

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 () ☐ 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	PAGALAN		
FIRST NAME	LILIBETH VICTORIA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	VALENZONA		
3. DATE OF BIRTH (mm/dd/yyyy)	APRIL 25, 1967	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	BAYBAY, 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input checked="" type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	<div>1300</div> <div>House/Block/Lot No. Street</div> <div>Zone 1 Guadalupe</div> <div>Subdivision/Village Barangay</div> <div>Baybay Leyte</div> <div>City/Municipality Province</div>
7. HEIGHT (m)	1.63	ZIP CODE	
8. WEIGHT (kg)	68		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	<div>483-A Mercury</div> <div>House/Block/Lot No. Street</div> <div>Phase 3 DDF Village Mandug</div> <div>Subdivision/Village Barangay</div> <div>Davao Davao del Sur</div> <div>City/Municipality Province</div>
10. GSIS ID NO.	2005 2882 89	ZIP CODE	
11. PAG-IBIG ID NO.	1212-0612-3326		
12. PHILHEALTH NO.	13-000012484-3		
13. SSS NO.	6-1027262-6	19. TELEPHONE NO.	None
14. TIN NO.	116-626-148	20. MOBILE NO.	0931 152 4113
15. AGENCY EMPLOYEE NO.	V01014	21. E-MAIL ADDRESS (if any)	libeth.pagalan@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME	NA			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	PAGALAN			
FIRST NAME	FALCONERI	NAME EXTENSION (JR., SR)		
MIDDLE NAME	VILLOCINO			
25. MOTHER'S MAIDEN NAME				
SURNAME	VALENZONA			
FIRST NAME	TEMPORA			
MIDDLE NAME	FERNANDEZ		(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	VISCA FOUNDATION ELEMENTARY SCHOOL	PRIMARY EDUCATION	1973	1979	N/A	1979	
SECONDARY	EXPERIMENTAL RURAL HIGH SCHOOL	SECONDARY EDUCATION	1979	1983		1983	Visca Partial Scholar
VOCATIONAL / TRADE COURSE	NA	NA					
COLLEGE	VISAYAS STATE COLLEGE OF AGRICULTURE	BACHELOR OF SCIENCE IN AGRICULTURE (Major in Agronomy)	1983	1987		1987	Visca Partial Scholar
GRADUATE STUDIES	LEYTE STATE UNIVERSITY	MASTER OF SCIENCE IN AGRICULTURE (Major in Agronomy)	1987	2003		2003	

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	January 24, 2025

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
	CAREER SERVICE PROFESSIONAL	75.93	7/26/1987	TACLOBAN CITY	276539	

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JANUARY 24, 2025
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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		
	NONE				

(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			
	FULL AWARENESS TRAINING COURSE ISO 9001:2015	01/26/2017	01/27/2017	16.0	Technical	AJA REGISTRAR INC.
	SEMINAR-WORKSHOP ON 5S & RECORDS MANAGEMENT	02/18/2017	02/18/2017	8.0	Technical	VISYAS STATE UNIVERSITY
	ISO 9001:2015 ENHANCE SEMINAR-WORKSHOP ON INTERNAL QUALITY AUDIT	03/02/2017	03/03/2017	16.0	Technical	VISYAS STATE UNIVERSITY
	RE-ORIENTATION SEMINAR ON THE 5S INTERNAL AUDIT REQUIREMENTS	06/22/2017	06/22/2017	8.0	Technical	VISYAS STATE UNIVERSITY
	RECORDS MANAGEMENT TRAINING	07/06/2017	07/07/2017	16.0	Technical	VISYAS STATE UNIVERSITY
	ORIENTATION ON PREPRATION OF DOCUMENTS FOR THE INTERNAL AUDIT	07/26/2017	07/26/2017	8.0	Technical	VISYAS STATE UNIVERSITY
	CONSULTATION-WORKSHOP ON THE DEFINITION OF NEW AND IDENTIFIED HIGHER EDUCATION DATA ELEMENTS AND 2017-2018 HIGHER EDUCATION ANNUAL DATA COLLECTION	10/05/2017	10/05/2017	8.0	Technical	COMMISSION ON HIGHER EDUCATION
	IN-HOUSE TRAINING ON RA 9184 AND THE 2016 REVISED IMPLEMENTING RULES AND REGULATIONS	06/10/2019	06/12/2019	24.0	Technical	GOVERNMENT PROCUREMENT POLICY BOARD REGIONAL COMPOSITE TEAM
	PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PHILGEPS) TRAINING FOR BUYERS	07/17/2019	07/18/2019	16.0	Technical	E-BLACKBOARDS LEARNING AND SOLUTION, INC.
	WEBINAR SERIES ON GOVERNMENT PROCUREMENT UNDER THE NEW NORMAL	07/24/2020	07/24/202	8.0	Technical	GOVERNMENT PROCUREMENT POLICY BOARD REGIONAL COMPOSITE TEAM
	WORKSHOP ON LISTING AND CATEGORIZATION OF ITEMS FOR THE PPMP	08/20/2020	08/20/2020	8.0	Technical	VISAYAS STATE UNIVERSITY - SUPPLY PROPERTIES PROCUREMENT MANAGEMENT SYSTEMS
	TRAINING IN IDENTIFICATION OF PROPER AND COMPLE ITEMS TECHNICAL SPECIFICATIONS AND PARAMETERS AND ORIENTATION OF THE PURCHASE REQUESTS (P/R)	08/28/2020	08/28/2020	8.0	Technical	VISAYAS STATE UNIVERSITY - SUPPLY PROPERTIES PROCUREMENT MANAGEMENT SYSTEMS
	VIRTUAL TRAINING ON RA 9184 AND ITS REVISED IMPLENTING RULES AND REGULATIONS	05/17/2021	05/21/2021	40.0	Technical	GOVERNMENT PROCUREMENT POLICY BOARD REGIONAL COMPOSITE TEAM
	PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PhilGEPS) ON-LINE TRAINING FOR BUYERS	05/30/2021	05/31/2021	16.0	Technical	E-BACKBORAD LEARNING AND SOLUTION, INC.
	IN-HOUSE TRAINING ON PUBLIC FINANCIAL MANAGEMENT	08/03/2022	08/05/2022	24.0	Technical	DEPARTMENT OF BUDGET AND MANAGEMENT REGIONAL OFFICE VIII
	ISO 9001:2015 AWARENESS / RE-AWARENESS SEMINAR	08/30/2022	08/31/2022	16.0	Technical	VISAYAS STATE UNIVERSITY - SUPPLY PROPERTIES PROCUREMENT MANAGEMENT SYSTEMS
	PLANNING, BUDGETING, AND EXPENDITURE MANAGEMENT IN SUCS	05/16/2023	06/18/2023	24.0	Technical	PHILIPPINE ASSOCIATION OF STATE UNIVERSITIES AND COLLEGES
	PHILIPPINE PROCUREMENT SYSTEMS & UPDATES AND PROPERTY APPRAISAL & DISPOSAL IN GOVERNMENT	06/28/2023	06/30/2023	24.0	Technical	GOVERNMENT FINANCIAL MANAGEMENT INNOVATORS CIRCLE, INC.
	GPPB BASIC COURSE TRAINING ON THE RA 9184 AND ITS REVISED IMPLEMENTING RULES AND REGULATION ACT OF 2016 FOR VISAYAS STATE UNIVERSITY	08/22/2023	08/24/2023	24.0	Technical	VISAYAS STATE UNIVERSITY
	ENHANCING PROCUREMENT EXPERTISE BATCH 1	08/06/2024	08/09/2024	32.0	Technical	GOVERNMENT PROCUREMENT POLCY BOARD - TECHNICAL LSUPPORT OFFICE (GPPB-TSO)

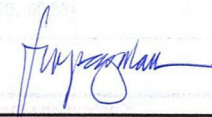
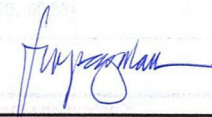
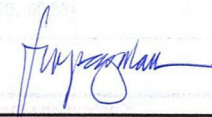






(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	DRIVING MOTORCYCLE AND VEHICLE UP TO 4500 KGS		NONE		Administrative Personnel Association (ADPA)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 24, 2025
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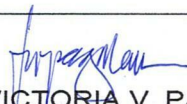
<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within 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> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>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: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>ALICIA M. FLORES ROMEL B. ARMECIN, Ph.D.</td> <td>Brgy. UTOP Baybay NARC - Visayas State University, Baybay City, Leyte</td> <td>0944 9877421 053 565-0600 loc 1058</td> </tr> <tr> <td>JESSAMINE C. ECLEO</td> <td>Procurement - Visayas State University, Baybay City, Leyte</td> <td>053 565-0600 loc 1093</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	ALICIA M. FLORES ROMEL B. ARMECIN, Ph.D.	Brgy. UTOP Baybay NARC - Visayas State University, Baybay City, Leyte	0944 9877421 053 565-0600 loc 1058	JESSAMINE C. ECLEO	Procurement - Visayas State University, Baybay City, Leyte	053 565-0600 loc 1093	
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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>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>VSU V01014</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>UVA</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>UA</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	VSU V01014	ID/License/Passport No.:	UVA	Date/Place of Issuance:	UA	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  Signature (Sign inside the box) </td> </tr> <tr> <td style="text-align: center;"> 1-24-25 Date Accomplished </td> </tr> </table>	 Signature (Sign inside the box)	1-24-25 Date Accomplished
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<p>SUBSCRIBED AND SWORN to before me this <u>27 JAN 2025</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  ATTY. KAREN ABIGAIL S. MONTERO VSU Director, Legal Affairs and Services </td> </tr> <tr> <td style="text-align: center;"> Person Administering Oath </td> </tr> </table>		 ATTY. KAREN ABIGAIL S. MONTERO VSU Director, Legal Affairs and Services	Person Administering Oath								
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Person Administering Oath											

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: June 1987– Feb 1988 (Field Researcher)
Jan 1991 – Dec 1995 (Science Research Assistant)
Jan 1996 – Dec 2000 (Agriculturist)
Dec 2016 – July 2023 (Clerk I)
July 2023 – Jan 2025 (Clerk II)
- Position: Administrative Aide VI (Clerk II)
- Name of Office/Unit: Procurement Office
- Immediate Supervisor: Jessamine C. Ecleo
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - ☐ **ISO 9001:2015 Documentation and Process Compliance:**
 - Ensures services related to the BAC secretariat are rated "very satisfactory" by clients.
 - ☐ **ARTA-Aligned Frontline Services:**
 - Ensures zero complaints from clients regarding efficient and customer-friendly services.
 - ☐ **Administrative and Support Services Management:**
 - Participates in university committees and associations.
 - ☐ **Procurement Services:**
 - Facilitates and attend BAC meetings, ensuring smooth operations.
 - Prepares meeting minutes, Notices of Award, Project Contracts, and Notices to Proceed.
 - Manages communications with suppliers through emails for notices, contracts, and purchase orders.
 - Assists in post-qualification activities and respond to supplier inquiries and clarifications via phone and email.
 - Handles administrative and financial documents, such as Travel Orders, RIS, Cash Advances, and Liquidation Vouchers.


LILIBETH VICTORIA V. PAGALAN
(Signature over Printed Name
of Employee/Applicant)

Date: January 24, 2025