CS Form No. 212 Revised 2017

## **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. 1. CS ID No. (Do not fill up. For CSC use only Print legibly. Tick appropriate boxes ( and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. ALAO 2. SURNAME NAME EXTENSION (JR., SR) FIRST NAME **VIRGELIO** N/A MIDDLE NAME MONTER 3. DATE OF BIRTH 02/12/1986 16. CITIZENSHIP ☑ Filipino ☐ Dual Citizenship (mm/dd/yyyy) □ by birth ☐ by naturalization BALUGO, ALBUERA, LEYTE 4. PLACE OF BIRTH If holder of dual citizenship, Pls. indicate country: please indicate the details. ☑ Male ☐ Female 5 SEX Apartment 10 Kilbourne ☐ Single ☑ Married 17 RESIDENTIAL ADDRESS 6 CIVIL STATUS House/Block/Lot No Street ☐ Widowed ☐ Separated Visca Pangasugan ☐ Other/s: Subdivision/Villag Barangay Baybay Leyte 7. HEIGHT (m) 1.64 City/Municipality Province 8. WEIGHT (kg) ZIP CODE 6521-A 18. PERMANENT ADDRESS B+ 9. BLOOD TYPE House/Block/Lot No. Street BALUGO 02004045300 10. GSIS ID NO. Subdivision/Village Barangay **ALBUERA** LEYTE 11. PAG-IBIG ID NO. 121006608350 City/Municipalit Province 12. PHILHEALTH NO. 132018787249 ZIP CODE 6542 0627018420 13. SSS NO. 19 TELEPHONE NO NONE 09102000484 / 09677029216 14. TIN NO. 946087052 20. MOBILE NO. 15. AGENCY EMPLOYEE NO. 21. E-MAIL ADDRESS (if any) virgelio.alao@vsu.edu.ph FAMILY BACKGROUNI MALINAO - ALAO 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) 22. SPOUSE'S SURNAME NAME EXTENSION (JR., SR) AILEEN PRINCESS VHERLYN M. ALAO 04/11/2019 FIRST NAME **OMILA** PRINCE LEONHEL M. ALAO 05/03/2021 MIDDLE NAME HOUSEWIFE ----Nothing follows----OCCUPATION EMPLOYER/BUSINESS NAME **BUSINESS ADDRESS** TELEPHONE NO. 24. FATHER'S SURNAME ALAO AME EXTENSION (JR., SR) VICENTE, SR. (DECEASED) FIRST NAME **ACOMPAÑADO** MIDDLE NAME MOTHER'S MAIDEN NAME MONTER SURNAME JOSEFINA FIRST NAME BITONIO MIDDLE NAME (Continue on separate sheet if necessary) SCHOLARSHIP/ PERIOD OF ATTENDANCE HIGHEST LEVEL NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE YEAR **ACADEMIC** LEVEL HONORS GRADUATED (Write in full) (Write in full) (if not graduated) RECEIVED From To BALUGO ELEMENTARY SCHOOL PRIMARY SCHOOL ELEMENTARY SALUTATORIAN **BALUGO NATIONAL HIGH SCHOOL** HIGH SCHOOL 2002 1998 2002 SECONDARY VOCATIONAL / NONE TRADE COURSE VISAYAS STATE UNIVERSITY (FORMERLY LEYTE COLLEGE SCHOLARSHII **BACHELOR OF SCIENCE IN STATISTICS** 2007 2003 2007 COLLEGE STATE UNIVERSITY) DOST 25 Units 2021 UUNIVERSITY OF THE PHILIPPINES, DILIMAN PHD IN STATISTICS present 2015 CHED-HEDP-UNIVERSITY OF THE PHILIPPINES, DILIMAN MASTER OF SCIENCE IN STATISTICS 2015 2013 **GRADUATE STUDIES** CANDIDATE FDP UNITS WI COMPRE CEBU NORMAL UNIVERSITY MASTER OF SCIENCE IN MATHEMATICS 2010 2012 NONE CS FORM 212 (Revised 2017), Page 1 of 4 SIGNATURE DATE 04/17/2024

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34. Are you related by consanguinity or affinity to the appoint chief of bureau or office or to the person who has immedi Bureau or Department where you will be apppointed,				
a. within the third degree? b. within the fourth degree (for Local Government Unit - C	☐ YES ☑ NO ☐ YES ☑ NO If YES, give details:			
35. a. Have you ever been found guilty of any administrative	offense?	☐ 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 court or tribunal?	f any law, decree, ordinance or regulation by	☐ YES ☑ NO If YES, give details:		
37. Have you ever been separated from the service in any of retirement, dropped from the rolls, dismissal, termination, (abolition) in the public or private sector?	, end of term, finished contract or phased out	☑ YES ☐ NO If YES, give details: RESIGNATION AT TAYTAY SA KAUSWAGAN, INC.		
a. Have you ever been a candidate in a national or local of Barangay election)?      b. Have you resigned from the government service during		☐ YES ☑ NO  If YES, give details: ☐ YES ☑ NO		
b. Have you resigned from the government service during election to promote/actively campaign for a national or loc	ocal candidate?	☐ YES ☑ NO If YES, give details:		
39. Have you acquired the status of an immigrant or permane	39. Have you acquired the status of an immigrant or permanent resident of another country?			
<ul> <li>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) N 7277); and (c) Solo Parents Welfare Act of 2000 (RA 897 a. Are you a member of any indigenous group?</li> <li>b. Are you a person with disability?</li> <li>c. Are you a solo parent?</li> </ul>	☐ 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 applica				
NAME	ADDRESS	TEL. NO.		
DR. NORBERTO E. MILLA	VISCA, BAYBAY CITY, LEYTE	+63 53-565-0600 loc 1035 +63 53-565-0600		
MS. MAY ANN E. PALEN  MR. EDILBERTO GONZAGA	VISCA, BAYBAY CITY, LEYTE	loc 1035 +63 53-565-0600		
42. I declare under oath that I have personally accomplish complete statement pursuant to the provisions of per Philippines. I authorize the agency head/authorized representation made in this do administrative/criminal case/s against me.	rtinent laws, rules and regulations of the Resentative to verify/validate the contents stated	Republic of the definition of the VIRGELIOM. ALAD		
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  PLEASE INDICATE ID Number and Date of Issuance  Government Issued ID: TIN  ID/License/Passport No.: 946087052	Signature (Sign inside the box	x)		
Date/Place of Issuance: 07/31/2007, ORMOC CITY	04/17/2024 Date Accomplished	Right Thumbmark		
SUBSCRIBED AND SWORN to before me this	, affiant exhibiting  ATTY. RYSANG. GURNOCOR  VSU ONC. 1997 Officer  Person Administering Oath	g his/her validly issued government ID as indicated above.		

## 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: September 15, 2022 Present
- Position: Assistant Professor III
- Name of Office/Unit: Department of Statistics
- Immediate Supervisor: May Ann E. Palen (2022), Paulo G. Batidor (2023 Present)
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

## Summary of Actual Duties

- 1. Teaches assigned statistics courses and performs other teaching related functions, among others, the following:
  - a. Prepares and revises teaching materials/guides and submit to department head.
  - b. Prepares and gives examinations (mid/final/long/quizzes).
  - c. Checks test papers and returns to students one week after examination.
  - d. Submits grade sheets within prescribed period to the Registrar through the department.
  - e. Turns over class records to College Dean within two weeks after final examination.
- 2. Makes myself available for consultation by my students during scheduled consultation hours.
- 3. Does research consultations and analyze students' research data.
- 4. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions.
- 5. Perform other functions assigned by the department head.
- Duration: July 1, 2019 September 14, 2022
- Position: Assistant Professor I
- Name of Office/Unit: Department of Statistics
- Immediate Supervisor: May Ann E. Palen (2022), Ma. Theresa P. Loreto (2020 2021), Norberto E. Milla (2019)
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

## Summary of Actual Duties

- 1. Teaches assigned statistics courses and performs other teaching related functions, among others, the following:
  - a. Prepares and revises teaching materials/guides and submit to department head.
  - b. Prepares and gives examinations (mid/final/long/quizzes).
  - c. Checks test papers and returns to students one week after examination.
  - Submits grade sheets within prescribed period to the Registrar through the department.
  - e. Turns over class records to College Dean within two weeks after final examination.
- Makes myself available for consultation by my students during scheduled consultation hours.
- 3. Does research consultations and analyze students' research data.

- Duration: November 1, 2010 August 1, 2016
- Position: Instructor I
- Name of Office/Unit: Department of Mathematics, Physics and Statistics
- Immediate Supervisor: Norberto E. Milla (2016), Remberto A. Patindol (2010 2015)
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  - Summary of Actual Duties
    - 1. Teaches assigned mathematics and statistics courses and performs other teaching related functions, among others, the following:
      - a. Prepares and revises teaching materials/guides and submit to department head.
      - b. Prepares and gives examinations (mid/final/long/quizzes).
      - c. Checks test papers and returns to students one week after examination.
      - d. Submits grade sheets within prescribed period to the Registrar through the department.
      - e. Turns over class records to College Dean within two weeks after final examination.
    - Makes myself available for consultation by my students during scheduled consultation hours.
    - 3. Does research consultations and analyze students' research data.
    - 4. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions.
    - 5. Perform other functions assigned by the department head.

**T5** 

- Duration: June 9, 2008 October 8, 2010
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Mathematics, Physics and Statistics
- Immediate Supervisor: Remberto A. Patindol (2010 2015)
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  - Summary of Actual Duties
    - Teaches assigned mathematics and statistics courses and performs other teaching related functions, among others, the following:
      - a. Prepares and gives examinations (mid/final/long/guizzes).
      - b. Checks test papers and returns to students one week after examination.
      - Submits grade sheets within prescribed period to the Registrar through the department.
      - d. Turns over class records to College Dean within two weeks after final examination.
    - 2. Makes myself available for consultation by my students during scheduled consultation hours.
    - Does research consultations and analyze students' research data.
    - 4. Perform other functions assigned by the department head.

VIRGELIO M. ALAO
(Signature over Printed Name of Employee/Applicant)

Date: April 17, 2024

- 4. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions
- 5. Plan, organize, and periodically review and evaluate departmental activities and programs.
- 6. Assist the Dean in the recruitment, promotion, transfer, and separation of faculty.
- 7. Perform other functions assigned by the immediate supervisor.
- Duration: January 1, 2017 June 30, 2019
- Position: Instructor II
- Name of Office/Unit: Department of Statistics
- Immediate Supervisor: Norberto E. Milla
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  - Summary of Actual Duties
    - 1. Teaches assigned mathematics and statistics courses and performs other teaching related functions, among others, the following:
      - a. Prepares and revises teaching materials/guides and submit to department head.
      - b. Prepares and gives examinations (mid/final/long/quizzes).
      - c. Checks test papers and returns to students one week after examination.
      - d. Submits grade sheets within prescribed period to the Registrar through the department.
      - e. Turns over class records to College Dean within two weeks after final examination.
    - 2. Makes myself available for consultation by my students during scheduled consultation hours
    - 3. Does research consultations and analyze students' research data.
    - 4. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions.
    - 5. Perform other functions assigned by the department head.
- Duration: August 2, 2016 December 31, 2016
- Position: Instructor I
- Name of Office/Unit: Department of Statistics
- Immediate Supervisor: Norberto E. Milla
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  - Summary of Actual Duties
    - 1. Teaches assigned mathematics and statistics courses and performs other teaching related functions, among others, the following:
      - a. Prepares and revises teaching materials/guides and submit to department head.
      - b. Prepares and gives examinations (mid/final/long/quizzes).
      - c. Checks test papers and returns to students one week after examination.
      - d. Submits grade sheets within prescribed period to the Registrar through the department.
      - e. Turns over class records to College Dean within two weeks after final examination.
    - Makes myself available for consultation by my students during scheduled consultation hours.
    - 3. Does research consultations and analyze students' research data.
    - 4. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions.
    - 5. Perform other functions assigned by the department head.