



OFFICE OF THE PROVINCIAL GOVERNOR
CARLOS JERICHO L. PETILLA

July 2, 2025

HON. LEONARDO M. JAVIER, JR.
Vice-Governor and Presiding Officer and
The HON. BOARD MEMBERS
Sangguniang Panlalawigan
Province of Leyte

Ladies and Gentlemen:

I am forwarding the appointment of **MS. CORAZON M. ALVERO** as my choice for the position of **Provincial Government Department Head** (Provincial Administrator) in a **Co-Terminous** capacity, for concurrence.

The position of the Provincial Government Department Head (Provincial Administrator), SG 26 has the following qualifications as follows :

Education	:	Bachelor's Degree preferably in Public Administration, Bachelor of Law or any related course
Experience	:	5 years experience in management and administration work
Training	:	None required
Eligibility	:	First grade or its equivalent

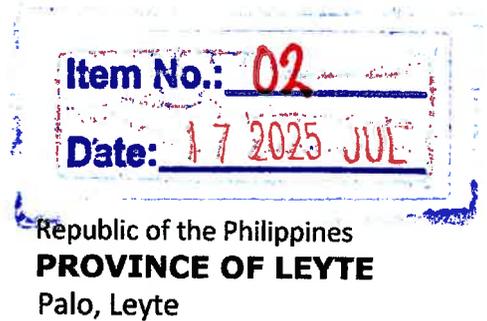
Ms. Alvero completed a degree in Bachelor of Arts in Economics, Magna Cum Laude, Bachelor of Laws (Juris Doctor), and obtained a diploma certificate of Program in Development Economics at UP Diliman.

She held position as former Provincial Planning Provincial Planning and Development Coordinator from July 21, 2017 to September 20, 2021. She assumed the post as Provincial Administrator from October 1, 2021 up to the present.

These capacity building exposures and exemplary discharge of the actual duties and functions of the position, merits her reappointment to the post of the Provincial Government Department Head (Provincial Administrator) on my second term as Governor. Henceforth, such reappointment will require concurrence from your August Body pursuant to Section 463 (d) of R.A. 7160 (Local Government Code of 1991), subject to Civil Service law, rules and regulations.

Please see attached appointment papers and other supporting documents for your reference.


CARLOS JERICHO L. PETILLA
Governor



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)

2. SURNAME	ALVERO		
FIRST NAME	CORAZON	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MANAOG		
3. DATE OF BIRTH (mm/dd/yyyy)	06/17/1956	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	ABUYOG, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	B 11 L 6 GB HOMES House/Block/Lot No. Street BRGY.95 CAIBAAN Subdivision/Village Barangay TACLOBAN LEYTE City/Municipality Province ZIP CODE 6500
7. HEIGHT (m)	1.58 M.	18. PERMANENT ADDRESS	B11 L6 GB HOMES House/Block/Lot No. Street BRGY.95 CAIBAAN Subdivision/Village Barangay TACLOBAN LEYTE City/Municipality Province ZIP CODE 6500
8. WEIGHT (kg)	60 KG.	19. TELEPHONE NO.	(053) 832-4784
9. BLOOD TYPE	"A" Rh+	20. MOBILE NO.	0917-838-6123
10. GSIS ID NO.	56061700354	21. E-MAIL ADDRESS (if any)	coraalvero@yahoo.com
11. PAG-IBIG ID NO.	1700-0003-8956		
12. PHILHEALTH NO.	13-000017797-1		
13. SSS NO.	n/a		
14. TIN NO.	164-810-624		
15. AGENCY EMPLOYEE NO.			

22. SPOUSE'S SURNAME	ALVERO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JIDDO	NAME EXTENSION (JR., SR)	MARIA LUISA A. AVILA	07-31-1982
MIDDLE NAME	JERVOSO		JULIUS M. ALVERO	02-26-1986
OCCUPATION	(deceased)		JEROME M. ALVERO	05-31-1987
EMPLOYER/BUSINESS NAME	n/a		MARIAN M. ALVERO	09-19-1989
BUSINESS ADDRESS	n/a			
TELEPHONE NO.	n/a			
24. FATHER'S SURNAME	MANAOG			
FIRST NAME	VIVENCIO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CLOSA			
25. MOTHER'S MAIDEN NAME	EULALIA L. SILLEZA			
SURNAME	SILLEZA			
FIRST NAME	EULALIA			
MIDDLE NAME	LOREÑO			

(Continue on separate sheet if necessary)

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	B.V. CLOSA CENTRAL SCHOOL	ELEMENTARY	1962	1968	ELEMENTARY GRADUATE	1968	1ST HONORABLE MENTION
HIGH SCHOOL	NOTRE DAME OF ABUYOG	SECONDARY	1968	1972	HIGH SCHOOL GRADUATE	1972	SALUTORIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	EASTERN VISAYAS STATE UNIVERSITY(LIT)	AB ECONOMICS	1972	1976	GRADUATE	1976	MAGNA CUMLAUDE
GRADUATE STUDIES	BACHELOR OF LAWS	LEYTE COLLEGES	1991	1994	GRADUATE	1994	

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 1, 2025
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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? YES NO

b. within the fourth degree (for Local Government Unit - Career Employees)? YES NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? YES NO

If YES, give details: _____

b. Have you been criminally charged before any court? YES 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? YES 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? YES NO

If YES, give details: ABOLIT

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? YES NO

If YES, give details: _____

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? YES NO

If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country? YES 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? YES NO

If YES, please specify: _____

b. Are you a person with disability? YES NO

If YES, please specify ID No: _____

c. Are you a solo parent? YES NO

If YES, please specify ID No: _____

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

NAME	ADDRESS	TEL. NO.
HON. REMEDIOS L. PETILLA	PALO, LEYTE	
FORMER GOVERNOR & SEC. JERICO L. PETILLA	PALO, LEYTE	

ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)

With full and handwritten name tag and signature over printed name

Computer generated or photocopied picture is not acceptable

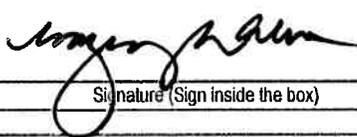
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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: PDO-00016

ID/License/Passport No.: EC7535475

Date/Place of Issuance: DFA TACLOBAN/ 2016



Signature (Sign inside the box)

Date Accomplished



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

Person Administering Oath



Republic of the Philippines
OFFICE OF THE PROVINCIAL GOVERNOR

CIVIL SERVICE COMMISSION RO VIII
LEYTE FIELD OFFICE II
PALO, LEYTE

RECEIVED:

DATE: _____

TIME: _____

NAME & SIGNATURE: _____

POSITION

Mr./Mrs./Ms.: CORAZON M. ALVERO

You are hereby appointed as PROVINCIAL GOVERNMENT DEPARTMENT HEAD
(Provincial Administrator) (SG-26 Step 3)
(Position Title)

under Co-Terminous status at the Provincial Governor's Office
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of ONE HUNDRED TWENTY FIVE THOUSAND ONE HUNDRED THIRTY (P125,132.00)
TWO PESOS
pesos per month.

The nature of this appointment is Reappointment vice _____
(Original, Promotion, etc.)

_____, who _____ with Plantilla Item No. 2
(Transferred, Retired, etc.)

Page 1.

This appointment shall take effect on the date of signing by the appointing officer/authority.

Very truly yours,


CARLOS JERICHO L. PETILLA
Appointing Officer/Authority

JUL 0 1 2025

Date of Signing

CSC ACTION:

Authorized Official

Date

CIVIL SERVICE COMMISSION
LEYTE FIELD OFFICE II
PALO, LEYTE

RELEASED:

DATE: _____

TIME: _____

RELEASING OFFICER: _____

RECEIVED BY: _____

Certification

This is to certify that all requirements and supporting papers pursuant to CSC MC No. 24, s. 2017 as amended, have been complied with, reviewed and found to be in order.

The position was published at CSC Bulletin of Vacant Position from N/A to N/A, 2025 and posted in three conspicuous places in the Provincial Government of Leyte from N/A to N/A, 2025 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on N/A, 2025.


RHODORA G. BONIFACIO
HRMO

Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB/Placement Committee during the deliberation held on N/A.


CORAZON M. ALVERO
Chairperson, HRMPSB/Placement Committee

CSC Notation

ANY ERASURE OR ALTERATION OF THE CSC ACTION SHALL NULLIFY OR INVALIDATE THIS APPOINTMENT EXCEPT IF THE ALTERATION WAS AUTHORIZED BY THE COMMISSION.

Original Copy - for the Appointee
Original Copy - for the Civil Service Commission
Original Copy - for the Agency

Acknowledgement

Received original/photocopy of appointment on JUL 01 2025


Appointee