

Item No.: 09Date: 16 2025 DECRepublic 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 LeyteSangguniang Panlalawigan  
Province of Leyte  
**RECEIVED**  
Date: DEC - 16 2025  
By: [Signature]**Ladies and Gentlemen:**

I am forwarding the appointment of MS. PHYLLIS Y. SOLEDAD as my choice for the position of Provincial Government Department Head (Cooperatives Development Officer), SG 26 for concurrence.

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

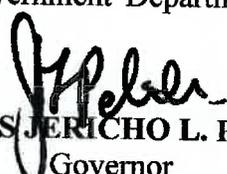
Education	:	Bachelor's Degree (Preferably in cooperatives, business administration with special training in cooperatives or any related course from a recognized college or university)
Experience	:	Five (5) years experience in cooperative organizations and management or other comparable experience
Training	:	None
Eligibility	:	Career Service Professional/Second Level Eligibility

Ms. Soledad completed a degree in Bachelor of Science in Commerce Major in Marketing Management from the Arellano University in Manila.

She held positions as Revenue Collection Clerk II, Executive Assistant III, and Local Treasury Operations H, III and IV of the Provincial Treasurer's Office. She was promoted to the position of Provincial Government Assistant Department Head, SG 24 of the Provincial Governor's Office on January 1, 2007. She has served the Provincial Government of Leyte in the past 36 years.

~~On top of the aforementioned positions, she was a former member of the Board of~~ Directors of the Alliance for Social Empowerment Network Savings Opportunity Cooperative (ASENSOCO), a CDA Registered Employees Cooperative of the Provincial Government of Leyte. She has served as one of the Board of Directors of the cooperative since 2008 and the incumbent Cooperative Treasurer since CY 2022 up to the present. Ms. Soledad assists the BODs in the formulation of sound Cooperative Development Plan, monitor and review the financial management operations, and provides financial reports during Board meetings. Her technical capacity was honed by attending various managerial, supervisory, and technical trainings such as Fundamentals of Cooperative Management and Governance, Credit Management, Basic Cooperative Course, Local Budgeting Accounting and Financial Administration, National Conference of Provincial Treasurers and Assessors, Supervisory Development Course Tracks 1, 2, 3 and 4 conducted by the Civil Service Commission.

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 (Cooperatives Development Officer), SG 26.

  
CARLOS JERICHO L. PETILLA  
Governor

Tel. No. (053) 321-4927 Telefax (053) 325-5156 Email: leyteprovince@leyte.org.ph



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.: PHYLLIS I. SOLEDAD

**Provincial Government Department Head**  
You are hereby appointed as (Provincial Cooperatives Development Officer) (SG 26)  
(Position Title)

under Permanent status at the Provincial Cooperatives Development Office (PCDO)  
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of ONE HUNDRED TWENTY-SIX THOUSAND TWO HUNDRED FIFTY-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 34.

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.**

### Acknowledgement

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

Received original/photocopy of appointment on DEC 16 2025  
**PHYLLIS J. SOLEDAD**  
PROV'L. GOV'T. ASST. DEPT. HEAL  
Appointee

# 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.

1. SURNAME	SOLEDAD		NAME EXTENSION (JR., SR)	
2. FIRST NAME	PHYLLIS			
MIDDLE NAME	IBÁÑEZ			
3. DATE OF BIRTH (dd/mm/yyyy)	15-Oct-1963	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	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	Marasbaras Street: Sandylane 77 Subdivision/Village: TACLOBAN LEYTE City/Municipality: LEYTE Province ZIP CODE: 6500	
7. HEIGHT (m)	155 cm.			
8. WEIGHT (kg)	52 kg.			
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	Marasbaras Street: Sandylane 77 Subdivision/Village: TACLOBAN LEYTE City/Municipality: LEYTE Province ZIP CODE: 6500	
10. UMID ID NO.	006-0057-8469-7			
11. PAG-IBIG ID NO.	1700-0005-3345			
12. PHILHEALTH NO.	13-000022297-7			
13. PhilSys Number (PSN):	3075-3615-8918-3658	19. TELEPHONE NO.	(053) 832 5793	
14. TIN NO.	157-168-325	20. MOBILE NO.	09173065392	
15. AGENCY EMPLOYEE NO.	n/a	21. E-MAIL ADDRESS (if any)	phyllis_soledad@yahoo.com	

22. SPOUSE'S SURNAME	SOLEDAD		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (dd/mm/yyyy)
FIRST NAME	EDUARDO DON	NAME EXTENSION (JR., SR)	FRANCES KAY I. SOLEDAD	1-Feb-1987
MIDDLE NAME	RUIZ		FRANCIS JEF I. SOLEDAD	4-Nov-1990
OCCUPATION				
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	(053) 832 5793			
24. FATHER'S SURNAME	IBÁÑEZ			
FIRST NAME	CARLOS	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DALFOIST			
25. MOTHER'S MAIDEN NAME	MORALES			
SURNAME	SEGUNDA FILIPINA			
FIRST NAME	ROXAS		(Continue on separate sheet if necessary)	
MIDDLE NAME				

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	Divine Word University	Elementary	1971	1976		1976	
SECONDARY	Divine Word University	High School	1976	1980		1980	
VOCATIONAL / TRADE COURSE	Leyte Training & Productivity Center	Caregiver	2001	2002		2002	
COLLEGE	Arellano University	Bachelor of Science in Commerce (Marketing)	1980	1984		1984	
GRADUATE STUDIES	UPV - Tacloban	Public Management			12 Units		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
-----------	--	------	--



**29. VOLUNTARY WORK INVOLVEMENT IN CIVILIC 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		

(Continue on separate sheet if necessary)

**30. 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			
	Fundamentals of Cooperatives and Governance and Management of Cooperative Seminars (Revised Guidelines)	18-Nov-23	19-Nov-23	16 hrs	Managerial	VICTO NATIONAL
	Strategic Planning Workshop Formulation of the Executive and Legislative Agenda	5-Oct-22	7-Oct-22	16 hrs	Managerial	DILG
	Fundamentals of Cooperatives	6-Sep-19	7-Sep-19	16 hrs	Technical	VICTO NATIONAL
	Training Workshop on Capacity Enhancement on RA 9184 and Revised IRR	26-Feb-19	27-Feb-19	16 hrs	Technical	DILG
	Credit Management and Effective Loan Processing	28-Sep-18	29-Sep-19	16 hrs	Technical	VICTO NATIONAL
	Governance and Management of Cooperatives	11-Mar-16	12-Mar-16	16 hrs	Managerial	VICTO NATIONAL
	Basic Cooperative Course	31-Jan-15	1-Feb-15	16 hrs	Technical	VICTO NATIONAL
	Seminar - Workshop on Crafting Strategic Performance Management System	17-Apr-13		8 hrs	Technical	CSC
	Communication Skills Enhancement and Technical Writing	28-Apr-06	27-Apr-06	16 hrs	Technical	CSC
	73rd National Conference of Provincial Treasurers and Assessors	17-Apr-06	21-Apr-06	32 hrs	Supervisory	PHALTRA
	72nd National Conference of Provincial Treasurers and Assessors	29-Aug-05	1-Sep-05	32 hrs	Supervisory	PHALTRA
	Ethics and Accountability	19-Jul-05	20-Jul-05	16 hrs	Supervisory	CSC
	71st National Conference of Provincial Treasurers and Assessors	6-May-03	9-May-03	32 hrs	Supervisory	PHALTRA
	70th National Conference of Provincial Treasurers and Assessors	22-Apr-02	25-Apr-02	32 hrs	Supervisory	PHALTRA
	Supervisory Development Course Track 1	20-Aug-01	23-Aug-01	32 hrs	Supervisory	CSC
	Supervisory Development Course Tracks 2 & 3	12-Nov-01	16-Nov-01	40 hrs	Supervisory	CSC
	Productivity Seminar for Executives	14-Jun-00		8 hrs	Managerial	Standing Ovations
	Local Government Budgeting Accounting and Financial Administration	10-Jun-99	11-Jun-99	16 hrs	Supervisory	DBM / Local Finance Committee

(Continue on separate sheet if necessary)

**31. SPECIAL SKILLS and HOBBIES**


32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)

33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
-----------	---	------	--

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: \_\_\_\_\_

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	TACLOBAN CITY	9178386123



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: OSCA ID

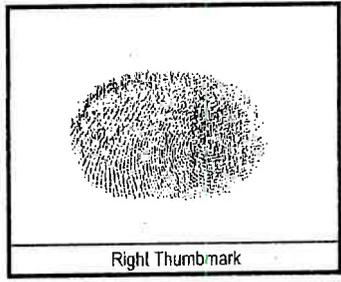
ID/License/Passport No.: 3623574

Date/Place of Issuance: 10/13/2023



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