
FIRST NAME	RODRIGO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	LABRADOR			
25. MOTHER'S MAIDEN NAME				
SURNAME	ABELA			
FIRST NAME	LINDA			
MIDDLE NAME	PACTAO			

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
			From	To			
ELEMENTARY	SOFRONIO ESPANOLA CENTRAL SCHOOL	N/A	2000	2006	N/A	2006	VALEDICTORIAN
SECONDARY	PULOT NATIONAL HIGH SCHOOL	N/A	2006	2010	N/A	2010	VALEDICTORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	PALAWAN STATE UNIVERSITY	BSBA- MGT. ACCOUNTING, BACHELOR OF SCIENCE IN ACCOUNTANCY	2010	2016	N/A	2014 & 2016	N/A
GRADUATE STUDIES	PALAWAN STATE UNIVERSITY	MASTER IN BUSINESS ADMINISTRATION	2021	present	N/A	currently enrolled	N/A

SIGNATURE		DATE	11/24/2023
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

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

(Continue on separate sheet if necessary)

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 Manager/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			
	Virtual Orientation on salient provisions of the COA Circular No. 2021-002 dated July 16, 2021	09/09/2021	09/09/2021	2.0	TECHNICAL	COMMISSION ON AUDIT
	Conference on Public-Sector Productivity: Ensuring Public Services in the New Normal	08/25/2021	08/25/2021	4.0	SELF-DIRECTED LEARNING	DEVELOPMENT ACADEMY OF THE PHILIPPINES
	PICPA Palawan Chapter Virtual Accountancy Week "Sectoral Day"	07/17/2021	07/17/2021	4.0	DIRECTED LEARNING	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	The Future of Faculty Development	06/23/2021	06/23/2021	2.0	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	Public Financial Management and Updates on International Public Sector Accounting standards (IPSAS)	05/29/2021	05/29/2021	2.0	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	Land Titling and Ownership: What we need to know	05/22/2021	05/22/2021	2.0	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	Introduction to Regulatory Impact Assessment	05/07/2021	05/07/2021	1.5	TECHNICAL	DEVELOPMENT ACADEMY OF THE PHILIPPINES
	CREATE Act and Other Tax Updates	05/04/2021	05/04/2021	2.0	SELF-DIRECTED LEARNING	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	The Sheroes Guide to Financial Freedom	04/29/2021	04/29/2021	2.0	DIRECTED LEARNING	PHILIPPINE BUSINESS COALITION FOR WOMEN EMPOWERMENT
	Updates on the Revised Chart of Accounts for National Government Agencies & Government Corporations	04/27/2021	04/27/2021	4.0	TECHNICAL	GOVERNMENT FINANCIAL MANAGEMENT INNOVATORS CIRCLE, INC
	Financial Statement Audit of Small Entities	04/24/2021	04/24/2021	2.0	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	Knowledge Sharing, How to Boost Innovation and productivity in the Public sector	04/16/2021	04/16/2021	2.0	TECHNICAL	DEVELOPMENT ACADEMY OF THE PHILIPPINES
	Root Cause Analysis: A Disciplined Approach to Problem Solving for Continual Improvement	04/15/2021	04/15/2021	2.0	TECHNICAL	DEVELOPMENT ACADEMY OF THE PHILIPPINES
	Prolific Productivity in the Public Sector during the Pandemic	04/14/2021	04/14/2021	2.0	TECHNICAL	DEVELOPMENT ACADEMY OF THE PHILIPPINES
	75th ANNUAL NATIONAL CONVENTION OF PICPA	11/25/2020	11/28/2020	12.0	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	BUSINESS REGISTRATION	10/3/2020	10/3/2020	1.0	TECHNICAL	AAA TAX CLINIC
	MENTAL HEALTH AWARENESS	8/29/2020	8/29/2020	2.0	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	ORIENTATION ON PHILHEALTH COSTING & PROVIDER PAYMENT REFORMS	8/14/2020	8/14/2020	3.0	TECHNICAL	PHILHEALTH
	DBM UPDATES & GPBB ISSUANCES DURING THE COVID-19 PANDEMIC	6/23/2020	6/23/2020	1.5	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	DOH ELECTRONIC NATIONAL GOVERNMENT ACCTG SYSTEM USER'S FORUM	04/23/2019	04/25/2019	24.0	TECHNICAL	DEPARTMENT OF HEALTH
	BEST PRACTICES IN FS PRESENTATION, TAX UPDATES AND CORP. GOVERNANCE	12/15/2018	12/15/2018	8.0	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	QUALITY CONTROL FOR SMALL AND MEDIUM-SIZED PRACTITIONER AND PFRS FOR SMALL ENTITIES	12/14/2018	12/14/2018	8.0	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	RECONCILIATION OF RECIPROCAL ACCOUNTS	11/26/2018	11/28/2018	8.0	TECHNICAL	DEPARTMENT OF HEALTH
	STRESS MANAGEMENT SEMINAR	8/18/2018	8/18/2018	4.0	SELF-DIRECTED LEARNING	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	LAWS AND RULES ON GOVT EXPENDITURES	7/10/2018	7/13/2018	32.0	TECHNICAL	DEPARTMENT OF HEALTH
	SEMINAR ON TRAIN LAW & TAX PRACTICE	5/26/2018	5/27/2018	16.0	TECHNICAL	CERTIFIED TAX PRACTITIONERS
	WORKSHOP ON INSURANCE OF ASSETS AND ASSET REGISTRY	3/9/2018	3/9/2018	4.0	TECHNICAL	BUREAU OF THE TREASURY-PALAWAN
	TAX REFORM FOR ACCELERATION AND INCLUSION (TRAIN) RA 10963	2/26/2018	2/26/2018	8.0	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
	SEMINAR ON TAXATION AND BOA UPDATES	11/11/2017	11/12/2017	16.0	TECHNICAL	CERTIFIED TAX PRACTITIONERS
	SEMINAR ON TAX UPDATES	8/19/2017	8/20/2017	16.0	TECHNICAL	CERTIFIED TAX PRACTITIONERS

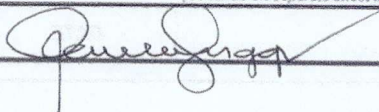
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	DANCING, SINGING, PLAYING GUITAR		N/A		PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTS-PALAWAN CHAPTER
	MARATHON, HIKING, MUAY THAI				PHILIPPINE ASSOCIATION OF CERTIFIED TAX TECHNICIANS
	TRAVEL, PHOTOGRAPHY				

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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DATE

1/24/2023

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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: RESIGNATION
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.
PETERWILLE CHUA	PALAWAN STATE UNIVERSITY	0917-548-6279
JUDITH A. JIMENEZ	OSPITAL NG PALAWAN	0977-194-2815
PHOEBE ZAYDA E. ABRINA	CGO PUERTO PRINCESA	0917-887-6864

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.



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:	PRC
ID/License/Passport No.:	176394
Date/Place of Issuance:	Manila

Signature (Sign inside the box)	
1/24/2023	
Date Accomplished	



Right Thumbmark

SUBSCRIBED AND SWORN to before me this <u>JAN 24 2023</u> , affiant exhibiting his/her validly issued government ID as indicated above.	
DOC. No.: <u>419</u> PAGE No.: <u>25</u> BOOK No.: <u>✓</u> DIES OF 20 <u>23</u>	ATTY. GELLIAN GRACE B. BAACO Commission No. <u>NPL-2023-006</u> Notary Public Administering Oath to Princesa and Province of Palawan/ Until December 31, 2024 Roll of Attorneys No. 74910

IBP No. 261932 / 01-03-2023 / Pasig City
PTR No. 2931607 / 12-01-2022 / Palawan
MCLE Compliance No. VII-0008633/ Until April 14, 2023