

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 () ☐ 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	VERGIS		
FIRST NAME	VALERIE	NAME EXTENSION (JR., SR.) NONE	
MIDDLE NAME	YAMON		
3 DATE OF BIRTH (mm/dd/yyyy)	05/19/1992	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	BAYBAY 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 checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17 RESIDENTIAL ADDRESS	R. MAGBAYSAY AVENUE Street POBLACION ZONE 16 Barangay BAYBAY CITY City/Municipality LEYTE Province 5521 PHILIPPINES
7 HEIGHT (m)	1.56	ZIP CODE	466 30 DE DICIEMBRE STREET House/Block/L of No. Street POBLACION ZONE 11 Barangay BAYBAY CITY City/Municipality LEYTE Province 6521 PHILIPPINES
8 WEIGHT (kg)	60		
9 BLOOD TYPE	B+		
10 GSIS ID NO	CRN-021-1441-8106-2		
11 PAG-IBIG ID NO	121102322549	18 PERMANENT ADDRESS	466 30 DE DICIEMBRE STREET House/Block/L of No. Street POBLACION ZONE 11 Barangay BAYBAY CITY City/Municipality LEYTE Province 6521 PHILIPPINES
12 PHILHEALTH NO	13-000110982-1	19 TELEPHONE NO.	NONE
13 SSS NO	NONE	20 MOBILE NO.	+63 9308048018
14 TIN NO	429-465-902-000	21 E-MAIL ADDRESS (if any)	valerie.vergis@vsu.edu.ph
15 AGENCY EMPLOYEE NO	V00821		

II. FAMILY BACKGROUND

22 SPOUSE'S SURNAME	VERGIS		23 NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ALBERT	NAME EXTENSION (JR., SR.) NONE	THEO EZEKIEL Y. VERGIS	07/09/2021
MIDDLE NAME	MUAÑA			
OCCUPATION	NONE			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO	+63 9967114987			
24 FATHER'S SURNAME	YAMON			
FIRST NAME	VICENTICO (DECEASED)	NAME EXTENSION (JR., SR.) NONE		
MIDDLE NAME	BALTAR			
25 MOTHER'S MAIDEN NAME				
SURNAME	VALENZONA			
FIRST NAME	VIOLETA			
MIDDLE NAME	ARDIENTE			

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	BAYBAY II SOUTH CENTRAL SCHOOL	PRIMARY EDUCATION	2000	2004	N/A	2004	Diploma
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	HIGH SCHOOL	2004	2008	N/A	2008	Diploma
VOCATIONAL / TRADE COURSE	NONE	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS in Agribusiness	2008	2012	N/A	2012	Diploma
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master of Management in Agribusiness Management	2014	present	40 units earned	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/12/2023
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29	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Singles for Christ - Immaculate Conception Parish	04 / 27 / 2014	05 / 26 / 2016	--	Facilitator / Household Leader
	Singles for Christ - Immaculate Conception Parish	08 / 01 / 2009	04 / 26 / 2014	--	Member / Assisting, participating organization activity
	Commission on Youth- Immaculate Conception Parish	05 / 01 / 2011	05 / 31 / 2013	--	President/ Planning, Leading, Organizing, Controlling
	Youth Catechist Leader- Immaculate Conception Parish	01 / 01 / 2013	05 / 31 / 2013	--	President/ Planning, Leading, Organizing, Controlling
	Commission on Youth- Immaculate Conception Parish	01 / 01 / 2008	04 / 31 / 2011	--	Treasurer
	Couples for Christ - Immaculate Conception Parish	11 / 01 / 2021	present	--	Member / Assisting, participating organization activity
	Kabalikat Clivcom - 938 Station, Baybay Chapter	06 / 01 / 2018	present	--	Member / Assisting, participating organization activity


(Continue on separate sheet if necessary)

30	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of ID (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Laws and Rules on Government Expenditures	10/25/2022	10/28/2022	32	Onboarding	Mini-Theater, COA RO No. VIII, Candahug, Palo Leyte
	ISO 9001:2015 Awareness/Re-awareness Seminar	08/30/2022	08/31/2022	16	Quality Training	RDE Hall, VSU
	Webinar on the Guidelines on Gender-Based Sexual Harassment in Higher Education Institutions	08/03/2022	08/03/2022	4	Safety Training	Webinar thru Zoom
	Hands-only Cardiopulmonary Resuscitation	07/21/2022	07/22/2022	16	Safety Training	VSU Gymnasium
	Webinar on Revenue Issuances in relation to Income Tax Filing	03/11/2021	03/11/2021	8	Onboarding	Webinar thru Zoom with BIR Ormoc Branch
	Webinar "RA 11313 Safe Spaces Act"	12/10/2020	12/10/2020	8	Safety Training	Webinar thru Zoom
	Webinar ISO 9001:2015 Awareness/Re-awareness	11/27/2020	11/27/2020	8	Quality Training	Webinar thru Zoom
	Strategic Planning Workshop- Finance Management Office	7/22/2020	7/24/2022	24	Soft skills development	OVPAF, VSU
	Training on Geographic Information System using QGIS	06/06/2016	06/08/2016	24	Technical skills development	DCST, VSU
	Seminar-Workshop on Research, Development and Extension (RDE) Proposal Preparation	02/12/2015	02/13/2015	16	Technical skills development	RERC- CoE, VSU
	Outcomes-Based Education (OBE) Workshop	01/22/2015	01/23/2015	16	Technical skills development	College of Engineering, VSU
	Re-orientation Seminar on Customer Service, Work Values and Anti-Red Tape Law	09/10/2014	09/10/2014	8	Onboarding	G/F CCE Bldg, VSU
	Research, Development & Extension In-House Review	06/03/2014	06/04/2014	16	Technical skills development	College of Engineering, VSU
	1st Young Professionals' Congress	8/2/2013	8/4/2013	3days	Soft skills development	Bato Leyte (Parish)
	Facilitator's Workshop and Training	04/ /2013	04/ /2013	8	Soft skills development	Saint Joseph College, Maasin City
	Leadership Training	02/ /2012	02/ /2012	2days	Soft skills development	Baybay City, Leyte
	Seminar on Personality Development	9/24/2011	9/24/2011	8	Soft skills development	Visayas State University
	Seminar on Clear and Effective Writing	9/20/2011	9/20/2011	8	Technical skills development	Visayas State University
	Seminar on Commercializing Innovations	9/4/2011	9/4/2011	8	Technical skills development	Visayas State University
	Managing Perspective for Success by Mr. F. J. Kong	03/ /2011	03/ /2011	8	Soft skills development	Visayas State University

(Continue on separate sheet if necessary)

OTHER INFORMATION		
31	32	33
SPECIAL SKILLS AND HOBBIES	NON ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Computer Literate on MS Office Programs	MODEL CLERK OF THE YEAR AWARDEE given at 99th VSU founding Anniversary Convocation Program, VSU Gymnasium on 27 April 2023	Leyte State University Administrative Personnel Association (LSU-AdPA)
Basic Sales, Marketing, and Accounting Skills	na	Visayas State University Graduate School
Energetic Performer, Quick Study, Positive Attitude	na	Visayas State University Alumni (College)
Dancing	na	Visayas State University Alumni (High School)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/12/2023
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: center;">N/A</p>
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: <u>N/A</u></p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p style="padding-left: 40px;">Date Filed: _____ N/A</p> <p style="padding-left: 40px;">Status of Case/s: _____ N/A</p>
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: <u>N/A</u></p>
<p>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?</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: <u>finished contract as research assistant</u></p>
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____ N/A</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____ N/A</p>
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p> <p style="text-align: center;">N/A</p>
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____ N/A</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____ N/A</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____ N/A</p>

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

NAME	ADDRESS	TEL. NO.
Prof. Nilda T. Amestoso	VSU, Visca Baybay City	335-2654
Prof. Arthur It. Tambong	VSU, Visca Baybay City	335-2624
Rev. Fr. Stanley B. Mepico	Diocese of Maasin, Southern Leyte	563-9075

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:	GSIS UMID
ID/License/Passport No.:	CRN-021-1441-8106-2
Date/Place of Issuance:	Maasin City

Signature (Sign inside the box)
Date Accomplished 07/12/2023

Right Thumbmark

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

Person Administering Oath