

## 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 ( ☐ ) and 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	VALENZONA		
FIRST NAME	VALERIE	NAME EXTENSION (JR., SR) NONE	
MIDDLE NAME	CIRCULADO		
3. DATE OF BIRTH (mm/dd/yyyy)	8/5/1994	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	BRGY. PANGASUGAN BAYBAY CITY, 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	House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____ ZIP CODE 6521-A
7. HEIGHT (m)	1.65	18. PERMANENT ADDRESS	House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____ ZIP CODE 6521-A
8. WEIGHT (kg)	75		House/Block/Lot No. _____ Street _____ Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____ ZIP CODE 6521-A
9. BLOOD TYPE	O	19. TELEPHONE NO.	NONE
10. GSIS ID NO.	CRN-021-3136-2040-6	20. MOBILE NO.	0950 444 1319
11. PAG-IBIG ID NO.	1212-0156-7625	21. E-MAIL ADDRESS (if any)	<a href="mailto:valeriedcirculado@gmail.com">valeriedcirculado@gmail.com</a>
12. PHILHEALTH NO.	13-025360778-6		
13. SSS NO.	NONE		
14. TIN NO.	492-053-316-000		
15. AGENCY EMPLOYEE NO.	V001121		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	VALENZONA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ALEMAR	NAME EXTENSION (JR., SR) NONE	ALEANNA MARRIE C. VALENZONA	12/1/2015
MIDDLE NAME	NAPOLES			
OCCUPATION	LABORER			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY (VSU)			
BUSINESS ADDRESS	BRGY. PANGASUGAN, VISCA, BAYBAY CITY, LEYTE			
TELEPHONE NO.	NONE			
24. FATHER'S SURNAME	CIRCULADO			
FIRST NAME	GEORGE	NAME EXTENSION (JR., SR) NONE		
MIDDLE NAME	SABADO			
25. MOTHER'S MAIDEN NAME				
SURNAME	DABALOS			
FIRST NAME	ROSALINA			
MIDDLE NAME	LAPARA		(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	PANGASUGAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	06/01/2001	03/30/2007	GRADUATED	2007	FIRST HONORS
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	06/01/2007	04/01/2011	GRADUATED	2011	NONE
VOCATIONAL / TRADE COURSE	NONE						
COLLEGE	VISAYAS STATE UNIVERSITY (VSU)	BACHELOR OF SCIENCE IN AGRIBUSINESS	06/01/2011	04/22/2015	GRADUATED	2015	VSU ACADEMIC-SHOLARSHIP
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY (VSU)	MM IN AGRIBUSINESS MANAGEMENT	08/01/2017	continuing	40 UNITS		NONE

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 07, 2022
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#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

*(Continue on separate sheet if necessary)*

## V. WORK EXPERIENCE

[illegible]


(Continue on separate sheet if necessary)

**SIGNATURE**

Vinculado

DATE \_\_\_\_\_

January 07, 2022

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			
	N/A					
(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			
	KNOW YOUR MONEY AND COUNTERFEIT DETECTION	2/26/2021	2/26/2021	6 HOURS	TECHNICAL	BANKERS INSTITUTE OF THE PHILIPPINES, INC. (BAIPhil)
	CASH MANAGEMENT AND CONTROL SYSTEM	7/22/2019	7/24/2019	24 HOURS	TECHNICAL	COMMISSION ON AUDIT, PALO LEYTE
	TARGET SETTING WORKSHOP	8/20/2018	8/21/2018	16 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	STRATEGIC MARKETING FOR INCLUSIVE AND SUSTAINABLE AGRIBUSINESS	2/25/2018	2/25/2018	8 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	INTERNATIONAL CONFERENCE ON BUSINESS AND ECONOMY (CREATING, MANAGING, AND DISTRIBUTING WEALTH LEADING THE INNOVATION CHALLENGE)	2/16/2018	2/17/2018	16 HOURS	TECHNICAL	UNIVERSITY OF SAN CARLOS, CEBU CITY
	CONFERENCE WORKSHOP ON REPORTING POLICIES AMONG REGISTRARS AND THOSE DESIGNATED AS HR OFFICERS, BUDGET OFFICERS AND BOOKKEEPER/ACCOUNTANT IN EXTERNAL CAMPUS	9/2/2017	9/2/2017	8 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	STRENGTHENING THE MANAGEMENT PRACTICES OF BARANGAY HIPUSNGO FARMERS' AND FISHERFOLKS ASSOCIATION (BAHIFFA)	8/8/2017	8/8/2017	8 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	VSUCC BASIC COOPERATIVE SEMINAR	11/19/2016	11/19/2016	8 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY CREDIT COOPERATIVE (VSUCC)
	HIJO RESOURCES CORPORATION (ON-THE-JOB TRAINING)	11/19/2014	1/19/2015	302 HOURS	TECHNICAL	HIJO RESOURCES CORPORATION
	PERSONALITY DEVELOPMENT AND BUSINESS ETHICS SEMINAR	9/14/2013	9/14/2013	8 HOURS		COLLEGE OG MGMT. AND ECONOMICS, VSU
	BUSINESS FORUM WITH GUEST SPEAKER "SANDY JAVIER" OF ANDOKS	3/7/2012	3/7/2012	8 HOURS		COLLEGE OG MGMT. AND ECONOMICS, VSU
	COMPREHENSIVE AGRARIAN REFORM PROGRAM SEMINAR	12/13/2011	12/13/2011	8 HOURS		COLLEGE OG MGMT. AND ECONOMICS, VSU
(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		NONE		VSU-ADPA	
	BUSINESS SKILLS				VSUCC	
	DRIVING SKILLS (MOTOR BIKE)					
	GARDENING					
	DANCING					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	January 07, 2022	

<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>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: _____</p> <hr/> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</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: _____</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 type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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>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: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant / appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>QUEEN-EVER Y. ATUPAN</td> <td>CASH OFFICE, VSU</td> <td>(565) 0600-1011</td> </tr> <tr> <td>LOUELLA C. AMPAC</td> <td>OFFICE OF THE DIRECTOR OF FINANCE, VSU</td> <td>(565) 0600-1009</td> </tr> <tr> <td>MONA NENA B. GERALDO</td> <td>BUDGET OFFICE, VSU</td> <td>(565) 0600-1009</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	QUEEN-EVER Y. ATUPAN	CASH OFFICE, VSU	(565) 0600-1011	LOUELLA C. AMPAC	OFFICE OF THE DIRECTOR OF FINANCE, VSU	(565) 0600-1009	MONA NENA B. GERALDO	BUDGET OFFICE, VSU	(565) 0600-1009
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<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> <td style="padding: 2px;">PLEASE INDICATE ID Number</td> </tr> <tr> <td style="padding: 2px;">Government Issued ID: PHILHEALTH</td> <td></td> </tr> <tr> <td style="padding: 2px;">ID/License/Passport No. 13-025360778-6</td> <td></td> </tr> <tr> <td style="padding: 2px;">Date/Place of Issuance: BAYBAY CITY, LEYTE</td> <td></td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)	PLEASE INDICATE ID Number	Government Issued ID: PHILHEALTH		ID/License/Passport No. 13-025360778-6		Date/Place of Issuance: BAYBAY CITY, LEYTE		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 10px;"> </td> </tr> <tr> <td style="text-align: center; padding: 2px;">Signature (Sign inside the box)</td> </tr> <tr> <td style="text-align: center; padding: 2px;">January 07, 2022</td> </tr> <tr> <td style="text-align: center; padding: 2px;">Date Accomplished</td> </tr> </table>		Signature (Sign inside the box)	January 07, 2022	Date Accomplished
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<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 100%; height: 40px; margin-top: 10px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px; text-align: center;">             Person Administering Oath           </div> </div> <div style="width: 45%; text-align: center;"> <p>PHOTO</p> <p>Right Thumbmark</p> </div> </div>													