Revised 2017		PERSO	NAL DAT	'A C	uer					
lu elsi.										
WARNING: Any misrepresent concerned.	ntation made in	the Personal Data Sheet and t	he Work Experience Sheet sh	nall cause the	e filing of a	dministrativ	re/criminal case/s	against the	person	
READ THE ATTACHED GUID	E TO FILLING	OUT THE PERSONAL DATA SE separate sheet if necessary. Indicate	HEET (PDS) PEEODE ACCOU	4DI 10111110 -		DRM.	CCOUNTANT B	CUBUS A	l up. For CSC use o	
I. PERSONAL INFORMAT	ION	ANI	A Processor					(DO HOT III	Tup. For CSC use o	
2. SURNAME	ELI						417.50001	or nemon		
FIRST NAME	DANILITA						NAME EXTENSION	(JR., SR)		
MIDDLE NAME	CALIXTRO									
3. DATE OF BIRTH	OALIKIKO									
(mm/dd/yyyy)	9/14/1989 16. CITIZENSHIP		✓ Filipino □ Dual Citizenship							
4. PLACE OF BIRTH	ORMOC CITY		If holder of dual citizenship,					by birt by naturalization  Pls. indicate country:		
5. SEX	☐ Male	✓ Female	please indicate the d	lease indicate the details.					-	
6 CIVIL STATUS	Single	✓ Married	17. RESIDENTIAL ADDRESS	(Roos)						
	Widow	- acharatea		Н	louse/Block/L	ot No.	With the same and the	Street		
	Other/	s:	· · · · · · · · · · · · · · · · · · ·		Subdivision/Vi	illage		SAN JOSE Barangay		
7. HEIGHT (m)	9 50/01 5 4 4 5 6 5 6 6 6 6 6 6 6 6 6 6 6 6 6 6	1.60 meters	DEPOS YORKS AND STREET FOR FOR FOR FOR		MERIDA			LEYTE		
8. WEIGHT (kg)	As Districted	51 kgs.	ZIP CODE		City/Municipa	ality	6540	Province	1	
9. BLOOD TYPE	9312-1	ec.askB+HEARI VIIIS	18. PERMANENT ADDRESS		1.9984	SMERONA	WW	9	ENDET	
10. GSIS ID NO.	AWA	2005566838	B内格公	H	louse/Block/Lo	ot No.		Street	eromatur	
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 A 8	2005566838	MAC BUILDERS OFM	S	Subdivision/Village		SAN JOSE Barangay		48712012	
11. PAG-IBIG ID NO.	AW	0801-5690-3704	мас вищовка опи		City/Municipa	MERID	Α	LEYTE Province	12000025	
12. PHILHEALTH NO.		13-050132433-8	ZIP CODE		6540			riovince		
13. SSS NO.		06-3268501-3	19. TELEPHONE NO.				NONE			
14. TIN NO.	418-075-838-000		20. MOBILE NO.			9275503832				
5. AGENCY EMPLOYEE NO.		VIJ273	21. E-MAIL ADDRESS (if any)	17		danilita	.eli@vsu.edu.	nh		
I. FAMILY BACKGROUND							.c.ii(a) ¥0d.cdd.	<u> </u>		
2. SPOUSE'S SURNAME	ELI			23. NAME of Ch	HILDREN (W	rite full name ar	nd liet all\	DATE OF B	BIRTH (mm/dd/yyyy)	
FIRST NAME	LOUI MARK		NAME EXTENSION (JR., SR)		OBE SHAWN MATTHEY		DMC FILE			
MIDDLE NAME	GABAS						. C. ELI	16	3/11/2014	
OCCUPATION		SELF-EMPLOYE	D							
EMPLOYER/BUSINESS NAME		LOUMAREL FRESH		+						
BUSINESS ADDRESS		ITIO MAHAYAHAY SAN JOSE								
TELEPHONE NO.	-		MERIDA, LEYTE							
4. FATHER'S SURNAME		9955043161								
		CALIXTRO (DECEAS	NAME EXTENSION (JR., SR)							
FIRST NAME		ROLDAN	and an arrown (are, on)	1						
MIDDLE NAME		MARJAS							When	
5. MOTHER'S MAIDEN NAME		CONCHITA PEREZ A	SOY							
SURNAME		CALIXTRO (DECEAS	SED)			-				
FIRST NAME TIT		CONCHITA								
MIDDLE NAME		ASOY			(	Continue on se	eparate sheet if neces	sary)		
. EDUCATIONAL BACKG	ROUND									
S. LEVEL		NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE (Write in full)	:/COURSE	PERIOD OF	ATTENDANCE	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATEI	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED	
ELEMENTARY	RELOCA	TION ELEMENTARY SCHOOL	ELEMENTARY GRADUATE		1996	2002	GRADUATE	2002	VALEDICTO	
SECONDARY			IGH SCHOOL GRADUATE		2002	2006	GRADUATE	2002	VALEDICTO	
VOCATIONAL / TRADE COURSE		N/A	N/A		N/A	N/A	N/A	N/A	RIAN N/A	
COLLEGE	WESTERN LEY	TE COLLEGE OF ORMOC CITY INC.	BACHELOR OF SCIENCE IN ACC	COUNTANCY	2006	2011	GRADUATE	2011	CUM LAUDE	
GRADUATE STUDIES	PALOMPON INSTITUTE OF TECHNOLOGY		MASTER OF MANAGEM	2019	PRESENT	33 UNITS	N/A	N/A		

DATE

KM

SIGNATURE

7. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE  CERTIFIED PUBLIC ACCOUNTANT BOARD			RATING (If Applicable)  EXAMINATION / CONFERMENT		PLACE OF EXAMINAT	NEW made in u	NUMBER 0142300	Date of Validity	
	EXAMINATIO	ION	80.7	10/08-09,15-16/2011	ton E A VI element, vocasent )	h lourly distance	and the Char		il' altinoi tri
CAREER S	CAREER SERVICE PROFESSIONAL PER PD 907- HONOR GRADUATE		N/A	23/03/2011		VA	CALECTRO	N/A	AM BLIGGTM
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v. WORK	EXPERIENCE		otal Santa		- Separated	od Work Expe	erience sheet.		
		POSITION TO (Write in full/Do not	TITLE	DEPARTMENT / AGEN	ENCY / OFFICE / COMPANY /Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format *00-0*)/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From 3/18/2019	To PRESENT	ACCOUNT	ANT I		UNIVERSITY ISABEL	24495.00	SG12-1	PERMANENT	поу
1/27/2012	3/15/2019	ACCOUNT	to ispoint water.		ERS ORMOC CITY	35599.00	N/A	REGULAR	SKO NSO
12/8/2011	1/26/2012	JUNIOR AU	JDITOR	MAC BUILDE	ERS ORMOC CITY	15000.00	N/A	REGULAR	N
			6540	2003 915	3-81			DM3	A CARROLL CO.
		MC)i	an area	DW BENDER	150 Ed C-	06-3283594- 418-075-838-0			853 NO.
	rio uts	danilita eli@vstu e		N. NO.	MAIN - 1 POS	416-079-938-0 		ON EEVON	MB YOKSON
	ng ure	1 DENSONS DATE:							
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	) to be a second of the second		<b>)</b>		V.			CS FORM 212 (Revised	12017), Page

29.	(Write in full)		From	/dd/yyyy) To	NUMBER OF HOURS	,Delniogoris	POSITION / NATURE OF WORK	
N/A	VER [2] NO		N/A	N/A <sup>©</sup> (2097)	N/A	N/A I mortimev	within the fourth degree (for Local Go	
	renadeb every 25 1	N I						
	YES E MO				resoftense?	ileteinetei	Have you ever been found guilty of an	
	ES, give details:	(1)						
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	VELOPMENT (L&D) INTERVENTION ining program and include only the relevant L&I					erial positions)	A country of transmit	
30. TITLE OF LEARNING	AND DEVELOPMENT INTERVENTIONS/TRAINING	PROGRAMS		VE DATES OF ENDANCE		Type of LD ( Managerial/	CONDUCTED/ SPONSORED BY	
TITLE OF LEARNING	(Write in full)	3 F NOOIVIMO	(mm	(dd/yyyy)	NUMBER OF HOURS	( Managerial/ Supervisory/ Technical/etc)	(Write in full)	
VIRTUAL TRAINING ON RA918	A AND ITS IRR	KR Lunn	5/17/2021	To 5/21/2021	20.0	TECHNICAL	GPPB-TSO/VSU MAIN	
SEMINAR-WORKSHOP ON CO		- k	5/5/2021	6/5/2021	16.0	SUPERVISORY	CIVIL SERVICE COMMISSION/VSU	
DISASTER RISK REDUCTION	Plisteb evio PHY	YI .	6/20/2019	6/22/2019	24.0	TECHNICAL	NATIONAL GRID CORPORATION OF THE	
	SETTLEMENT OF ACCOUNTS & REVISED	RULES OF	6/10/2019	6/11/2019	16.0	TECHNICAL	PHILIPPINES  COMMISSION ON AUDIT RO NO. VIII	
LAWS AND RULES ON GOVE	RNMENT EXPENDITURES		5/21/2019	5/24/2019	32.0	TECHNICAL	COMMISSION ON AUDIT RO NO. VIII	
REVISED IMPLEMENTING RU	LES & REGULATIONS OF THE REPUBLIC	ACT 9184	3/20/2019	3/22/2019	24.0	TECHNICAL	GPPB/VSU MAIN	
SEMINAR ON TRAIN LAW			2/28/2018	2/28/2018	8.0	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS	
PHILIPPINE STANDARDS ON	AUDITING		10/29/2016	10/29/2016	8.0	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS	
ACCOUNTING PROFESSION:	CASES & APPLICATIONS	h	10/28/2016	10/28/2016	8.0	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS	
BOA UPDATES; PERSONAL PLANNING			10/8/2016	10/8/2016	8.0	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS	
CULTURE OF EXCELLENCE, LEADERSHIP & LOYALTY PROGRAM			10/7/2016	10/7/2016	8.0	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS*)	
ETHICS & GOVERNANCE			9/23/2016	9/23/2016	8.0	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS	
STRATEGIC & CRITICAL FINA	NCIAL MGT. FOR THE CPAs	ODT 16	8/24/2016	8/24/2016	8.0	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS	
TAX UPDATES	TAX UPDATES			8/17/2016	8.0	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS	
IFRS FOR SMES	TELWO.		8/15/2016	8/16/2016	16.0	TECHNICAL	PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS	
TRAINING ON SYSTEM & APP	LICATION & PRODUCTS ON DATA SOFTV	VARE	6/15/2016	7/1/2016	120.0	TECHNICAL	ABM GLOBAL SOLUTIONS INC.	
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ence d	Contiduct	BEL 94	iaai ynakavi	AS STATE DO	view	1	DR. LUZVIMINDA A. TAJI	
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VIII. OTHER INFORMAT	ION	(0	Continue on separa	te sheet if necessa	iry)		The state of the s	
31. SPECIAL SKILL	William III	N	ON-ACADEMIC DIS		OGNITION	100	33. MEMBERSHIP IN ASSOCIATION/ORGANIZA (Write in full)	
READING &	DX - 22		Trail	Vrite in full)			PHILIPPINE INSTITUE OF CERTIFIED PU	
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SIGNATU			N W W				06/18/10st	

chief of bureau or office or to the person who has immedi Bureau or Department where you will be appointed,		and the second	ON SPECIAL STAN				
a. within the third degree?		□ vrc	(Ref sa estive)				
b. within the fourth degree (for Local Government Unit - C	arear Employoos\2		✓ NO				
5. Walling the locality degree (for 200al Government Offic - C	areer Employees)?		☑ NO				
		If YES, give details	3:				
35. a. Have you ever been found guilty of any administrative	YES	✓ NO					
		If YES, give details:					
b. Have you been criminally charged before any court?		YES	✓ NO				
		If YES, give details  Date Filed:	).				
		Status of Case/s:					
36. Have you ever been convicted of any crime or violation of	any law, decree, ordinance or regulation by	/ NES	✓ NO				
any court or tribunal?		If YES, give details					
PEGSHG04052 1931 QUONOD CATORAGE PROSESSION		Le Revisit de la Company					
37. Have you ever been separated from the service in any of	the following modes: resignation,	✓ YES	□ NO				
retirement, dropped from the rolls, dismissal, termination, (abolition) in the public or private sector?	end of term, finished contract or phased out		TION EFFECTIVE 03/15/2019				
38. a. Have you ever been a candidate in a national or local e	lection held within the last year (except	☐ YES	SHAR-WORKSHOP ON CORCHING ON				
Barangay election)?	642002019 04280019 24.0	If YES, give detail					
b. Have you resigned from the government service during			NO MA TITLE HO SHOW A REPORT & 23.				
election to promote/actively campaign for a national or loc		If YES, give detail	S:SCEDURE OF COA				
39. Have you acquired the status of an immigrant or permane		☐ YES	☑ NO				
TECHNICAL PRIE PRIE MSTITUTE OF CERTIFICE PUBLIC		If YES, give details	(country):				
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) M	agna Carta for Disabled Persons (RA		Authoris de Sansan and a sansan a				
7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972			OHERO STANDARDS DE AUDITHO				
Are you a member of any indigenous group?	e.b arecharge engageder	YES	If VEC places apositiv				
Are you a person with disability?	If YES, please specify:						
TECHNICAL SCICUREARS		If YES, please specify ID No:					
Are you a solo parent?	☐ YES	NO BOWERNANCE ON S					
TECHNICAL PENETROLIC OF CERTIFIED BUBLIC	OR SCHOOLS SHORTHERS	If YES, please specify	ID No:				
<ol> <li>REFERENCES (Person not related by consanguinity or affinity to applicar</li> </ol>	on thermal surrunal						
OUBUP GARROSS TO STO MAME INFORMAL INCOMINGS	ADDRESS	TEL. NO.	100 mars				
RUBY M. DY	MAC BUILDERS ORMOC CITY	561-0163	TOHOO!				
MANOLITO EDANO, CPA	WESTERN LEYTE COLLEGE ORMOC	9474683635					
DR. LUZVIMINDA A. TAJOS	VISAYAS STATE UNIVERSITY ISABEL	9459851491					
42. I declare under oath that I have personally accomplish	ed this Personal Data Sheet which is a t	rue, correct and	District Office to a				
complete statement pursuant to the provisions of pert Philippines. I authorize the agency head/authorized repres	inent laws, rules and regulations of the sentative to verify/validate the contents state	Republic of the	DANILITATE ELI				
agree that any misrepresentation made in this doc	cument and its attachments shall cause	se the filing of	FILETO				
administrative/criminal case/s against me.							
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)	A A	the transfer to the property and the property of the property					
PLEASE INDICATE ID Number and Date of Issuance		-36	1 R39				
Government Issued ID: PRC ID 39/1901 1949	AM NIT						
ID/License/Passport No.: 0142300	ox)						
Date/Place of Issuance: 11/19/2011 TACLOBAN CITY	Date Accomplished		Right Thumbmark				
SUBSCRIBED AND SWORN to before me this	officent cubibits	ing hig/her validly issued -	overnment ID as indicated above.				
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The state of the s	Murch						
	Person Administering Oat	th					
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	V		CS FORM 212 (Revised 2017), Page 4 of				

Duration: March 18, 2019 - Present

Position: Accountant I

- Name of Office/Unit: Department of Administration & Finance
- Immediate Supervisor: Gina A. Ellorimo
- Name of Agency/Organization and Location: VSU-Isabel, Isabel, Leyte
  - Summary of Actual Duties
- Reviews and signs Vouchers, Disbursements & Receipts Journals to be submitted to the VSU Main Accounting, COA, Finance and Budget Office.
- Prepares Financial and Accounting Reports to be submitted to VSU Main Campus
  - a. Monthly Trial Balance of all Funds
  - b. Quarterly Statement of Cash Flows of all Funds
  - c. Quarterly Schedule of Cash Advances
  - d. Quarterly Schedule of Depreciation
  - e. Schedule of Other Payables
- Recommends to the Chancellor the allocation of funds for Administrative and Maintenance of the College.
- Assists in the preparation of monthly remittances to GSIS, Philhealth, Pag-ibig and BIR especially
  its internet submission and posting.
- Pre-audits all financial transactions and prepared necessary adjusting entries
- Prepares request and justifications for supplemental budget whenever needed.
- Assists in the preparation of budget hearings and requires all units to present and submit their budget proposals for approval and consolidation.
- Acts as Agency Authorized Officer for GSIS transactions.
- Prepares justification for Audit Observation Memorandum issued by COA.
- Prepares various reports required for accreditation.
- Performs other functions assigned by the department head and Chancellor.

(Signature over Printed Name of Employee/Applicant)

Date: 00 15 my