

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	FLORES		
FIRST NAME	ALICIA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MUAÑA		
3. DATE OF BIRTH (mm/dd/yyyy)	December 31, 1968	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Davao Oriental	If holder of dual citizenship, please indicate the details.	Philippines
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	#1385 ZONE 4 House/Block/Lot No. Street BARANGAY GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	5'4"	ZIP CODE	6521
8. WEIGHT (kg)	69 Kilos	18. PERMANENT ADDRESS	#1385 ZONE 4 House/Block/Lot No. Street BARANGAY GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
9. BLOOD TYPE	"B"	ZIP CODE	6521
10. GSIS ID NO.	68123101654	19. TELEPHONE NO.	NONE
11. I-IBIG ID NO.	1700-0024-9451	20. MOBILE NO.	09464928865
12. PHILHEALTH NO.	13-000015661-3	21. E-MAIL ADDRESS (if any)	alicia.flores@vsu.edu.ph
13. SSS NO.	06-1380134-0		
14. TIN NO.	142-747-847		
15. AGENCY EMPLOYEE NO.	V000216		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	FLORES		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	GUILLERMO	JR.	JEFF STEVEN M. FLORES	8/23/1994
MIDDLE NAME	ABAPO		CHARLES M. FLORES	10/9/1997
OCCUPATION	Government Employee			
EMPLOYER/BUSINESS NAME	LEYTE PROVINCIAL JAIL			
BUSINESS ADDRESS	LEYTE SUB- PROVINCIAL JAIL, HILONGOS, LEYTE			
TELEPHONE NO.	(053)3363344			
24. FATHER'S SURNAME	MUAÑA			
FIRST NAME	FORTUNATO	SR.		
MIDDLE NAME	BORJA			
25. MOTHER'S MAIDEN NAME				
SURNAME	MONTILLANO			
FIRST NAME	JOSEFINA			
MIDDLE NAME	PIAMONTE			

(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	GUADALUPE COMMUNITY SCHOOL	PRIMARY EDUCATION	1975	1981	Graduated	1981	Valedictorian
SECONDARY	VISCA EXPERIMENTAL RURAL HIGH SCHOOL (ERHS)	HIGH SCHOOL	1981	1985	Graduated	1985	
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	FRANCISCAN COLLEGE OF IMMACULATE CONCEPTION (FCIC), BAYBAY, LEYTE	BS COMMERCE-ACCOUNTING	1987	1991	Graduated	1991	
GRADUATE STUDIES	WESTERN LEYTE COLLEG (WLC), ORMOCK CITY	Ma.ED- MAJOR IN PUBLIC ADMINISTRATION	2000	2002	36 units		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	9/25/23
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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
	CAREER SERVICE PROFESSIONAL	80.73%	Nov. 29, 1992	ORMOC CITY		

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	2/25/23
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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 (Write in full)
		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			
	Training Workshop on Risk Assessment	09/11/2023	09/12/2023	16	Technical	VSU RISK MANAGEMENT
	Consultative Forum on Harmonizing Facilities and Equipment Used for Research	08/17/2023	08/17/2023	8	Technical	OVPREI, VSU
	Seminar on "One-Time Cleansing of the Property, Plant and Equipment Account Balances of Government Agencies"	07/27/2023	07/28/2023	16	Technical	Government Financial Management Innovators Circle, Inc. (GFMIC)
	Workshops on Philippine Procurement Systems & Updates and Property Appraisal & Disposal in Government, conducted by GFMIC	06/28/2023	06/30/2023	24	Technical	Government Financial Management Innovators Circle, Inc. (GFMIC)
	PASUC webinar on Public Financial management " Planning, Budgeting, and Expenditure Management in SUCs	05/16/2023	05/18/2023	24	Technical	PASUC-Phil. Association of State Universities and Colleges
	2nd Agrinatura Conference	05/11/2023	05/11/2023	8	Technical	Czech University of Life Sciences, Prague Czech Republic
	Climate Change Expenditure Tagging Orientation for SUC's for the fiscal year 2024 National Budget Preparation	03/08/2023	03/08/2023	4	Technical	Climate Change Commission Zoom Virtual Platform
	National Budget Forum fo FY 2024 Budget Preparation	02/03/2023	02/03/2023	4	Technical	DBM Region VIII
	Training-Workshop on Risk Assessment	11/24/2022	11/25/2022	16	Technical	Visayas State University
	AGAP Covention Seminar- "Navigating the Challenges of Financial Technology and Digital Transformation"	10/19/2022	10/22/2022	32	Technical	AGAP-Association of Government Accountants of the Philippines, Inc.
	In-House Training on Public Financial Management	08/03/2022	08/05/2022	24	Technical	DBM Region VIII
	2021 Membership Conference of GFMIC with a Theme: "Financial Trends and Transformation in the New Normal"	11/18/2021	11/19/2021	16	Technical	Government Financial Management Innovators Circle, Inc.
	Webinar on "National GAD Planning and Budgeting: From Preparation to GAD Funds Audit	10/07/2021	10/07/2021	4	Technical	Phillipine Commission on Women
	Awareness/Re-awareness Webinar on ISO 9001:2015	9/13/2021	9/13/2021	4	Technical	Visayas State University
	WEBINAR FOUNDATION COURSE ON INFORMATION SECURITY MANAGEMENT SYSTEM (ISMS)	9/14/2020	9/14/2020	8	Technical	AGF CONSULTING GROUP
	Seminar on the Revised Implementing Rules and Regulations (IRR) of the Republic Act 9184	3/20/2019	3/22/2019	24	Technical	GPPB TSO Recognized Trainer
	Seminar-Workshop on Procurement: Rationalizing the Process and Impact to SUCs	3/5/2019	3/7/2019	24	Technical	PASUC-Phil. Association of State Universities and Colleges
	AGAP-Convention Seminar "Maginhawa, Matatag at Panatag na Buhay; Ambisyon Nating Tunay"	10/17/2018	10/20/2018	32	Technical	AGAP-Association of Government Accountants of the Philippines, Inc.
	Seminar on Property and Supply management System	9/4/2018	9/7/2018	32	Technical	Commission On Audit Region VIII
	Seminar-Workshop on Coaching for Effective Performance	2/22/2018	2/23/2018	16	Supervisory	Visayas State University
	Seminar on the Preparation of Project Procurement Management Plan and Annual Procurement Plan	11/14/2017	11/17/2017	32	Technical	SCCE Training Center
	Seminar/Workshop on the PHILIPPINE BIDDING DOCUMENTS	6/28/2017	6/30/2017	24	Technical	Association of Government Internal Auditors, Inc. (AGIA)
	Training Workshop on the 2016 Revised IRR of Republic Act No. 9184	5/17/2017	5/19/2017	24	Technical	Government Procurement Policy Board- Technical Support Office (GPPB-TSO)
	ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	3/2/2017	3/3/2017	16	Supervisory	Dr. Roberto C. Guarte/ Visayas State University
	Seminar-Workshop on 5S & Records Management	2/18/2017	2/18/2017	8	Supervisory	Dr. Roberto C. Guarte/ Visayas State University
	OVPAF Strategic Planning Workshop	2/15/2017	2/16/2017	16	Supervisory	Dr. Lourdes B. Cano/ Visayas State University
	Full Awareness Training Course ISO 9001:2015	1/26/2017	1/27/2017	16	Supervisory	Paul B. Bagatsing/ AJA Registrars Inc.

(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)
	Bookkeeping		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	9/28/23

<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> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>REMBERTO A. PATINDOL</td> <td>Visca, Baybay City, Leyte</td> <td>9176341454</td> </tr> <tr> <td>ROBERTO C. GUARTE</td> <td>Visca, Baybay City, Leyte</td> <td>9173108078</td> </tr> <tr> <td>LOURDES B. CANO</td> <td>Visca, Baybay City, Leyte</td> <td>9176341502</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	REMBERTO A. PATINDOL	Visca, Baybay City, Leyte	9176341454	ROBERTO C. GUARTE	Visca, Baybay City, Leyte	9173108078	LOURDES B. CANO	Visca, Baybay City, Leyte	9176341502
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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>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID: Agency ID (VSU)</td> </tr> <tr> <td>GSIS ID No.: V000216</td> </tr> <tr> <td>Date/Place of Issuance: 08/14/2019/ Visca Baybay City, Leyte</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: Agency ID (VSU)	GSIS ID No.: V000216	Date/Place of Issuance: 08/14/2019/ Visca Baybay City, Leyte	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"> Signature (Sign inside the box) 9/5/23 Date Accomplished </td> <td style="text-align: center;"> Right Thumbmark </td> </tr> </table>	 Signature (Sign inside the box) 9/5/23 Date Accomplished	 Right Thumbmark						
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<p>SUBSCRIBED AND SWORN to before me this 25 SEP 2023 affiant exhibiting his/her validly issued government ID as indicated above.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="text-align: center;"> ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer Person Administering Oath </td> </tr> </table>		 ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer Person Administering Oath											
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