

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 : 55 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 #0999-172-5694

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	<i>Passed</i>	Cebu City	6/29/1997
Stenographer Exam.	88.71	<i>Passed</i>	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 (DGRPB) 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 - ***Personality Development Seminar for Frontliners***
VSU, Visca, Baybay City, Leyte
September 20, 2012
- Participant - ***Value Added Tax Seminar (4:00pm-6:30pm)***
VSU Beach Garden Resort
Visca, Baybay City, Leyte
September 20, 2012
- Participant - ***Briefing of Staff Involved in the Conduct of Evaluation of Academic Staff by the Students***
VSU, Visca, Baybay City, Leyte
January 14, 2013
- Participant - ***Seminar on Intellectual Rights (IPR)***
VSU Convention Center
Visca, Baybay City, Leyte
March 6, 2013
- Participant - ***Energy Efficiency and Conservation Seminar***
Convention Center
VSU, Baybay City, Leyte
March 13, 2013
- Participant - ***Value Added Tax Seminar (Updated)***
College of Forestry, VSU
Visca, Baybay City, Leyte
March 21, 2014
- Participant - ***Promoting Public Awareness on Economic Issues through Social Actions***
Department of Economics
VSU, Visca, Baybay City, Leyte
November 26, 2014
- Facilitator - ***Advance Data Management: Getting Started with Custom Tables in SPSS for Window***
Department of Economics
VSU, Visca, Baybay City, Leyte
February 11, 2015
- Participant - ***Planning Workshop: On the Preparation & Processing of Documents Relative to Procurement***
OVPAF, VSU, Visca, Baybay City, Leyte
May 27, 2015
- Participant - ***Developing an IPM System: Process and Tools and Pesticides – Tools or Toxins?***
RDE Hall, VSU, Visca, Baybay City, Leyte
February 23, 2016
- Participant - ***Financial Literacy and Innovation Seminar***
Center for Continuing Education
VSU, Visca, Baybay City, Leyte
March 3, 2016

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

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

- Participant - ***In-House Training on Republic Act 9184 and the 2016 Revised Implementing Rules and Regulations***
Visca, Baybay City, Leyte
June 10-12, 2019
- Participant - ***Philippine Government Electronic Procurement System (PhilGEPS) Training for Buyers***
Mineski Infinity, Cagayan de Oro City
July 17-18, 2019
- Participant - ***Introduction to Cybersecurity***
Department of Information & Communication Technology
Valenzuela City, Metro Manila
September 2-3, 2019
- Participant - ***Bread and Pastry Production NC II***
Technical Education and Skills Development Authority (TESDA)
Palermo Hotel Institute of Tourism and Hospitality, Inc.
Baybay City, Leyte
July 24 – August 16, 2019
- Participant - ***Cyber Security Training***
Convention Center
Visca, Baybay City, Leyte
December 18-19, 2019
- Participant - ***Webinar Series on Government Procurement Under the New Normal via Zoom***
Visayas State University
Visca, Baybay City, Leyte
July 24, 2020
- Participant - ***Workshop on Listing and Categorization of Items for the PPMP***
Visayas State University
Visca, Baybay City, Leyte
August 20, 2020
- Participant - ***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)***
Visayas State University
Visca, Baybay City, Leyte
August 28, 2020
- Participant - ***Workshop on the Assessment of Accomplishment and Target Setting of the Strategic Plan***
Visayas State University
Visca, Baybay City, Leyte
September 30, 2020
- Participant - ***Operational Planning Workshop and Reframing of the Strategic Plan***
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 - ***Webinar on “How to Handle a Difficult Audit”***
Visayas State University
Visca, Baybay City, Leyte
January 16, 2021
- Participant - ***FY 2021 Procurement Forum Plenary Session and Breakout Session on Early Procurement Activities and the 2022 National Elections (via Zoom)***
Visayas State University
Visca, Baybay City, Leyte
January 20, 2021
- Participant - ***Webinar on “Control your Records before They Control You: The Basics of Records Management and Records Control”***
Visayas State University
Visca, Baybay City, Leyte
January 27, 2021
- Participant - ***Webinar on “Sexual Orientation & Gender Identity: Understanding the Coping Mechanisms of the Filipino Youth”***
Visayas State University
Visca, Baybay City, Leyte
February 17, 2021
- Participant - ***Webinar on “How to Speak on a Digital Stage and Capture the Limelight”***
Visayas State University
Visca, Baybay City, Leyte
February 23, 2021 *via Zoom*
- Participant - ***Gender, Climate, and Disaster Resilience: Challenges of Equity and Sustainability (via Zoom)***
Visayas State University
Visca, Baybay City, Leyte
March 1, 2021
- Participant - ***Rebuilding the Economy from the COVID – 19 Pandemic: The Role of SUCs and HEIs (via Zoom)***
Visayas State University
Visca, Baybay City, Leyte
March 5, 2021
- Participant - ***Webinar on “How to Conduct Documents and Records Audit”***
Visayas State University
Visca, Baybay City, Leyte
March 19, 2021
- Participant - ***Webinar on Internal Quality Audit Best Practice “Do’s and Don’ts in IQA”***
Visayas State University
Visca, Baybay City, Leyte
March 19, 2021
- Participant - ***Webinar on How to Conduct a Process Audit***
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
Participant -	<i>A Webinar on Menopause and other Common Gynecologic Problems</i> VSU Gender Resource Center Visca, Baybay City, Leyte March 31, 2022
Participant -	<i>Virtual Data Privacy Act of 2012 Awareness Seminar</i> Visayas State University Visca, Baybay City, Leyte April 7, 2022
Participant -	<i>Webinar on “My Changing Body”</i> USHER, VSU Visca, Baybay City, Leyte May 2, 2022

Participant -	<i>Philippine Government Electronic Procurement System (PhilGEPS) Online Training for Buyers</i> Visca, Baybay City, Leyte May 30-31, 2022
Participant -	<i>Disaster Risk Reduction Management (DRRM) Training for LGU – Baybay City, Leyte</i> Visca, Baybay City, Leyte June 4, 2022
Participant -	<i>Application of Virtual Reality to Agriculture, Land Use and Transportation</i> International Affairs Office, VSU June 22, 2022
Participant -	<i>Typhoon Awareness and Calamity Readiness</i> Department of Meteorology VSU, Visca, Baybay City, Leyte June 29, 2022
Participant -	<i>33rd Sustainable Share Growth Seminar “The Philippine Construction Industry and Directly Unproductive Extra Costs: A Regional Perspective”</i> Visca, Baybay City, Leyte July 18, 2022
Participant -	<i>In-House Training on Public Financial Management</i> CCE Building, Visca, Baybay City, Leyte August 3-5, 2022
Participant -	<i>Online Training entitled “Technology Forum on Disaster Risk Reduction and Management” during the 2022 Eastern Visayas Regional Science and Technology Week</i> Visca, Baybay City, Leyte August 25, 2022
Participant -	<i>Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedures Manuals and Guidelines</i> CCE, Visca, Baybay City, Leyte September 7, 2022
Participant -	<i>Training on “Attaining Work-Life Balance and Productivity”</i> POAP, Great Eastern Hotel, Manila November 9-11, 2022
Participant -	<i>Training-Workshop on Root Cause Analysis</i> Visca, Baybay City, Leyte November 17, 2022
Participant -	<i>Facilitator during the Training Workshop on “Risk Assessment”</i> Macrohon, Southern Leyte November 24-25, 2022
Participant -	<i>Layo na, pero layo pa: Conversations on Creating a Gender-Equal and Socially-Inclusive University</i> Visca, Baybay City, Leyte March 8, 2023

Participant -	<i>Philippine Procurement Systems & Updates and Property Appraisal & Disposal in Government</i> Rizal Technological University, Boni Avenue, Mandaluyong City June 28-30, 2023
Participant -	<i>Gender Sensitivity Orientation for VSU Faculty and Staff</i> Visayas State University, Via Zoom July 11, 2023
Participant -	<i>GPPB Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016 for Visayas State University</i> Visayas State University August 22-24, 2023
Participant -	<i>ISO 9001:2015 Awareness & Re-awareness Webinar</i> Office of the Director for Quality Assurance Visayas State University August 29, 2023
Participant -	<i>“Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University:</i> Visayas State University November 29, 2023
Participant -	<i>HRIS Software Onboarding</i> Visayas State University December 6, 2023

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

Certificate of Recognition for being a Jubilarian

Franciscan College of the Immaculate Conception

Baybay City, Leyte

Given: December 29, 2010

Loyalty Award for 20 Years of Continuous and Dedicated Service to VSU

January 1, 1992 to December 31, 2011

Given: September 28, 2012

Best Administrative Support Staff

Visayas State University

Visca, Baybay City, Leyte

Given: August 10, 2016

Loyalty Award for 30 Years of Continuous and Dedicated Service to VSU

January 1, 1992 to January 1, 2022

Given: September 27, 2022

I. REFERENCES

Dr. Dilberto O. Ferraren
Vice-President for Planning, Resource Generation and Auxiliary Services
Visayas State University
Visca, Baybay City, Leyte

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

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

Prepared and submitted by:

DALISAY F. ANDRES