

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)

I. PERSONAL INFORMATION

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	☒ Filipino ☐ Dual Citizenship
4. PLACE OF BIRTH	BAYBAY LEYTE	If holder of dual citizenship, please indicate the details.	☐ by birth ☐ by naturalization P.S. indicate country.
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	R. MAGSAYSAY AVENUE
7. HEIGHT (m)	1.56	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	60		POBLACION ZONE 16
9. BLOOD TYPE	B+		Subdivision/Village Barangay
10. GSIS ID NO.	CRN-021-1441-8106-2		BAYBAY CITY LEYTE
11. PAG-IBIG ID NO.	121102322549		City/Municipality Province
12. PHILHEALTH NO.	13-000110982-1	6521 PHILIPPINES	
13. SSS NO.	NONE	18. PERMANENT ADDRESS	466 30 DE DICIEMBRE STREET
14. TIN NO.	429-465-902-000	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V00821		POBLACION ZONE 11
			Subdivision/Village Barangay
			BAYBAY CITY LEYTE
			City/Municipality Province
		6521 PHILIPPINES	
		19. TELEPHONE NO.	NONE
		20. MOBILE NO.	+63 9308048018
		21. E-MAIL ADDRESS (if any)	valerie.vergis@vsu.edu.ph

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		N/A	N/A
OCCUPATION	FACULTY		N/A	N/A
EMPLOYER/BUSINESS NAME	FRANCISCAN COLLEGE OF IMMACULATE CONCEPTION		N/A	N/A
BUSINESS ADDRESS	FCIC, BAYBAY CITY, LEYTE		N/A	N/A
TELEPHONE NO.	+63 9967114987		N/A	N/A
24. FATHER'S SURNAME	YAMON		N/A	N/A
FIRST NAME	VICENTICO (DECEASED)	NAME EXTENSION (JR., SR.) NONE	N/A	N/A
MIDDLE NAME	BALTAZAR		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	VALENZONA		N/A	N/A
FIRST NAME	VIOLETA		N/A	N/A
MIDDLE NAME	ARDIENTE		(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	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
	THE COLLEGE OF MAASIN	Master in Public Administration	2024	present	0 units earned	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/12/2024
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IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	Civil Service Eligibility (Professional Level)	83%	05/03/2015	Tacloban City	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

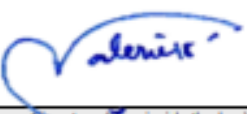
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/12/2024
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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 (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	Singles for Christ - Immaculate Conception Parish	04 / 27 / 2014	05 / 26 / 2016	NA	Facilitator / Household Leader	
	Singles for Christ - Immaculate Conception Parish	08 / 01 / 2009	04 / 26 / 2014	NA	Member / Assisting, participating organization activity	
	Commission on Youth- Immaculate Conception Parish	05 / 01 / 2011	05 / 31 / 2013	NA	President/ Planning, Leading, Organizing, Controlling	
	Youth Catechist Leader- Immaculate Conception Parish	01 / 01 / 2013	05 / 31 / 2013	NA	President/ Planning, Leading, Organizing, Controlling	
	Commission on Youth- Immaculate Conception Parish	01 / 01 / 2008	04 / 31 / 2011	NA	Treasurer	
	Couples for Christ - Immaculate Conception Parish	11 / 01 / 2021	present	NA	Member / Assisting, participating organization activity	
	Kabalikat Civicom - 938 Station, Baybay Chapter	06 / 01 / 2018	present	NA	Member / Assisting, participating organization activity	
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)						
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	AGAP Convention-Seminar "Inclusive and Innovative Finance: What Finance Managers Need to Know"	10/18/2023	10/21/2023	32	Soft skills development	SMX Convention Center, Bacoled City
	Accounting for Non-Accountants	09/11/2023	09/14/2023	32	Technical skills development	Training Center, COA RD No. VII, Candahug, Palo Leyte
	GPPB Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016 for VSU	08/22/2023	08/24/2023	24	Technical skills development	PhilRootcrops Training Hall, VSU
	Laws and Rules on Government Expenditures	10/25/2022	10/28/2022	32	Onboarding	Mini-Theater, COA RD 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	22/07/2020	24/07/2022	24	Soft skills development	OVPAP, 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	GF 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	02/08/2013	04/08/2013	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	24/09/2011	24/09/2011	8	Soft skills development	Visayas State University
	Seminar on Clear and Effective Writing	20/09/2011	20/09/2011	8	Technical skills development	Visayas State University
	Seminar on Commercializing Innovations	04/09/2011	04/09/2011	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)						
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 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	LOYALTY AWARD recognition of ten (10) years of continuous and dedicated service to VSU (August 2, 2013-August 1, 2023) given at RDE Hall, VSU on September 29, 2023.		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	02/12/2024	

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? b. within the fourth degree (for Local Government Unit - Career Employees)?	☐ YES ☒ NO ☐ YES ☒ NO If YES, give details: _____ N/A	
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	☐ YES ☒ NO If YES, give details: <u>N/A</u> ☐ YES ☒ NO If YES, give details: _____ Date Filed: _____ N/A Status of Case/s: _____ N/A	
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: <u>N/A</u>	
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: _____ <u>finished contract as research assistant</u>	
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? 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: _____ N/A ☐ YES ☒ NO If YES, give details: _____ N/A	
39. Have you acquired the status of an immigrant or permanent resident of another country?	☐ YES ☒ NO If YES, give details (country): _____ N/A	
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? b. Are you a person with disability? c. Are you a solo parent?	☐ YES ☒ NO If YES, please specify: _____ N/A ☐ YES ☒ NO If YES, please specify ID No: _____ N/A ☐ YES ☒ NO If YES, please specify ID No: _____ N/A	
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.		
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 02/12/2024	 PHOTO Right Thumbmark
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
Person Administering Oath		