

DALISAY FORNES ANDRES
Office of the Vice-President for Planning,
Resource Generation and External Affairs
Visayas State University
Visca, Baybay City, Leyte
Email Address: dalisay.andres@vsu.edu.ph



PERSONAL DATA

A. PERSONAL BACKGROUND

Age : 52 years old
Sex : Female
Civil Status : Married (with 1 daughter)
Date of Birth : October 24, 1968
Nationality : Filipino
Height : 5'3"
Weight : 55.5 kilos
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

Husband:
NELSON J. ANDRES

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, Leyte
1999-2001, 15 units

MASTERAL - Master in Public Administration – (*On-going*)
College of Maasin
2019 to Present

C. ELIGIBILITY

	<u>Rating</u>	<u>Remark</u>	<u>Place of Exam.</u>	<u>Date of Exam.</u>
CSC Sub-Professional	81.69	Passed	Cebu City	6/29/1997
Stenographer Exam.	88.71	Passed	Palo, Leyte	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 (DGRP) Leyte State University Visca, Baybay, Leyte
May 17, 2004 – July 31, 2008	-	Administrative Aide III (<i>Permanent</i>) Department of Economics Visayas State University Visca, Baybay City, Leyte
August 1, 2008 – March 24, 2010	-	Administrative Aide IV (<i>Permanent</i>) Department of Economics Visayas State University Visca, Baybay City, Leyte
March 25, 2010 – Present	-	Administrative Aide VI (<i>Permanent</i>) Department of Economics Visayas State University Visca, Baybay City, Leyte

F. TRAININGS/SEMINARS ATTENDED:

Participant -	<i>Systems Analysis and Designs</i> The Electronic Data Processing Center (EDPC) ViSCA, Baybay, Leyte May 13-25, 1991
Participant -	<i>Workshop on QUATTRO</i> 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

- Participant - ***Orientation & Briefing on Faculty Workload Computation & Teacher's Evaluation***
Internet Café, Leyte State University
Visca, Baybay, Leyte
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 -	<i>Personality Development Seminar for Frontliners</i> VSU, Visca, Baybay City, Leyte September 20, 2012
Participant -	<i>Value Added Tax Seminar (4:00pm-6:30pm)</i> VSU Beach Garden Resort Visca, Baybay City, Leyte September 20, 2012
Participant -	<i>Briefing of Staff Involved in the Conduct of Evaluation of Academic Staff by the Students</i> VSU, Visca, Baybay City, Leyte January 14, 2013
Participant -	<i>Seminar on Intellectual Rights (IPR)</i> VSU Convention Center Visca, Baybay City, Leyte March 6, 2013
Participant -	<i>Energy Efficiency and Conservation Seminar</i> Convention Center VSU, Baybay City, Leyte March 13, 2013
Participant -	<i>Value Added Tax Seminar (Updated)</i> College of Forestry, VSU Visca, Baybay City, Leyte March 21, 2014
Participant -	<i>Promoting Public Awareness on Economic Issues through Social Actions</i> Department of Economics VSU, Visca, Baybay City, Leyte November 26, 2014
Facilitator -	<i>Advance Data Management: Getting Started with Custom Tables in SPSS for Window</i> Department of Economics VSU, Visca, Baybay City, Leyte February 11, 2015
Participant -	<i>Planning Workshop: On the Preparation & Processing of Documents Relative to Procurement</i> OVPAF, VSU, Visca, Baybay City, Leyte May 27, 2015
Participant -	<i>Developing an IPM System: Process and Tools and Pesticides – Tools or Toxins?</i> RDE Hall, VSU, Visca, Baybay City, Leyte February 23, 2016
Participant -	<i>Financial Literacy and Innovation Seminar</i> Center for Continuing Education VSU, Visca, Baybay City, Leyte March 3, 2016

Participant -	<i>Climate Change Challenge to Industrial Development in the Philippines Seminar</i> Center for Continuing Education VSU, Visca, Baybay City, Leyte March 4, 2016
Participant -	<i>Seminar on the Sacrament of Confirmation</i> Formation Center Baybay City, Leyte February 13, 2016
Participant -	<i>Gender Sensitivity Training and Anti-Sexual Harassment Orientation for CME Faculty and Staff</i> ISRD, Visayas State University Visca, Baybay City, Leyte April 27, 2016
Participant -	<i>Training Workshop on Transforming Thesis Output into Publishable Article</i> Department of Economics, Visayas State University Visca, Baybay City, Leyte June 21-24, 2016
Participant -	<i>Procurement Act Orientation</i> CCE Building, Visayas State University Visca, Baybay City, Leyte September 9, 2016
Participant -	<i>Procurement Planning Workshop</i> CCE Building, Visayas State University Visca, Baybay City, Leyte September 13, 2016
Participant -	<i>HIV in the Workplace Seminar</i> CCE Building, Visayas State University Visca, Baybay City, Leyte December 9, 2016
Participant -	<i>Department of Economics Strategic Planning and Workshop</i> CCE Building, Visayas State University Visca, Baybay City, Leyte February 27-28, 2017
Participant -	<i>Entrepreneurship and Export Competitiveness Seminar</i> CCE Building, Visayas State University Visca, Baybay City, Leyte March 17, 2017
Participant -	<i>16th Young Economists' Convention</i> De la Salle University Manila July 14-15, 2017
Participant -	<i>Orientation on Basic Customer Service and Work Values</i> Visayas State University Visca, Baybay City, Leyte September 5, 2017

Participant -	<i>Lecture – Seminar on Project Feasibility Study</i> Visayas State University Visca, Baybay City, Leyte November 16, 2017
Participant -	<i>Outcome-Based Education (OBE) Workshop on Syllabus Preparation</i> Visayas State University Visca, Baybay City, Leyte January 10, 2018
Participant -	<i>Data Science Jobs in the Industry: What to Look For</i> Visayas State University Visca, Baybay City, Leyte January 26, 2018
Participant -	<i>Ambisyon Natin 2040</i> Visayas State University Visca, Baybay City, Leyte March 1, 2018
Participant -	<i>Implementing Gender-Responsive Research and Extension Programs</i> Visayas State University Visca, Baybay City, Leyte March 14, 2018
Participant -	<i>Workshop on Review and Revision of Existing VSU Organizational Structure</i> Visayas State University Visca, Baybay City, Leyte July 30, 2018
Participant -	<i>Performance Targeting Workshop</i> Visayas State University Visca, Baybay City, Leyte July 31, 2018
Participant -	<i>Target Setting Workshop</i> Convention Center Visca, Baybay City, Leyte August 20-21, 2018
Participant -	<i>Seminar-Workshop on Open Data Kit (ODK)</i> Department of Statistics, 3/F of Old Library Building Visca, Baybay City, Leyte March 7, 2019
Participant -	<i>Seminar-Workshop on Implementation Ready Project Proposal Preparation</i> Office of the Vice-President for Administration & Finance Visca, Baybay City, Leyte March 15, 2019
Participant -	<i>Developing Effective Work Teams</i> Fersal Hotel, Puerto Princesa City Palawan May 7-10, 2019

Participant -	<i>In-House Training on Republic Act 9184 and the 2016 Revised Implementing Rules and Regulations</i> Visca, Baybay City, Leyte June 10-12, 2019
Participant -	<i>Philippine Government Electronic Procurement System (PhilGEPS) Training for Buyers</i> Mineski Infinity, Cagayan de Oro City July 17-18, 2019
Participant -	<i>Introduction to Cybersecurity</i> Department of Information & Communication Technology Valenzuela City, Metro Manila September 2-3, 2019
Participant -	<i>Bread and Pastry Production NC II</i> Technical Education and Skills Development Authority (TESDA) Palermo Hotel Institute of Tourism and Hospitality, Inc. Baybay City, Leyte July 24 – August 16, 2019
Participant -	<i>Cyber Security Training</i> Convention Center Visca, Baybay City, Leyte December 18-19, 2019
Participant -	<i>Webinar Series on Government Procurement Under the New Normal via Zoom</i> Visayas State University Visca, Baybay City, Leyte July 24, 2020
Participant -	<i>Workshop on Listing and Categorization of Items for the PPMP</i> Visayas State University Visca, Baybay City, Leyte August 20, 2020
Participant -	<i>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)</i> Visayas State University Visca, Baybay City, Leyte August 28, 2020
Participant -	<i>Workshop on the Assessment of Accomplishment and Target Setting of the Strategic Plan</i> Visayas State University Visca, Baybay City, Leyte September 30, 2020
Participant -	<i>Operational Planning Workshop and Reframing of the Strategic Plan</i> Visayas State University Visca, Baybay City, Leyte October 5-7, 2020

Participant -	<i>Webinar on “Understanding Sustainable Procurement in Conformance with ISO 20400:2017” Via Zoom</i> Visayas State University Visca, Baybay City, Leyte October 30, 2020
Participant -	<i>Webinar on Information Security and Document Control in Conformance with ISO 27001:2013” Via Zoom</i> Visayas State University Visca, Baybay City, Leyte November 6, 2020
Participant -	<i>Data-Driven Governance Training (via Zoom)</i> Visayas State University Visca, Baybay City, Leyte November 9-13, 2020
Participant -	<i>Webinar Presentation on “Document Tracking System”</i> Visayas State University Visca, Baybay City, Leyte November 13, 2020
Participant -	<i>Webinar on “ISO 55001:2014 Asset Management Foundation”</i> Visayas State University Visca, Baybay City, Leyte November 27, 2020
Participant -	<i>”ISO 9001:2015 Awareness/Reawareness Webinar”</i> QAC, Visayas State University Visca, Baybay City, Leyte November 27, 2020
Participant -	<i>Webinar on “Sustainable Procurement based on ISO 20400:2017”</i> Visayas State University Visca, Baybay City, Leyte December 4, 2020
Participant -	<i>Virtual Client Connection: A PS-DBM Online Learning Engagement</i> Department of Budget and Management Procurement Service December 9, 2020
Participant -	<i>Webinar on “How to Conduct Internal Quality Audit”</i> Visayas State University Visca, Baybay City, Leyte December 11, 2020
Participant -	<i>Webinar on “How to Develop Internal Audit Trails”</i> Visayas State University Visca, Baybay City, Leyte December 18, 2020
Participant -	<i>Webinar on “How to be an Internal Quality Auditor”</i> Visayas State University Visca, Baybay City, Leyte January 8, 2021

Participant -	<i>Webinar on “How to Handle a Difficult Audit”</i> Visayas State University Visca, Baybay City, Leyte January 16, 2021
Participant -	<i>FY 2021 Procurement Forum Plenary Session and Breakout Session on Early Procurement Activities and the 2022 National Elections (via Zoom)</i> Visayas State University Visca, Baybay City, Leyte January 20, 2021
Participant -	<i>Webinar on “Control your Records before They Control You: The Basics of Records Management and Records Control”</i> Visayas State University Visca, Baybay City, Leyte January 27, 2021
Participant -	<i>Webinar on “Sexual Orientation & Gender Identity: Understanding the Coping Mechanisms of the Filipino Youth”</i> Visayas State University Visca, Baybay City, Leyte February 17, 2021
Participant -	<i>Webinar on “How to Speak on a Digital Stage and Capture the Limelight”</i> Visayas State University Visca, Baybay City, Leyte February 23, 2021 via Zoom
Participant -	<i>Gender, Climate, and Disaster Resilience: Challenges of Equity and Sustainability (via Zoom)</i> Visayas State University Visca, Baybay City, Leyte March 1, 2021
Participant -	<i>Rebuilding the Economy from the COVID – 19 Pandemic: The Role of SUCs and HEIs (via Zoom)</i> Visayas State University Visca, Baybay City, Leyte March 5, 2021
Participant -	<i>Webinar on “How to Conduct Documents and Records Audit”</i> Visayas State University Visca, Baybay City, Leyte March 19, 2021
Participant -	<i>Webinar on Internal Quality Audit Best Practice “Do’s and Don’ts in IQA”</i> Visayas State University Visca, Baybay City, Leyte March 19, 2021
Participant -	<i>Webinar on How to Conduct a Process Audit</i> Visayas State University Visca, Baybay City, Leyte April 16, 2021 (9:00-10:00 AM)

Participant -	<i>Webinar on Best Practices in Writing and Publishing Your Research Paper</i> Visayas State University Visca, Baybay City, Leyte April 16, 2021 (2:00 – 5:00 PM)
Participant -	<i>Webinar on ISO DOCUMENT CONTROL – Explained</i> Visayas State University Visca, Baybay City, Leyte April 30, 2021 (9:00 – 10:00 AM)
Facilitator -	<i>Webinar on Research Forum: Discover the World of Public Administration</i> Visayas State University Visca, Baybay City, Leyte May 8, 2021 (8:00AM – 12:00NN)
Participant -	<i>Virtual Training on RA 9184 and its Revised Implementing Rules and Regulations</i> Visayas State University Visca, Baybay City, Leyte May 17-21, 2021
Participant -	<i>Webinar on Correcting Corrective Actions</i> Visayas State University Visca, Baybay City, Leyte May 28, 2021 (9:00AM– 10:00AM)
Participant -	<i>Re-Orientation of Employees' Duties and Responsibilities and Good Customer Services</i> Office of the Director for Human Resource Management Visca, Baybay City, Leyte September 23, 2021 (8:30AM – 12:00NN)
Participant -	<i>Webinar on Women's Reproductive Health: Breast Cancer and Gynecological Cancers</i> Office of the Chief University Services for Health, Emergency and Rescue Visca, Baybay City, Leyte October 7, 2021 (2:00PM– 5:00PM)
Participant -	<i>Webinar on Women Inspiring Women</i> VSU Gender Resource Center Visca, Baybay City, Leyte March 7, 2022

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 2nd 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

Loyalty Award for 20 Years of Continuous and Dedicated Service to VSU
January 1, 1992 to December 31, 2011
Given: September 28, 2012

Certificate of Recognition for being a Jubilarian
Franciscan College of the Immaculate Conception
Baybay City, Leyte
Given: December 29, 2010

Best Administrative Support Staff
Visayas State University
Visca, Baybay City, Leyte
Given: August 10, 2016

I. REFERENCES

Dr. Dilberto O. Ferraren
Vice-President for Planning, Resource
Dr. Moises Neil V. Serioño
Head, Department of Economics
Visayas State University
Visca, Baybay City, Leyte

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

Dr. Moises Neil V. Serioño
Dean, College of Management and Economics
Visayas State University
Visca, Baybay City, Leyte

Prepared and submitted by:


DALISAY F. ANDRES