### **DALISAY FORNES ANDRES**

Office of the Vice-President for Planning, Resource Generation and Auxiliary Services Visayas State University Visca, Baybay City, Leyte

Email Address: dalisay.andres@vsu.edu.ph



### PERSONAL DATA

### A. PERSONAL BACKGROUND

: 55 years old Husband: Age

Sex : Female **NELSON J. ANDRES** 

Civil Status : Married (with 1 daughter)

Date of Birth : October 24, 1968

: Filipino Nationality Height : 5'3" : 55.5 kilos Weight Religion : Roman Catholic

Father's Name : Ananias B. Fornes (deceased)

Mother's Name : Epifania V. Fornes

Languages/Dialects

Can speak or write : English, Tagalog, Cebuano

Present Address : A. Bonifacio St.

> Baybay, Leyte Philippines 6521 Cell #09176341498

### **B. EDUCATIONAL BACKGROUND**

ELEMENTARY -Franciscan College of the Immaculate Conception (FCIC)

Baybay, Leyte

1976-1981, graduated

SECONDARY -Franciscan College of the Immaculate Conception (FCIC)

Baybay, Leyte

1981-1985, graduated

COLLEGE Bachelor of Science in Commerce – Major in Accounting

Franciscan College of the Immaculate Conception (FCIC)

Baybay, Leyte

1985-1989, graduated

Bachelor of Science in Business Administration

Franciscan College of the Immaculate Conception (FCIC)

Baybay, Levte 1999-2001, 15 units

MASTERAL -Master in Public Administration

> College of Maasin 2019 - 2022

# C. ELIGIBILITY

	Rating	<u>Remark</u>	Place of Exam.	Date of Exam.
CSC - Professional	80.00	CSE-PR-2406-047	Tacloban City Cebu City Palo, Leyte	3-03-2024
CSC Sub-Professional	81.69	Passed		6/29/1997
Stenographer Exam.	88.71	Passed		10/28/2000

# D. MEMBERSHIP

VSU Personnel Association (VSUPA)	January 1990 - present
Administrative Personnel Assoc.(AdPA)	May 1994 – present
VSU Credit Development Cooperative (VSU-CDC)	February 1996 - present

# E. WORKING EXPERIENCES

October 1989 – December 1989	-	Accounting Clerk ( <i>Emergency</i> ) Accounting Division Visayas State College of Agriculture Baybay, Leyte
January 1990 – December 1991	-	Clerk I ( <i>Contractual</i> ) Department of Plant Breeding and Agricultural Botany (DPBAB) Visayas State College of Agriculture Baybay, Leyte
January 1992 - May 16, 2004	-	Clerk I ( <i>Casual</i> ) Department of Genetic Resources and Plant Breeding (DGRPB) Leyte State University Visca, Baybay, Leyte
May 17, 2004 – July 31, 2008	-	Administrative Aide III (Permanent) Department of Economics Visayas State University Visca, Baybay City, Leyte
August 1, 2008 – March 24, 2010	-	Administrative Aide IV (Permanent) Department of Economics Visayas State University Visca, Baybay City, Leyte
March 25, 2010 – Present	-	Administrative Aide VI (Permanent) Department of Economics Visayas State University Visca, Baybay City, Leyte

# F. TRAININGS/SEMINARS ATTENDED:

Participant -

Systems Analysis and Designs
The Electronic Data Processing Center (EDPC)

ViSCA, Baybay, Leyte May 13-25, 1991

Participant - Workshop on QUATTRO

Microcomputer Hardware & Information Processing Systems (MICROCHIPS)

Corpin Bldg., P. del Rosario St.

Cebu City June 2-14, 1991

Participant - Consultation Dialogue on the Provisions of the Updated

Auditing and Accounting Manual

PRCRTC Training Hall ViSCA, Baybay, Leyte November 5, 1992

Participant - Seminar on the Proper Preparation of the Vouchers,

Payrolls and their Supporting Documents

Agricultural Training Institute (ATI)

ViSCA, Baybay, Leyte December 2, 1992

Participant - Appointment Preparation and CSC Updates

DAEAM Building ViSCA, Baybay, Leyte February 4, 1994

Participant - Strengthening the Capability of ViSCA's Clerical Staff

ViSCA Social Hall ViSCA, Baybay, Leyte June 17, 18, 25, 1994

Participant - ViSCA Credit Cooperative Pre-Membership Seminar

**VLHS** Communication Arts Building

ViSCA, Baybay, Leyte September 7, 1996

Participant - Values Orientation Workshop (VOW)

FARMI Training Hall ViSCA, Baybay, Leyte August 17-19, 1998

Participant - Computer Training Program on Microsoft Excel '97

College Instrumentation Unit DAEAM, ViSCA, Baybay, Leyte

November 4-6, 1998

Participant - Computer Training Program on Microsoft Word '97

ViSCA-CHED Computer Center DAEAM, ViSCA, Baybay, Leyte

June 7-9, 1999

Participant - Training on the Development of Audiovisual Aids for Classroom Use

MMDC, Leyte State University

ViSCA, Baybay, Leyte August 16, 2002

Participant - Career and Personality Development for Clerks & Other Administrative

Staff

CCE, Leyte State University Visca, Baybay, Leyte May 21-22, 2003

#### Participant -Networking Productivity Tools Utilization

RDE AV Room, Leyte State University

Visca, Baybay, Leyte June 10-11, 2003

### Orientation & Briefing on Faculty Workload Computation & Participant -

Teacher's Evaluation

Internet Café, Leyte State University

Visca, Baybay, Levte

June 20, 2005

#### Participant -Orientation-Seminar on Reproductive Health, Adolescent

Reproductive Health and Gender

RHUB Center, Leyte State University

Visca, Baybay, Leyte

April 4, 2006

#### Participant -Training on Office Productivity Tools

Department of Computer Science & Technology

Leyte State University ViSCA, Baybay, Leyte

May 7-11, 2007

#### Participant -Training on Mental Health Education Program

Center for Continuing Education

Visayas State University Visca, Baybay, Leyte October 24-25, 2007

#### Participant -Seminar on Customer Service and Implementation of the

Citizens' Charter

Center for Continuing Education

Visayas State University Visca, Baybay, Leyte September 22, 2009

#### Participant -Training on Total Quality Management among Administrative Personnel

**Convention Center** Visayas State University Visca, Baybay, Leyte November 13-14, 2009

#### Participant -Training on RA 9184 and its Revised IRR (Modules I, II and V)

Center for Continuing Education

Visayas State University Visca, Baybay, Leyte July 29, 2010

Participant -Seminar on "Managing Perspectives for Success"

> **Convention Center** Visayas State University Visca, Baybay, Leyte March 4, 2011

Participant - Reorientation Seminar of Frontliners

Convention Center Visayas State University Visca, Baybay City, Leyte

July 7, 2011

Participant - Entrepreneurship Forum

Visayas State University Visca, Baybay City, Leyte

March 9, 2012

Participant - Personality Development Seminar for Frontliners

VSU, Visca, Baybay City, Leyte

September 20, 2012

Participant - Value Added Tax Seminar (4:00pm-6:30pm)

VSU Beach Garden Resort Visca, Baybay City, Leyte September 20, 2012

Participant - Briefing of Staff Involved in the Conduct of Evaluation of Academic

Staff by the Students

VSU, Visca, Baybay City, Leyte

January 14, 2013

Participant - Seminar on Intellectual Rights (IPR)

VSU Convention Center Visca, Baybay City, Leyte

March 6, 2013

Participant - Energy Efficiency and Conservation Seminar

Convention Center VSU, Baybay City, Leyte

March 13, 2013

Participant - Value Added Tax Seminar (Updated)

College of Forestry, VSU Visca, Baybay City, Leyte

March 21, 2014

Participant - Promoting Public Awareness on Economic Issues through Social Actions

Department of Economics VSU, Visca, Baybay City, Leyte November 26, 2014

November 20, 2012

Facilitator - Advance Data Management: Getting Started with Custom Tables in SPSS

for Window

Department of Economics VSU, Visca, Baybay City, Leyte

February 11, 2015

Participant - Planning Workshop: On the Preparation & Processing of Documents

Relative to Procurement"

OVPAF, VSU, Visca, Baybay City, Leyte

May 27, 2015

Participant - Developing an IPM System: Process and Tools and Pesticides - Tools or

Toxins?

RDE Hall, VSU, Visca, Baybay City, Leyte

February 23, 2016

Participant - Financial Literacy and Innovation Seminar

Center for Continuing Education VSU, Visca, Baybay City, Leyte

March 3, 2016

Participant - Climate Change Challenge to Industrial Development in the Philippines

Seminar

Center for Continuing Education VSU, Visca, Baybay City, Leyte

March 4, 2016

Participant - Seminar on the Sacrament of Confirmation

Formation Center Baybay City, Leyte February 13, 2016

Participant - Gender Sensitivity Training and Anti-Sexual Harassment Orientation

for CME Faculty and Staff
ISRD, Visayas State University
Visca, Baybay City, Leyte

April 27, 2016

Participant - Training Workshop on Transforming Thesis Output into Publishable Article

Department of Economics, Visayas State University

Visca, Baybay City, Leyte

June 21-24, 2016

Participant - Procurement Act Orientation

CCE Building, Visayas State University

Visca, Baybay City, Leyte

September 9, 2016

Participant - Procurement Planning Workshop

CCE Building, Visayas State University

Visca, Baybay City, Leyte September 13, 2016

Participant - HIV in the Workplace Seminar

CCE Building, Visayas State University

Visca, Baybay City, Leyte

December 9, 2016

Participant - Department of Economics Strategic Planning and Workshop

CCE Building, Visayas State University

Visca, Baybay City, Leyte February 27-28, 2017

Participant - Entrepreneurship and Export Competitiveness Seminar

CCE Building, Visayas State University

Visca, Baybay City, Leyte

March 17, 2017

Participant - 16th Young Economists' Convention

De la Salle University

Manila

July 14-15, 2017

Participant - Orientation on Basic Customer Service and Work Values

Visayas State University Visca, Baybay City, Leyte

September 5, 2017

Participant - Lecture - Seminar on Project Feasibility Study

Visayas State University Visca, Baybay City, Leyte November 16, 2017

Visayas State University Visca, Baybay City, Leyte

January 10, 2018

Participant - Data Science Jobs in the Industry: What to Look For

Visayas State University Visca, Baybay City, Leyte

January 26, 2018

Participant - Ambisyon Natin 2040

Participant -

Visayas State University Visca, Baybay City, Leyte

March 1, 2018

Participant - Implementing Gender-Responsive Research and Extension Programs

Outcome-Based Education (OBE) Workshop on Syllabus Preparation

Visayas State University Visca, Baybay City, Leyte

March 14, 2018

Participant - Workshop on Review and Revision of Existing VSU Organizational

Structure

Visayas State University Visca, Baybay City, Leyte

July 30, 2018

Participant - Performance Targeting Workshop

Visayas State University Visca, Baybay City, Leyte

July 31, 2018

Participant - Target Setting Workshop

**Convention Center** 

Visca, Baybay City, Leyte August 20-21, 2018

Participant - Seminar-Workshop on Open Data Kit (ODK)

Department of Statistics, 3/F of Old Library Building

Visca, Baybay City, Leyte

March 7, 2019

Participant - Seminar-Workshop on Implementation Ready Project Proposal Preparation

Office of the Vice-President for Administration & Finance

Visca, Baybay City, Leyte

March 15, 2019

Participant - Developing Effective Work Teams

Fersal Hotel, Puerto Princesa City

Palawan

May 7-10, 2019

Participant - In-House Training on Republic Act 9184 and the 2016 Revised

Implementing Rules and Regulations

Visca, Baybay City, Leyte

June 10-12, 2019

Participant - Philippine Government Electronic Procurement System (PhilGEPS)

Training for Buyers

Mineski Infinity, Cagayan de Oro City

July 17-18, 2019

Participant - Introduction to Cybersecurity

Department of Information & Communication Technology

Valenzuela City, Metro Manila

September 2-3, 2019

Participant - Bread and Pastry Production NC II

Technical Education and Skills Development Authority (TESDA)

Palermo Hotel Institute of Tourism and Hospitality, Inc.

Baybay City, Leyte

July 24 – August 16, 2019

Participant - Cyber Security Training

**Convention Center** 

Visca, Baybay City, Leyte December 18-19, 2019

Participant - Webinar Series on Government Procurement Under the New Normal

via Zoom

Visayas State University Visca, Baybay City, Leyte

July 24, 2020

Participant - Workshop on Listing and Categorization of Items for the PPMP

Visayas State University Visca, Baybay City, Leyte

August 20, 2020

Participant - Training on Identification of Proper and Complete Items Technical

Specifications and Parameters and Orientation of the Purchase Request (PR) Module of the Supply Properties Procurement Management

Information System (SPPMIS)

Visayas State University Visca, Baybay City, Leyte

August 28, 2020

Participant - Workshop on the Assessment of Accomplishment and Target Setting of

the Strategic Plan

Visayas State University Visca, Baybay City, Leyte September 30, 2020 Participant -Operational Planning Workshop and Reframing of the Strategic Plan

> Visayas State University Visca, Baybay City, Leyte

October 5-7, 2020

Participant -Webinar on "Understanding Sustainable Procurement in Conformance with

> ISO 20400:2017" Via Zoom Visayas State University Visca, Baybay City, Leyte

October 30, 2020

Participant -Webinar on Information Security and Document Control in

Conformance with ISO 27001:2013" Via Zoom

Visayas State University Visca, Baybay City, Leyte

November 6, 2020

Participant -Data-Driven Governance Training (via Zoom)

Visayas State University Visca, Baybay City, Leyte November 9-13, 2020

Participant -Webinar Presentation on "Document Tracking System"

> Visayas State University Visca, Baybay City, Leyte November 13, 2020

Participant -Webinar on "ISO 55001:2014 Asset Management Foundation"

> Visayas State University Visca, Baybay City, Leyte November 27, 2020

Participant -"ISO 9001:2015 Awareness/Reawareness Webinar"

> QAC, Visayas State University Visca, Baybay City, Leyte November 27, 2020

Participant -Webinar on "Sustainable Procurement based on ISO 20400:2017"

> Visayas State University Visca, Baybay City, Leyte December 4, 2020

Participant -Virtual Client Connection: A PS-DBM Online Learning Engagement

Department of Budget and Management

Procurement Service December 9, 2020

Participant -Webinar on "How to Conduct Internal Quality Audit"

> Visayas State University Visca, Baybay City, Leyte December 11, 2020

Participant -Webinar on "How to Develop Internal Audit Trails"

> Visayas State University Visca, Baybay City, Leyte December 18, 2020

Participant - Webinar on "How to be an Internal Quality Auditor"

Visayas State University Visca, Baybay City, Leyte

January 8, 2021

Participant - Webinar on "How to Handle a Difficult Audit"

Visayas State University Visca, Baybay City, Leyte

January 16, 2021

Participant - FY 2021 Procurement Forum Plenary Session and Breakout Session on

Early Procurement Activities and the 2022 National Elections (via Zoom)

Visayas State University Visca, Baybay City, Leyte

January 20, 2021

Participant - Webinar on "Control your Records before They Control You:

The Basics of Records Management and Records Control"

Visayas State University Visca, Baybay City, Leyte

January 27, 2021

Participant - Webinar on "Sexual Orientation & Gender Identity: Understanding

the Coping Mechanisms of the Filipino Youth"

Visayas State University Visca, Baybay City, Leyte

February 17, 2021

Participant - Webinar on "How to Speak on a Digital Stage and Capture the Limelight"

Visayas State University Visca, Baybay City, Leyte February 23, 2021 *via Zoom* 

Participant - Gender, Climate, and Disaster Resilience: Challenges of Equity and

Sustainability (via Zoom) Visayas State University Visca, Baybay City, Leyte

March 1, 2021

Participant - Rebuilding the Economy from the COVID – 19 Pandemic: The Role of

SUCs and HEIs (via Zoom) Visayas State University Visca, Baybay City, Leyte

March 5, 2021

Participant - Webinar on "How to Conduct Documents and Records Audit"

Visayas State University Visca, Baybay City, Leyte

March 19, 2021

Participant - Webinar on Internal Quality Audit Best Practice "Do's and Don'ts in IQA"

Visayas State University Visca, Baybay City, Leyte

March 19, 2021

Participant - Webinar on How to Conduct a Process Audit

Visayas State University Visca, Baybay City, Leyte April 16, 2021 (9:00-10:00 AM)

Participant - Webinar on Best Practices in Writing and Publishing Your Research

Paper

Visayas State University Visca, Baybay City, Leyte April 16, 2021 (2:00 – 5:00 PM)

Participant - Webinar on ISO DOCUMENT CONTROL - Explained

Visayas State University Visca, Baybay City, Leyte

April 30, 2021 (9:00 – 10:00 AM)

Facilitator - Webinar on Research Forum: Discover the World of Public Administration

Visayas State University Visca, Baybay City, Leyte

May 8, 2021 (8:00AM – 12:00NN)

Participant - Virtual Training on RA 9184 and its Revised Implementing Rules and

Regulations

Visayas State University Visca, Baybay City, Leyte

May 17-21, 2021

Participant - Webinar on Correcting Corrective Actions

Visayas State University Visca, Baybay City, Leyte

May 28, 2021 (9:00AM-10:00AM)

Participant - Re-Orientation of Employees' Duties and Responsibilities and Good

**Customer Services** 

Office of the Director for Human Resource Management

Visca, Baybay City, Leyte

September 23, 2021 (8:30AM – 12:00NN)

Participant - Webinar on Women's Reproductive Health: Breast Cancer and

**Gynecological Cancers** 

Office of the Chief University Services for Health, Emergency and Rescue

Visca, Baybay City, Leyte

October 7, 2021 (2:00PM-5:00PM)

Participant - Webinar on Women Inspiring Women

VSU Gender Resource Center Visca, Baybay City, Leyte

March 7, 2022

Participant - A Webinar on Menopause and other Common Gynecologic Problems

VSU Gender Resource Center Visca, Baybay City, Leyte

March 31, 2022

Participant - Virtual Data Privacy Act of 2012 Awareness Seminar

Visayas State University Visca, Baybay City, Leyte

April 7, 2022

Participant - Webinar on "My Changing Body"

USHER, VSU

Visca, Baybay City, Leyte

May 2, 2022

Participant - Philippine Government Electronic Procurement System (PhilGEPS)

Online Training for Buyers Visca, Baybay City, Leyte

May 30-31, 2022

Participant - Disaster Risk Reduction Management (DRRM) Training for LGU -

Baybay City, Leyte

Visca, Baybay City, Leyte

June 4, 2022

Participant - Application of Virtual Reality to Agriculture, Land Use and

**Transportation** 

International Affairs Office, VSU

June 22, 2022

Participant - Typhoon Awareness and Calamity Readiness

Department of Meteorology VSU, Visca, Baybay City, Leyte

June 29, 2022

Participant - 33<sup>rd</sup> Sustainable Share Growth Seminar "The Philippine Construction

Industry and Directly Unproductive Extra Costs: A Regional Perspective"

Visca, Baybay City, Leyte

July 18, 2022

Participant - In-House Training on Public Financial Management

CCE Building, Visca, Baybay City, Leyte

August 3-5, 2022

Participant - Online Training entitled "Technology Forum on Disaster Risk Reduction

and Management" during the 2022 Eastern Visayas Regional Science and

Technology Week

Visca, Baybay City, Leyte

August 25, 2022

Participant - Orientation/Re-orientation of Duties and Responsibilities of dDRCs and

AdDRCs, and Cascading of Documents and Records Control Procedures

Manuals and Guidelines

CCE, Visca, Baybay City, Leyte

September 7, 2022

Participant - Training on "Attaining Work-Life Balance and Productivity"

POAP, Great Eastern Hotel, Manila

November 9-11, 2022

Participant - Training-Workshop on Root Cause Analysis

Visca, Baybay City, Leyte

November 17, 2022

Participant - Facilitator during the Training Workshop on "Risk Assessment"

Macrohon, Southern Leyte November 24-25, 2022 Participant - Layo na, pero layo pa: Conversations on Creating a Gender-Equal and

Socially-Inclusive University Visca, Baybay City, Leyte

March 8, 2023

Participant - Philippine Procurement Systems & Updates and Property Appraisal &

Disposal in Government

Rizal Technological University, Boni Avenue, Mandaluyong City

June 28-30, 2023

Participant - Gender Sensitivity Orientation for VSU Faculty and Staff

Visayas State University, Via Zoom

July 11, 2023

Participant - GPPB Basic Course Training on the RA 9184 and its Revised Implementing

Rules and Regulations Act of 2016 for Visayas State University

Visayas State University August 22-24, 2023

Participant - ISO 9001:2015 Awarness & Re-awareness Webinar

Office of the Director for Quality Assurance

Visayas State University

August 29, 2023

Participant - "Unlocking Excellence: The 5S Revolution for Clerks and Heads at

Visayas State University: Visayas State University November 29, 2023

Participant - HRIS Software Onboarding

Visayas State University December 6, 2023

Participant - Orientation of Guidelines and Procedures on Processes/Services of the

Offices under Administrative Services Office (ASO)

Visayas State University February 23, 2024

Participant - Shaping Culture: Embracing Values for Productive Workplace Performance

Visayas State University

May 15, 2024

Facilitator - Strategic Foresight-Scenario Building Training Workshop

Visayas State University

July 15-26, 2024

## G. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC/NON-GOVERNMENT/ PEOPLE/VOLUNTARY ORGANIZATIONS

• Served as Volunteer in packing/repacking and distribution of relief goods for Haiyan/ Yolanda Victims and helped identify places and people in needs at the different barangays affected by the super typhoon.

Baybay City, Leyte

January 2, 2015

 Assists the students, parents, and Godparents during the Confirmation Rites Immaculate Conception Parish Baybay City, Leyte February 27, 2016

# Served as Catechist Pedro de Veyra – Zone 14, Baybay City, Leyte May 7, 2016

- Involved in Children's Feeding Program
   Pedro de Veyra Zone 14, Baybay City, Leyte
   May 8, 2016
- Served as Catechist
   Pedro de Veyra Zone 14, Baybay City, Leyte
   May 21, 2016
- Involved in Children's Feeding Program Pedro de Veyra – Zone 14, Baybay City, Leyte May 22, 2016
- Attendance to 2<sup>nd</sup> Regional Catholic Charismatic Conference IEC Convention Center Cebu
   23 Minore Park, John Paul II Avenue, Cebu City November 5-6, 2016

### H. AWARDS & RECOGNITION

### Loyalty Award for 15 Years of Continuous and Dedicated Service to VSU

January 1, 1992 to December 31, 2007

Given: September 30, 2010

### Certificate of Recognition for being a Jubilarian

Franciscan College of the Immaculate Conception

Baybay City, Leyte

Given: December 29, 2010

## Loyalty Award for 20 Years of Continuous and Dedicated Service to VSU

January 1, 1992 to December 31, 2011

Given: September 28, 2012

### Best Administrative Support Staff

Visayas State University Visca, Baybay City, Leyte Given: August 10, 2016

# Loyalty Award for 30 Years of Continuous and Dedicated Service to VSU

January 1, 1992 to January 1, 2022

Given: September 27, 2022

## I. REFERENCES

Dr. Moises Neil V. Seriño Vice-President for Planning, Resource Generation and Auxiliary Services Visayas State University, Visca, Baybay City, Leyte

Dr. Dilberto O. Ferraren Philippine RootCrops Center Visayas State University Visca, Baybay City, Leyte

Dr. Ma. Salome B. Bulayog Retired Professor, Department of Economics Visayas State University Visca, Baybay City, Leyte

Prepared and submitted by:

**DALISAY F. ANDRES**