



Item No.: 10
Date: 16 2025 DEC

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

OFFICE OF THE PROVINCIAL GOVERNOR
CARLOS JERICHO L. PETILLA

December 16, 2025

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

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: DEC 16 2025
By: [Signature]

Ladies and Gentlemen:

I am forwarding the appointment of MS. RHODORA G. BONIFACIO as my choice for the position of Provincial Government Department Head (Provincial Employment Office Manager), SG 26 for concurrence.

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

- Education : Bachelor's Degree preferably in any of the following:
-Operation Management (OM);
~~-Human Resource Management (HRM);~~
-Human Resource Development (HRD) and or allied fields
- Experience : Five (5) years of supervisory/management experience in program management relative to employment
- Training : None required
- Eligibility : Career Service (Professional/Secondary Level Eligibility)

Ms. Bonifacio completed a degree in Bachelor of Science in Hotel and Restaurant Management, Cum Laude, from the Leyte State College.

She held positions as former bank employee who served as Bank Teller I, Bank Teller IV and was eventually promoted to Senior Bank Teller in a supervisory capacity at the United Coconut Planters Bank. She held the positions for 13 years before entering government service. She decided to pursue a career in the government and was appointed as Human Resource Management Officer II, SG 15, on July 8, 2003. The position was reclassified to Administrative Officer IV (Human Resource Management Officer II), SG 15 on January 1, 2006. She was eventually promoted to Supervising Administrative Officer (Human Resource Management Officer IV), SG 22 of the Provincial Governor's Office. She has been in government service for 22 years. The core functions of such positions include recruitment, promotions, employment facilitation and other personnel actions within the purview of the Province's internal policies, the Civil Service Commission's rules and other statutory bodies.

These capacity building exposures and discharge of her actual duties and functions of the position merit her promotion to the post of Provincial Government Department Head (Provincial Employment Office Manager), SG 26. Henceforth, such movement 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 laws, rules and regulations.

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


CARLOS JERICHO L. PETILLA
Governor



Republic of the Philippines
Provincial Government of Leyte

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

RECEIVED:

DATE: _____

TIME: _____

NAME & SIGNATURE: _____

POSITION

Mr./Mrs./Ms.: RHODORA G. BONIFACIO

Provincial Government Department Head
You are hereby appointed as (Provincial Public Employment Service Office Manager) (SG 26)
(Position Title)

under Permanent status at the Provincial Public Employment Service Office (PESO)
(Permanent, Temporary, etc.) (Office/Department/Unit)

ONE HUNDRED TWENTY-SIX THOUSAND TWO HUNDRED FIFTY-
with a compensation rate of TWO PESOS (Php 126,252.00)
pesos per month.

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

Vacant, who _____ with Plantilla Item No. 1
(Transferred, Retired, etc.)

Page 35.

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

Very truly yours,


CARLOS JERICO L. PETILLA
Appointing Officer/Authority

DEC 16 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 **2025 Omnibus Rules on Appointments and Other Human Resource Actions**, have been complied with, reviewed, and found to be in order.

The position was published at CSC Bulletin of Vacant Position from November 18 to December 3, 2025 and posted in three (3) conspicuous places from November 18 to December 3, 2025 in consonance with Republic Act No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on December 10, 2025.

Rhodora G. Bonifacio
RHODORA G. BONIFACIO
HRMO

Certification

This is to certify that the appointee has been screened and found qualified by at least the majority of the HRMPSB/Placement Committee during the deliberation held on December 10, 2025.

Corazon M. Alvero
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 Agency
Certified True Copy - for the Civil Service Commission
Certified True Copy - for the Appointee

Acknowledgement

Received original/photocopy of appointment on DEC 16 2025

Rhodora G. Bonifacio
RHODORA G. BONIFACIO
Human Resource Merit Promotion and Selection Board Officer IV

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 if accomplished through own handwriting. Tick appropriate boxes and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

I. PERSONAL INFORMATION

1. SURNAME	BONIFACIO		
2. FIRST NAME	RHODORA	N/A	
MIDDLE NAME	GUEVARRA		
3. DATE OF BIRTH (dd/mm/yyyy)	08/03/1968	18. 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	Tacloban City	If holder of dual citizenship, please indicate the details.	
5. SEX AT BIRTH	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Lot 20 House/Block/Lot No. _____ Street _____ Aguirre Subdivision, Brgy. Abucay Subdivision/Village _____ Barangay _____ Tacloban City _____ Leyte _____ City/Municipality _____ Province _____ ZIP CODE 6500
7. HEIGHT (m)	1.57m	18. PERMANENT ADDRESS	Lot 20 House/Block/Lot No. _____ Street _____ Aguirre Subdivision, Brgy. Abucay Subdivision/Village _____ Barangay _____ Tacloban City _____ Leyte _____ City/Municipality _____ Province _____ ZIP CODE 6500
8. WEIGHT (kg)	60 kg	19. TELEPHONE NO.	none
9. BLOOD TYPE	"O"	20. MOBILE NO.	09173085416
10. UMID ID NO.	2001810753	21. E-MAIL ADDRESS (if any)	rhodorabonifacio@yahoo.com
11. PAG-IBIG ID NO.	080137338704		
12. PHILHEALTH NO.	19-052403792-4		
13. PhilSys Number (PSN):			
14. TIN NO.	107-191-930		
15. AGENCY EMPLOYEE NO.	PGO-P017		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BONIFACIO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (dd/mm/yyyy)
FIRST NAME	DANILO	NAME EXTENSION (JR., SR)	DANIEL RAYMART G. BONIFACIO	11/07/1995
MIDDLE NAME	LAZARO		DAWN RHODETTE G. BONIFACIO	30/08/1997
OCCUPATION	CIVIL ENGINEER/RETIRED PPDC		DIANE ROSEMARY G. BONIFACIO	25/12/2000
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS				
TELEPHONE NO.	9352793355			
24. FATHER'S SURNAME	GUEVARRA			
FIRST NAME	DOMINGO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GO			
25. MOTHER'S MAIDEN NAME				
SURNAME	GUTIERREZ			
FIRST NAME	ROSARIO			
MIDDLE NAME	BADULES			

(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
			From	To			
ELEMENTARY	Kapangi-an Central School Holy Infant College Rizal Central School	Elementary	1974 1977 1979	1977 1979 1980		1980	With Honors
SECONDARY	Leyte National High School	High School	01/06/1980	30/03/1984		1984	
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	Leyte State College	Bachelor of Science in Hotel and Restaurant Management	01/06/1984	25/03/1988		1988	Cum Laude
GRADUATE STUDIES	Leyte Institute of Technology	BS Supplemental Education Educational Mgt. & Supervision MA	1989 1991	1990 1992	18 units 18 units		

(Continue on separate sheet if necessary)

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

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (dd/mm/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	CSC-LEYTE FIELD OFFICE II ASSOCIATION OF HRM PRACTITIONERS, INC.	23/01/2025	PRESENT		SECRETARY
	ALLIANCE FOR SOCIAL EMPOWERMENT NETWORK SAVINGS OPPORTUNITY COOPERATIVE	03/01/2024	30/06/2025		BOD, CHAIRMAN
	ALLIANCE FOR SOCIAL EMPOWERMENT NETWORK SAVINGS OPPORTUNITY COOPERATIVE	06/01/2025	PRESENT		BOD, VICE CHAIRMAN
	PROVINCIAL ASSOCIATION OF TEST ADMINISTRATORS	03/10/2020	PRESENT		SUPERVISING EXAMINER

(Continue on separate sheet if necessary)

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

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (dd/mm/yyyy)		NUMBER OF HOURS	Type of L&D (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	2024 VISAYAS CONGRESS OF HUMAN RESOURCE MANAGEMENT PRACTITIONERS (HRMPs)	21/05/2024	22/05/2024	16 HRS.	LEADERSHIP	CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII
	2022 REGIONAL CONGRESS OF HUMAN RESOURCE MANAGEMENT PRACTITIONERS IN EASTERN VISAYAS	24/08/2022	26/08/2022	16 HRS.	SUPERVISORY	CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII
	2019 REGIONAL CONGRESS OF HUMAN RESOURCE PRACTITIONERS (HRMPs)	28/02/2019	01/03/2019	16 HRS.	SUPERVISORY	CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII
	SEMINAR WORKSHOP ON 2017 OMNIBUS RULES ON APPOINTMENTS AND OTHER HUMAN RESOURCE ACTIONS (Revised 2018)	15/11/2018	16/11/2018	16 HRS.	TECHNICAL	CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII
	ORIENTATION ON THE OMNIBUS RULES ON APPOINTMENTS AND OTHER HUMAN RESOURCE ACTIONS (ORA-OHRA)	20/11/2017	21/11/2017	16 HRS.	TECHNICAL	CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII
	2022 REGIONAL CONGRESS OF HUMAN RESOURCE MANAGEMENT PRACTITIONERS	21/04/2016	22/04/2016	16 HRS.	SUPERVISORY	CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII
	GOVERNANCE AND MANAGEMENT OF COOPERATIVES	11/03/2016	12/03/2016	16 HRS.	MANAGERIAL	VICTO NATIONAL COOP. DEV'T. CENTER
	STRATEGIC PLANNING	10/04/2015	12/04/2015	24 HRS.	MANAGERIAL	VICTO NATIONAL COOP. DEV'T. CENTER
	BASIC COOPERATIVE COURSE	31/01/2015	01/02/2015	16 HRS.	TECHNICAL	VICTO NATIONAL COOP. DEV'T. CENTER
	INVESTMENT BANKING	17/06/2015	17/06/2015	8 HRS.	TECHNICAL	VICTO NATIONAL COOP. DEV'T. CENTER
	SEMINAR WORKSHOP ON PROTOCOL AND SOCIAL GRACES	10/10/2015	11/10/2015	14.0	TECHNICAL	FOREIGN SERVICE INSTITUTE (DFA)
	3RD EASTERN VISAYAS CONGRESS OF HR MANAGEMENT PRACTITIONERS	14/09/2012	15/06/2012	16 HRS.	TECHNICAL	CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII
	COMPETENCY-BASED TRAINING 1 FOR HUMAN RESOURCE MANAGEMENT PRACTITIONERS COMPONENTS 1 & 2 (COMBINED)	05/10/2011	07/10/2011	24 HRS.	TECHNICAL	CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII
	LEAVE ADMINISTRATION COURSE FOR EFFECTIVENESS (LACE)	13/04/2010	14/04/2010	16 HRS.	TECHNICAL	CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII
	SEMINAR-WORKSHOP ON APPOINTMENTS PREPARATION (SWAP)	22/04/2010	22/04/2010	8 HRS.	TECHNICAL	CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII
	SEMINAR WORKSHOP ON REVISED POLICIES ON QUALIFICATION STANDARD	12/11/2003	12/11/2003	8 HRS.	TECHNICAL	CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII
	ORIENTATION PROGRAM ON PERSONNEL POLICIES	29/09/2003	30/09/2003	16 HRS.	TECHNICAL	CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII
	SUPERVISORY DEVELOPMENT COURSE TRACK 1 & 2			40 HRS.	SUPERVISORY	CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII
	LEAVE ADMINISTRATION-DISTANCE LEARNING PROGRAM	08/08/2003	30/08/2003	40 HRS	TECHNICAL	CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII
	ESSENTIAL SUPERVISION COURSE	10/10/2001	12/10/2001	24 HRS.	SUPERVISORY	UNITED COCONUT PLANTERS BANK-HEAD OFFICE
	BANKING ORIENTATION WORKSHOP	12/08/1991	16/08/1991	40 HRS	TECHNICAL	UNITED COCONUT PLANTERS BANK-HEAD OFFICE

(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)
	Computer Literate		MISS TACLOBAN BANKERS 1993		LEYTE COUNCIL OF HUMAN RESOURCE MANAGEMENT PRACTITIONERS
	Banking Operations and Investments				ALLIANCE FOR SOCIAL EMPOWERMENT NETWORK SAVINGS OPPORTUNITY
	HR Management (hiring, promotions and other personnel actions)				PROVINCIAL ASSOCIATION OF TEST ADMINISTRATORS
	Cooperative Management				
	Written Communications				
	Conduct of lectures and orientations				
	Culinary				

(Continue on separate sheet if necessary)

SIGNATURE	<i>Sharon C. Puyfari</i>	DATE	
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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: _____ resignation

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, as amended); and (c) Expanded Solo Parents Welfare Act (RA 11861), 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	OFFICE / RESIDENTIAL ADDRESS	CONTACT NO. AND/OR EMAIL
CORAZON M. ALVERO	Provincial Government of Leyte	9178386123
DR. EVELYN B. CRUZADA	Research Institute for Teacher Quality Philippine Normal University	9778536868
DIR. RINO E. ABAD	Department of Energy	9177057754



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: **GSIS 2001810753**

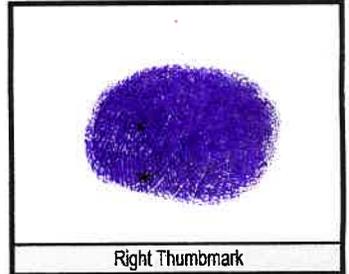
ID/License/Passport No.: _____

Date/Place of Issuance: _____

Marian G. Farfain

Signature (Sign inside the box)

Date Accomplished



SUBSCRIBED AND SWORN to before me this 10 DEC 2025 affiant exhibiting his/her validly issued government ID as indicated above.

Maria Khea Lina U. Enage

MARIA KHEA LINA U. ENAGE
Asst. Provincial Legal Officer/PGADH

Person Administering Oath