

## 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 PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521-A
7. HEIGHT (m)	1.65	ZIP CODE	
8. WEIGHT (kg)	67		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. Street PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521-A
10. GSIS ID NO.	CRN-021-3136-2040-6	ZIP CODE	
11. PAG-IBIG ID NO.	1212-0156-7625		
12. PHILHEALTH NO.	13-025360778-6		
13. SSS NO.	06-4400529-6	19. TELEPHONE NO.	NONE
14. TIN NO.	492-053-316-000	20. MOBILE NO.	0950 444 1319
15. AGENCY EMPLOYEE NO.	V001121	21. E-MAIL ADDRESS (if any)	<a href="mailto:valeriedcirculado@gmail.com">valeriedcirculado@gmail.com</a>

## 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	FIELD 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- A SCHOLARSHIP
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	November 24, 2023
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[illegible]

## V. WORK EXPERIENCE

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

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	November 24, 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		
	VSU ULTIMATE FRISBEE TEAM	8/22/2023	PRESENT		ORGANIZATION ADVISER

## VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

	INCLUSIVE DATES OF		Term / ID	
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30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	From	To			
EMPLOYEE SKILL ENHANCEMENT : A SUPERVISORY DEVELOPMENT SEMINAR	6/13/2023	6/16/2023	32 HOURS	SUPERVISORY	PERSONNEL OFFICERS ASSOCIATION OF THE PHIL. INC. (POAP, INC.) , PUERTO PRINCESA CITY, PALAWAN
AGAP Convention-Seminar: NAVIGATING THE CHALLENGES OF FINANCIAL TECHNOLOGY AND DIGITAL TRANSFORMATION	8/19/2022	8/22/2022	32 HOURS	TECHNICAL	ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES, INC. (AGAP), BAGUIO COUNTRY CLUB, BAGUIO CITY
IN-HOUSE TRAINING ON PUBLIC FINANCIAL MANAGEMENT	8/3/2022	8/5/2022	24 HOURS	TECHNICAL	DEPARTMENT OF BUDGET AND MANAGEMENT REGIONAL OFFICE VIII
BRIEFING ON CONSTRUCTIVE STAMPING OF DOCUMENTARY STAMP TAX	7/26/2022	7/26/2022	8 HOURS	TECHNICAL	BUREAU OF INTERNAL REVENUE (BIR), ORMOC CITY, LEYTE
AGAP Technical Seminar: E-PAYMENT AND E-COLLECTION	6/16/2022	6/16/2022	8 HOURS	TECHNICAL	ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES, INC. (AGAP)
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
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
HIJO RESOURCES CORPORATION (ON-THE-JOB TRAINING)	11/19/2014	1/19/2015	302 HOURS	TECHNICAL	HIJO RESOURCES CORPORATION







## VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	ASSOCIATION/ORGANIZATION (Write in full)
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COMPUTER LITERATE	NONE	VSU-AdPA
BUSINESS SKILLS		VSUCC
DRIVING SKILLS (MOTOR BIKE)		
GARDENING		
DANCING		

SIGNATURE		DATE	November 24, 2023
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November 24, 2023

<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>													
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<p>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: 250px; height: 50px; margin: 10px auto; text-align: center;"> <p>Person Administering Oath</p> </div>													