

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	ANDRES		
FIRST NAME	DALISAY	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	FORNES		
3. DATE OF BIRTH (mm/dd/yyyy)	10/24/1968	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	none A. BONIFACIO ST., House/Block/Lot No. Street none Poblacion Zone 12 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.55	18. PERMANENT ADDRESS	none A. BONIFACIO ST., House/Block/Lot No. Street none Poblacion Zone 12 Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	53.00		
9. BLOOD TYPE	O		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	ZIP CODE	6521
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	N/A	20. MOBILE NO.	999-172-5694
15. AGENCY EMPLOYEE NO.	V00040	21. E-MAIL ADDRESS (if any)	dalisay.andres@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ANDRES		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NELSON	NAME EXTENSION (JR., SR)	DANEL AURA FORNES ANDRES	04/25/2003
MIDDLE NAME	JUNTILLA			
OCCUPATION	SELF-EMPLOYED			
EMPLOYER/BUSINESS NAME	NONE			
BUSINESS ADDRESS	NONE			
TELEPHONE NO.	09176284646			
24. FATHER'S SURNAME	FORNES			
FIRST NAME	ANANIAS	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BOHOLST			
25. MOTHER'S MAIDEN NAME	EPIFANIA VINCULADO VILLARUEL			
SURNAME	VILLARUEL			
FIRST NAME	EPIFANIA			
MIDDLE NAME	VINCULADO		(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	Franciscan College of Immaculate Conception	Elementary	1975	1981		1981	N/A
SECONDARY	Franciscan College of Immaculate Conception	High School	1981	1985		1985	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Franciscan College of Immaculate Conception	Bachelor of Science in Business Administration	1999	2001	15 UNITS	2001	N/A
GRADUATE STUDIES	College of Maasin	Master in Public Administration	2019	2022		2022	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/22/2025
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IV. CIVIL SERVICE ELIGIBILITY

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
	CSC Sub-Professional	81.69	06/29/1997	Cebu City	96-249505	07/10/1997
	Stenographer	88.71	10/28/2000	Palo, Leyte	800041	11/06/2000
	NC II - Bread and Pastry Production		N/A	Baybay City, Leyte	19083702016648	08/17/2019
	CSC Professional	80.00	03/03/2024	Tacloban City	CSE-PR-2406-047	06/26/2024

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/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	To						
03/25/2025		Administrative Officer I	Visayas State University	25,586.00	10-1	Permanent	Y
03/25/2025		Administrative Officer I	Visayas State University	25,586.00	10-1	Permanent	Y
01/01/2025		Administrative Assistant III	Visayas State University	23,226.00	9-1	Permanent	Y
05/16/2024		Administrative Assistant III	Visayas State University	22,219.00	9-1	Permanent	Y
05/16/2024		Administrative Assistant III	Visayas State University	22,219.00	9-1	Permanent	Y
01/01/2024	05/15/2024	Administrative Assistant II	Visayas State University	20,908.00	8-3	Permanent	Y
08/01/2023	05/15/2024	Administrative Assistant II	Visayas State University	20,104.00	8-3	Permanent	Y
01/01/2023		Administrative Assistant II	Visayas State University	19,923.00	8-2	Permanent	Y
01/01/2022		Administrative Assistant II	Visayas State University	19,170.00	8-2	Permanent	Y
01/01/2021		Administrative Assistant II	Visayas State University	18,417.00	8-2	Permanent	Y
08/01/2020		Administrative Assistant II	Visayas State University	17,663.00	8-2	Permanent	Y
01/01/2020	07/31/2020	Administrative Assistant II	Visayas State University	17,505.00	8-1	Permanent	Y
01/01/2019		Administrative Assistant II	Visayas State University	16,758.00	8-1	Permanent	Y
01/01/2019		Administrative Assistant II	Visayas State University	16,758.00	8-1	Permanent	Y
01/01/2018	12/31/2018	Administrative Assistant II	Visayas State University	16,282.00	8-1	Permanent	Y
08/01/2017	12/31/2017	Administrative Assistant II	Visayas State University	15,818.00	8-1	Permanent	Y
01/01/2017	07/31/2017	Administrative Aide VI	Visayas State University	14,347.00	6-5	Permanent	Y
01/01/2017		Administrative Aide VI	Visayas State University	14,096.00	6-3	Permanent	Y
05/10/2016	12/31/2016	Administrative Aide VI	Visayas State University	13,630.00	6-3	Permanent	Y
01/01/2016	05/09/2016	Administrative Aide VI	Visayas State University	13,504.00	6-2	Permanent	Y
03/25/2013	12/31/2015	Administrative Aide VI	Visayas State University	13,050.00	-	Permanent	Y
06/01/2012	03/24/2013	Administrative Aide VI	Visayas State University	12,921.00	-	Permanent	Y
06/01/2011	05/31/2012	Administrative Aide VI	Visayas State University	11,992.00	-	Permanent	Y
06/24/2010	05/31/2011	Administrative Aide VI	Visayas State University	11,062.00	-	Permanent	Y
03/25/2010	06/23/2010	Administrative Aide VI	Visayas State University	10,133.00	-	Permanent	Y
07/01/2009	03/24/2010	Administrative Aide IV	Visayas State University	8,713.00	-	Permanent	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/22/2025
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V. WORK EXPERIENCE								
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.								
28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/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	To						
	07/01/2008	06/30/2009	Administrative Aide IV	Visayas State University	7,891.00	-	Permanent	Y
	07/01/2007	06/30/2008	Administrative Aide III	Visayas State University	6,808.00	-	Permanent	Y
	05/17/2007	06/30/2007	Administrative Aide III	Visayas State University	6,189.00	-	Permanent	Y
	12/01/2004	05/16/2007	Administrative Aide III	Visayas State University	6,039.00	-	Permanent	Y
	05/17/2004	11/30/2004	Clerk I	Visayas State University	6,039.00	-	Permanent	Y
	07/01/2001	05/16/2004	Clerk I	Visayas State University	274.50	-	Casual	Y
	01/01/2000	06/30/2001	Clerk I	Visayas State University	261.41	-	Casual	Y
	01/01/1999	12/31/1999	Clerk I	Visayas State University	237.64	-	Casual	Y
	01/01/1998	12/31/1998	Clerk I	Visayas State University	237.64	-	Casual	Y
	01/01/1997	12/31/1997	Clerk I	Visayas State University	237.64	-	Casual	Y
	01/01/1996	12/31/1996	Clerk I	Visayas State University	225.27	-	Casual	Y
	01/01/1995	12/31/1995	Clerk I	Visayas State University	179.82	-	Casual	Y
	01/01/1994	12/31/1994	Clerk I	Visayas State University	134.36	-	Casual	Y
	01/01/1993	12/31/1993	Clerk I	Visayas State University	98.00	-	Casual	Y
	01/01/1992	12/31/1992	Clerk I	Visayas State University	98.00	-	Casual	Y
	11/02/1989	11/30/1989	Clerk I	Visayas State University	98.00	-	Casual	Y
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	08/22/2025			

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
		From	To		
	Catholic Charismatic Renewal Movement Baybay Chapter - Baybay City	11/05/2016	11/06/2016	16	Attendance to the 2nd Regional Catholic Charismatic Conf.
	Barangay Pedro de Veyra Pedro de Veyra, Zone-14, Baybay City	05/22/2016	05/22/2016	4	Volunteer - Feeding Program
	Barangay Pedro de Veyra Pedro de Veyra, Zone - 14, Baybay City	05/21/2016	05/21/2016	4	Served as Catechist
	Barangay Pedro de Veyra Pedro de Veyra, Zone-14, Baybay City	05/08/2016	05/08/2016	4	Volunteer - Feeding Program
	Barangay Pedro de Veyra Baybay City, Leyte	05/07/2016	05/07/2016	4	Served as Catechist

PLEASE SEE ATTACHMENT B

(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			
	Orientation Seminar on Republic Act No. 12009: The New Government Procurement Act	08/18/2025	08/19/2025	16	Technical	Government Procurement Policy Board (GPPB)
	Regional Seminar-Workshop on Records, Counter Disaster Preparedness and Business Continuity (RCDPBC)	08/12/2025	08/14/2025	24	Technical	National Archives of the Philippines
	Orientation and Re-Orientation of Guidelines and Procedures on Processes/Services of the Offices Under Administrative Services (AS)	04/08/2025	04/08/2025	8	Technical	HRMO, VSU, Visca, Baybay City, Leyte
	Orientation on Financial Management Transactions in VSU	03/13/2025	03/13/2025	8	Technical	HRMO, VSU, Visca, Baybay City, Leyte
	SALN Compliance: Ensuring Transparency and Accountability at VSU	01/28/2025	01/28/2025	4	Technical	Legal Office, VSU
	Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016	11/26/2024	11/28/2024	24	Technical	Visayas State University
	2023 & 2024 Income Generating Project Review	11/07/2024	11/08/2024	16	Technical	Office of the Vice-President for Planning, Research Generation & Auxiliary Services
	Public Financial Management Workshop	09/18/2024	09/20/2024	24	Technical	Department of Budget and Management, RO8
	Conflict and Stress Management	09/10/2024	09/13/2024	28	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
	Strategic Foresight-Scenario Building Training Workshop	07/15/2024	07/26/2024	40	Technical	Office of the President, VSU
	Shaping Culture: Embracing Values for Productive Workplace Performance	05/15/2024	05/15/2024	8	Technical	HRMO, Visayas State University
	Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)	02/23/2024	02/23/2024	8	Technical	Administrative Services Office, VSU
	HRIS Software Onboarding	12/06/2023	12/06/2023	4	Technical	Visayas State University
	Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University	11/29/2023	11/29/2023	8	Technical	Visayas State University
	ISO 9001:2015 Awareness & Re-awareness Webinar	08/29/2023	08/29/2023	4	Technical	Office of the Quality Assurance Center
	GPPB Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016 for Visayas State University"	08/22/2023	08/24/2023	24	Technical	Visayas State University
	Gender Sensitivity Orientation for VSU Faculty and Staff	07/11/2023	07/11/2023	4	Technical	VSU Gender Resource Center

PLEASE SEE ATTACHMENT C

(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)
	N/A		N/A		BEST ADMINISTRATIVE SUPPORT STAFF AWARD
					VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)
					Visayas State University Credit Cooperative

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/22/2025
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Attachment B

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
		From	To		
	Immaculate Conception Parish Baybay City, Leyte	02/27/2016	02/27/2016	6	Volunteer - Assists during Confirmation Rites
	Blackwood Filipino-Australian Group Baybay City, Leyte	01/02/2015	01/02/2015	8	Volunteer Packing/Repacking and distribution of relief goods
(Continue on separate sheet if necessary)					
SIGNATURE				DATE	08/22/2025

Attachment C.1

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			
	Philippine Procurement Systems & Updates and Property Appraisal & Disposal in Government	06/28/2023	06/30/2023	24	Technical	Government Financial Management Innovators Circle (GRMIC). Inc. & Philippine Schools, Universities and Colleges Computer Education and System Society (PSUCCESS), Inc.
	Layo na, pero layo pa: Conversations on Creating a Gender-Equal and Socially-Inclusive University	03/08/2023	03/08/2023	4	Instruction	Gender Resource Center
	Training-Workshop on Risk Assessment	11/24/2022	11/25/2022	16	Instruction	Office of the Vice-President for Planning, Resource Generation and Auxiliary Services
	Training-Workshop on Root Cause Analysis	11/17/2022	11/17/2022	4	Instruction	Office of the Director for Quality Assurance, Visayas State University
	Training on Attaining Work-Life Balance and Productivity	11/09/2022	11/11/2022	24	Instruction	Personnel Officers Association of the Philippines, Inc. (POAP)
	Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	09/07/2022	09/07/2022	8	Instruction	Quality Assurance Center, Visca, Baybay City, Leyte
	Online Training entitled "Technology Forum on Disaster Risk Reduction and Management" during the 2022 Eastern Visayas Regional Science and Technology Week	08/25/2022	08/25/2022	4	Instruction	DOST Regional Office 8
	In-House Training on Public Financial Management	08/03/2022	08/05/2022	24	Instruction	Department of Budget and Management Regional Office VIII
	33rd Sustainable Share Growth Seminar "The Philippine Construction Industry and Directly Unproductive Extra Costs: A Regional Perspective"	07/18/2022	07/18/2022	4	Research	College of Public Affairs and Development of UPLB & Sekiguchi Global Research Association of the Atsumi International Foundation
	Typhoon Awareness and Calamity Readiness	06/29/2022	06/29/2022	4	Instruction	Department of Meteorology
	Seminar on the Application of Virtual Reality to Agriculture, Land Use and Transportation Plans	06/22/2022	06/22/2022	4	Instruction	International Affairs Office
	Disaster Risk Reduction and Management (DRRM) Training for LGU - Baybay City, Leyte	06/04/2022	06/04/2022	8	Technical	PHILKOFA and KOICA, Philippines
	Philippine Government Electronic Procurement System (PhilGEPS) Online Training for Buyers	05/30/2022	05/31/2022	16	Instruction	PhilGEPS & e-Blackboards Learning and Solutions Inc.
	Webinar on "My Changing Body"	05/02/2022	05/02/2022	4	Instruction	USHER, VSU
	Virtual Data Privacy Act of 2012 Awareness Seminar	04/07/2022	04/07/2022	8	Instruction	Visayas State University
	A Webinar on Menopause and other Common Gynecologic Problems	03/31/2022	03/31/2022	4	Instruction	VSU Gender Resource Center
	Women Inspiring Women	03/07/2022	03/07/2022	7	Instruction	VSU Gender Resource Center
	Women's Reproductive Health: Breast Cancer and Gynecological Cancers	10/07/2021	10/07/2021	3	Instruction	Office of the Chief of University Services for Health, Emergency, and Rescue
	Re-Orientation of Employees' Duties and Responsibilities and Customer Services	09/23/2021	09/23/2021	4	Instruction	Office of the Director for Human Resource Management
	Correcting Corrective Actions	05/28/2021	05/28/2021	1	Instruction	AGF Consulting Group, Philippines
	Virtual Training on RA 9184 and its Revised Implementing Rules and Regulations	05/17/2021	05/21/2021	40	Technical	Government Procurement Policy Board - Technical Support Office
	Research Forum: Discover the World of Public Administration	05/08/2021	05/08/2021	4	Research	Grad. Colloquium Class of 2021, College of Maasin
	Webinar on ISO DOCUMENT CONTROL - Explained	04/30/2021	04/30/2021	1	Instruction	AGF Consulting Group, Philippines
	Webinar on "How to Conduct a Process Audit"	04/16/2021	04/16/2021	1	Instruction	AGF Consulting Group, Philippines
	Webinar on "Best Practices in Writing and Publishing Your Research Paper"	04/16/2021	04/16/2021	3	Research	ELSIVIER Research Academy On-Campus & DOST
	Webinar on "Internal Quality Audit Best Practice "Do's and Don'ts in IQA"	03/26/2021	03/26/2021	1	Instruction	AGF Consulting Group, Philippines
	Webinar on "How to Conduct Documents and Records Audit"	03/19/2021	03/19/2021	1	Instruction	AGF Consulting Group, Philippines
	Rebuilding the Economy from the COVID-19 Pandemic: The Role of SUCs and HEIs	03/05/2021	03/05/2021	2	Instruction	College of Management and Economics, Visayas State University
	Gender Climate and Disaster Resilience: Challenges of Equity and Sustainability	03/01/2021	03/01/2021	4	Instruction	CCARPH & NRC, Ateneo de Manila
	Webinar on "How to Speak on a Digital Stage and Capture the Limelight"	02/23/2021	02/23/2021	2	Instruction	College of Education, Visayas State University and United States of America Peace Corps
	Webinar on "Sexual Orientation & Gender Identity: Understanding the Coping Mechanisms of the Filipino Youth"	02/17/2021	02/17/2021	2	Instruction	National Academy of Science and Technology (NAST), DOST
(Continue on separate sheet if necessary)						
SIGNATURE					DATE	08/22/2025

Attachment C.2

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
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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			
	Webinar on "Control your Records Before they Control You: The Basics of Records Management and Records Control"	01/27/2021	01/27/2021	4	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	FY 2021 Procurement Forum Plenary Session and Breakout Session on Early Procurement Activities and the 2022 National Elections	01/20/2021	01/20/2021	8	Instruction	Department of Budget and Management, Region 8
	Webinar on "How to Handle a Difficult Audit"	01/15/2021	01/15/2021	1	Instruction	AGF Consulting Group, Philippines
	Webinar on "How to be an Internal Quality Auditor"	01/08/2021	01/08/2021	1	Instruction	AGF Consulting Group, Philippines
	Webinar on "How to Develop Internal Quality Audit Trails"	12/18/2020	12/18/2020	1	Instruction	AGF Consulting Group, Philippines
	Webinar on "How to Conduct Internal Quality Audit"	12/11/2020	12/11/2020	1	Instruction	AGF Consulting Group, Philippines
	Virtual Client Connection: A PS-DBM Online Learning Engagement	12/09/2020	12/09/2020	4	Instruction	DBM, Procurement Service
	Webinar on "Sustainable Procurement Based on ISO 20400:2017"	12/04/2020	12/04/2020	1	Instruction	AGF Consulting Group, Philippines
	ISO 9001:2015 Awareness/ Re-awareness Webinar	11/27/2020	11/27/2020	4	Instruction	VSU Quality and Assurance Committee
	Webinar on "ISO 55001:2014 Asset Management Foundation"	11/27/2020	11/27/2020	1	Instruction	AGF Consulting Group, Philippines
	Webinar on "Document Tracking System"	11/13/2020	11/13/2020	3	Technical	Human Resource Information System, Visayas State University
	Data Driven Governance Training	11/09/2020	11/13/2020	20	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Webinar on "Information Security and Document Control in Conformance with ISO 27001:2013"	11/06/2020	11/06/2020	1	Instruction	AGF Consulting Group, Philippines
	Webinar on Understanding Sustainable Procurement in Conformance with ISO 20400:2017	10/30/2020	10/30/2020	1	Instruction	AGF Consulting Group, Philippines
	Operational Planning Workshop and Reframing of the Strategic Plan	10/05/2020	10/07/2020	24	Instruction	"Office of the Vice President for Research and Extension (OVPRE), VSU, Visca, Baybay, City "
	Workshop on the Assessment of Accomplishment and Target Settings of the Strategic Plan	09/30/2020	09/30/2020	8	Instruction	Office of the Vice-President for Planning, Resource Generation & Auxiliary Services
	Training on Identification of Proper and Complete Items Technical Specification and Parameters and Orientation of the Purchase Request (PR) Module of the Supply Properties Procurement Management Information system (SPPMIS)	08/28/2020	08/28/2020	8	Technical	Supply, Procurement and Property Management Information System (SPPMIS), VSU
	Workshop on Listing and Categorization of Items for the PPMP	08/20/2020	08/20/2020	8	Technical	Supply, Procurement and Property Management Information System (SPPMIS), VSU
	Webinar Series on Government Procurement Under the New Normal	07/24/2020	07/24/2020	8	Instruction	DBM, GPPB, R08, Technical Support Office
	Cyber Security Training	12/18/2019	12/19/2019	16	Technical	Human Resource Information System, Visayas State University
	Introduction to Cyber Security	09/02/2019	09/03/2019	16	Technical	Department of Information and Communication Technology - Manila
	Bread and Pastry Production NC II	07/24/2019	08/16/2019	120	Technical	Technical Education and Skills Development Authority
	Philippine Government Electronic Procurement System (PhilGEPS)	07/17/2019	07/18/2019	16	Technical	Philippine Government Electronic Procurement System (PhilGEPS)
	In-House Training on Republic Act 9184 and the 2016 Revised Implementing Rules and Regulations	06/10/2019	06/12/2019	24	Instruction	Department of Budget and Management, Region 8
	Development Effective Work Teams	05/07/2019	05/10/2019	32	Instruction	Personnel Officers Association of the Philippines, Inc. (POAP)
	Seminar-Workshop on Implementation Ready Project Proposal Preparation	03/15/2019	03/15/2019	8	Research	Visayas State University
	Seminar Workshop on Open Data Kit	03/07/2019	03/07/2019	8	Instruction	Department of Statistics, Visayas State University
	Target Setting Workshop	08/20/2018	08/21/2018	16	Instruction	Visayas State University
	Performance Targeting Workshop	07/31/2018	07/31/2018	8	Instruction	Visayas State University
	Workshop on Review and Revision of Existing VSU Organizational Structure	07/30/2018	07/30/2018	8	Instruction	Visayas State University
	Implementing Gender-Responsive Research and Extension Programs	03/14/2018	03/14/2018	8	Instruction	Visayas State University
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	08/22/2025	

Attachment C.3

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			
	Ambisyon Natin 2040	03/01/2018	03/02/2018	8	Instruction	Visayas State University
	Data Science Jobs in the Industry: What to Look For	01/26/2018	01/26/2018	8	Research	Visayas State University
	Outcome-Based Education (OBE) Workshop on Syllabus Preparation	01/10/2018	01/10/2018	8	Instruction	Visayas State University
	Lecture-Seminar on Project Feasibility Study	11/16/2017	11/16/2017	8	Research	Visayas State University
	Orientation on Basic Customer Service and Work Values	09/05/2017	09/05/2017	8	Instruction	Visayas State University
	Sixteenth Young Economists' University	07/14/2017	07/15/2017	16	Instruction	Department of Agricultural Engineering & Applied Mathematics, Visayas State College of Agriculture
	Entrepreneurship and Export Competitiveness Seminar	03/17/2017	03/17/2017	4	Instruction	College of Management and Economics, Visayas State University
	Department of Economics Strategic Planning and Workshop	02/27/2017	02/28/2017	16	Instruction	Department of Economics, Visayas State University
	HIV in the Workplace Seminar	12/09/2016	12/09/2016	4	Instruction	VSU Hospital
	Procurement Planning Workshop	09/13/2016	09/13/2016	8	Instruction	Visayas State University
	Procurement Act Orientation	09/09/2016	09/09/2016	8	Instruction	Visayas State University
	Training Workshop on Transforming Thesis Output into Publishable Article	06/21/2016	06/24/2016	40	Technical	Civil Service Commission - Region 8
	Gender Sensitivity Training and Anti-Sexual Harassment Orientation for CME Faculty and Staff	04/27/2016	04/27/2016	4	Instruction	Gender and Development, Visayas State University
	Climate Change Challenge to Industrial Development in the Philippines	03/04/2016	03/04/2016	5	Instruction	Civil Service Commission - Region 8
	Financial Literacy and Innovation Seminar	03/03/2016	03/03/2016	4	Instruction	Organic Agriculture Society of the Philippines (OASP) and Visayas State University (VSU)
	Developing an IPM System: Process and Tools and Pesticides - Tools or Toxins?	02/23/2016	02/23/2016	8	Technical	Office of the Vice-President for Research and Extension, Visayas State University
	Seminar on the Sacrament of Confirmation	02/13/2016	02/13/2016	4	Technical	Immaculate Conception Parish-Baybay
	Planning Workshop: On the Preparation & Processing of Documents Relative to Procurement	05/27/2015	05/27/2015	8	Instruction	Supply, Property and Procurement Management Office, Visayas State University
	Advance Data Management: Getting Started with Custom Tables in SPSS for Window	02/11/2015	02/11/2015	8	Technical	Department of Economics, Visayas State University
	Promoting Public Awareness on Economic Issues through Social Actions	11/26/2014	11/26/2014	8	Instruction	Young Economists Society, Visayas State University
	Value Added Tax Seminar	03/21/2014	03/21/2014	4	Instruction	Visayas State University
	Energy Efficiency and Conservation Seminar	03/13/2013	03/13/2013	8	Technical	Department of Energy, Manila
	Seminar on Intellectual Rights (IPR)	03/06/2013	03/06/2013	8	Instruction	DCST VSU
	Briefing of Staff Involved in the Conduct of Evaluation of Academic Staff by the Students	01/14/2013	01/14/2013	8	Instruction	Visayas State University
	Personality Development Seminar for Frontliners	09/20/2012	09/20/2012	4	Instruction	Visayas State University
	Value Added Tax Seminar	09/20/2012	09/20/2012	4	Instruction	Young Economists Society, Visayas State University
	Entrepreneurship Forum	03/09/2012	03/09/2012	8	Instruction	DCST VSU
	Reorientation Seminar of Frontliners	07/07/2011	07/07/2011	8	Instruction	Visayas State University
	Seminar on Managing Perspectives for Success	03/04/2011	03/04/2011	8	Instruction	College of Management and Economics, Visayas State University
	Training on RA 9184 and its Revised IRR (Modules I, II and V)	07/29/2010	07/29/2010	8	Instruction	Visayas State University
	Training on Total Quality Management among Administrative Personnel	11/13/2009	11/14/2009	16	Instruction	DCST VSU
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	08/22/2025	

Attachment C.4

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			
	Seminar on Customer Service and Implementation of the Citizen'sCharter	09/22/2009	09/22/2009	8	Instruction	Visayas State University
	Training on Mental Health Education Program	10/24/2007	10/25/2007	16	Instruction	Family Link Philippines
	Training on Office Productivity Tools	05/07/2007	05/11/2007	40	Technical	Department of Computer Science & Technology, Leyte State University
	Orientation-Seminar on Reproductive Health, Adolescent Reproductive Health and Gender	04/04/2006	04/04/2006	8	Instruction	Department of Business and Management, Visayas State University
	Orientation and Briefing on Faculty Workload Computation & Teacher's Evaluation	06/20/2005	06/20/2005	8	Instruction	Department of Business and Management, Visayas State University
	Networking Productivity Tools Utilization	06/10/2003	06/11/2003	16	Technical	ICTU, Leyte State University
	Career and Personality Development for Clerks & Other Administrative Staff	05/21/2003	05/22/2003	16	Instruction	Leyte State University
	Training on the Development of Audiovisual Aids for Classroom Use	08/16/2002	08/16/2002	8	Instruction	Multi-Media Development Center, Visayas State College of Agriculture
	Computer Training Program on Microsoft Word '97	06/07/1999	06/09/1999	24	Instruction	Commission on Higher Education Region VIII
	Computer Training Program on Microsoft Excel '97	11/04/1998	11/06/1998	24	Instruction	Department of Agricultural Engineering & Applied Mathematics, Visayas State College of Agriculture
	Values Orientation Workshop (VOW)	08/17/1998	08/19/1998	24	Instruction	Commission on Higher Education Region VIII
	ViSCA Credit Cooperative Pre-Membership Seminar	09/07/1996	09/07/1996	8	Instruction	ViSCA Credit Cooperative
	Strengthening the Capability of ViSCA's Clerical Staff	06/17/1994	06/25/1994	24	Instruction	Human Resource Management Office, Visayas State College of Agriculture
	Appointment Preparation and CSC Updates	02/04/1994	02/04/1994	8	Instruction	Civil Service Commission - Region 8
	Seminar on the Proper Preparation of the Vouchers, Payrolls and their Supporting Documents	12/02/1992	12/02/1992	8	Instruction	Visayas State College of Agriculture
	Consultation Dialogue on the Provisions of the Updated Auditing and Accounting Manual	11/05/1992	11/05/1992	8	Instruction	Visayas State College of Agriculture
	Workshop on QUATTRO	06/02/1991	06/14/1991	80	Technical	Microcomputer Hardware & Information Processing Systems (MICROCHIPS)
	Systems Analysis and Designs	05/13/1991	05/25/1991	100	Technical	Electronic Data Processing Center
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	08/22/2025	

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, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?			☐ YES☒ NO ☐ YES☒ NO If YES, give details: _____													
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?			☐ YES☒ NO If YES, give details: _____ ☐ 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 any court or tribunal?			☐ YES☒ NO If YES, give details: _____													
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?			☐ YES☒ NO If YES, give details: _____													
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? 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?			☐ YES☒ NO If YES, give details: _____ ☐ YES☒ NO If YES, give details: _____													
39. Have you acquired the status of an immigrant or permanent resident of another country?			☐ YES☒ NO If YES, give details (country): _____													
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: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?			☐ YES☒ NO If YES, please specify: _____ ☐ YES☒ NO If YES, please specify ID No _____ ☐ YES☒ NO If YES, please specify ID No _____													
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Maria Roberta S. Miraflor</td><td>Baybay City, Leyte</td><td>09066701689</td></tr><tr><td>Glenn G. Pajares</td><td>Ormoc City</td><td>09209251159</td></tr><tr><td>Moises Neil V. Serião</td><td>OVPPRGAS, VSU, Visca, Baybay City, LEyte</td><td>09363706515</td></tr></table>					NAME	ADDRESS	TEL. NO.	Maria Roberta S. Miraflor	Baybay City, Leyte	09066701689	Glenn G. Pajares	Ormoc City	09209251159	Moises Neil V. Serião	OVPPRGAS, VSU, Visca, Baybay City, LEyte	09363706515
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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.			ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable PHOTO Right Thumbmark													
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A Signature (Sign inside the box) 08/22/2025 Date Accomplished																
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath																