

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	ELNAS		
FIRST NAME	BEVERLY ANN		NAME EXTENSION (JR., SR)
MIDDLE NAME	BERNANTE		
3. DATE OF BIRTH (mm/dd/yyyy)	11/04/1991	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	WESTERN LEYTE PROVINCIAL HOSPITAL	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 type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	LOPFA House/Block/Lot No. Street KILIM Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.53m	ZIP CODE	6521
8. WEIGHT (kg)	70kg		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	LOPFA House/Block/Lot No. Street KILIM Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	1210-9621-2711		
12. PHILHEALTH NO.	12-051243646-9	19. TELEPHONE NO.	N/A
13. SSS NO.	06-3418090-1	20. MOBILE NO.	09062464222
14. TIN NO.	444-976-324-000	21. E-MAIL ADDRESS (if any)	beverlyelnas@yahoo.com.ph
15. AGENCY EMPLOYEE NO.	N/A		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR)		COBE GERARD E. CAIWAN	09/25/2017
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	ELNAS			
FIRST NAME	BENEDICTO	NAME EXTENSION		
MIDDLE NAME	VALENCIA			
25. MOTHER'S MAIDEN NAME				
SURNAME	BERNANTE			
FIRST NAME	VENERANDA			
MIDDLE NAME	PRECILLAS		(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	CANDADAM ELEMENTARY SCHOOL	ELEMENTARY	1996	2003	N/A	2003	SALUTATORI AN
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	2003	2007	N/A	2007	8TH HONORABL MENTION
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF SAN JOSE-RECOLETOS	BACHELORS OF SCIENCE IN ACCOUNTANCY	2007	2012	N/A	2012	GRADUATE D
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

SIGNATURE	DATE	Aug - 4, 2025
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[illegible]

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

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

[illegible]

SIGNATURE	<i>70</i>	DATE	AUG. 4, 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		
	APPLEONE PROPERTIES INC.	09/29/2018	09/29/2018	6 HRS	REFORESTATION PROJECT IN THE CENTRAL CEBU PROTECTED LANDSCAPE IN BRGY. SAPANGDAKU, CEBU CITY

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED


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			
	46TH GACPA ANNUAL NATIONAL CONVENTION SEMINAR "VALUES ABOVE ALL"	05/20/2025	05/23/2025	18 HRS	TECHNICAL	GOVERNMENT ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS, INC.
	ORIENTATION ON FINANCIAL MANAGEMENT TRANSACTIONS IN VSU	03/13/2025	03/13/2025	8 HRS	TECHNICAL	VISAYAS STATE UNIVERISTY-RDEI HALL
	BASIC COURSE TRAINING ON THE RA 9184 AND ITS REVISED IMPLEMENTING RULES AND REGULATIONS ACT OF 2016	11/26/2024	11/28/2024	24 HRS	TECHNICAL	VISAYAS STATE UNIVERISTY-CONVENTION CENTER
	10TH ANNUAL NATIONAL GAD CONFERENCE FOR ADVOCATORS IN EDUCATION AND INDUSTRIES	10/09/2024	10/11/2024	24 HRS	TECHNICAL	PHILIPPINE ASSOCIATION OF GENDER AND DEVELOPMENT ADVOCATORS IN EDUCATION AND INDUSTRIES, INC. (PAGDAEII)
	WORKSHOP ON PROCESS HARMONIZATION FOR FINANCIAL MANAGEMENT SYSTEM (FMS)	10/03/2024	10/07/2024	24 HRS	TECHNICAL	VISAYAS STATE UNIVERISTY-RDE HALL
	LAWS AND REGULATIONS ON GOVERNMENT EXPENDITURES	09/16/2024	09/19/2024	32 HRS	TECHNICAL	COMMISSION ON AUDIT REGIONAL OFFICE NO. VIII
	VALUE ADDED TAX SEMINAR	07/24/2023	07/24/2023	8 HRS	TECHNICAL	SYCIP, GORRES, VELAYO & CO.-CEBU BRANCH
	10TH PICPA CEBU SUMMIT	07/20/2023	07/21/2023	16 HRS	TECHNICAL	PICPA - CEBU CHAPTER
	SEMINAR ON INCOME TAX COMPUTATION & RETURN PREPARATION WORKSHOP	02/15/2023	02/17/2023	16 HRS	TECHNICAL	SYCIP, GORRES, VELAYO & CO.-CEBU BRANCH
	THE 77TH PICPA ANNUAL NATIONAL CONVENTION (ANC): PLAY IT FORWARD, SECURING	11/24/2022	11/26/2022	24 HRS	TECHNICAL	PICPA - NATIONAL

(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)
	MICROSOFT EXCEL		5 YEAR SERVICE AWARDEE - APPLEONE PROPERTIES INC.		PHILIPPINE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS - CEBU CHAPTER
	SAP (ACCOUNTING SOFTWARE)				JUNIOR PHILIPPINE INSTITUTE OF ACCOUNTANTS
	PAYROLL				
	ACCOUNT AND BANK RECONCILIATION				
	ACCOUNTING AND BOOKKEEPING				
	TAX COMPLIANCE				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	AUG. 4, 2025
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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:
LOOKING FOR ANOTHER JOB OPPORTUNITY

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)

NAME	ADDRESS	TEL. NO.
BABY MARY ROESDY DEMILLO	SAN MARINO RESIDENCES J. DE VEYRA ST., CEBU CITY CEBU 6000	09178374236
KRISTINE MARIE TORRES	TALISAY CITY CEBU	09173497215
BERNARDINA CARCEDO	JUGAN CONSOLACION CEBU	09177091788


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.

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance


Government Issued ID: PRC ID

ID/License/Passport No.: 0150876

Date/Place of Issuance: 06/17/2013 CEBU CITY




Signature (Sign inside the box)



Right Thumbmark

8/14/2025

Date Accomplished



BEVERLY ANN B. ELNAS

SUBSCRIBED AND SWORN to before me this 13 AUG 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABEGAIL S. MONTERON
VSU Director, Legal Affairs and Services

Person Administering Oath

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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: March 2024 to July 2025
- Position: Accountant I
- Name of Office/Unit: Accounting Office
- Immediate Supervisor: Nick Freddy R. Bello
- Name of Agency/Organization and Location: Visayas State University/ Visca Pangasugan, Baybay City, Leyte
- Summary of Actual Duties

Accountant I – March 2024 to July 2025

- Oversee the Bookkeeping Section in Accounting Office
- Prepare financial reports such as Statement of Financial Position, Statement of Financial Performance, Statement of Changes in Equity, Trial Balance under Trust Receipts Fund and for All Funds.
- Prepare and consolidate FAR5 for submission to DBM.
- Encodes and records entries to BAOM for Trust Receipts Funds.
- Posts transactions to subsidiary ledger and general ledger for Trust Receipts Fund.
- Consolidates all transactions of the branch campuses such as CRJ, CDJ, CkDJ and post it to General Journal.
- Prepares Journal Entry Voucher under Trust Receipts.
- Prepares schedules of different UACS code.
- Updates Property, Plant & Equipment Lapsing Schedule and computes depreciation expenses quarterly.
- Prepares Monthly Bank Reconciliation.

Other Task Assigned (Temporarily)

- Posts and updates salaries, honorarium, overtime, stipend, RATA, etc. of regular staff, & Phil. Carabao Center regular staff in the Index of Payments (IP) daily.
- Prepares/process all Regular, Casual-Contractual and PCC remittance of BIR 1601C within the prescribed period monthly.
- Computes withholding tax of regular employees whose annual gross salary is more than 250K
- Prepares and submits Report on Salaries and Allowances Received (ROSA) within the prescribed time (including its supporting documents)
- Encodes deduction in the payroll system within the prescribed time (especially Wtax)
- Generate billing and send demand letter per semester to the faculty/instructors who have penalty
- Updated computation of total expenses for salaries/allowances, etc. of scholars who pursued Master/Doctorate degrees reinstated but not yet graduated
- Prepare loan application from Pagibig and Landbank of regular employees.
- Coordinate and provide support to different department

- Duration: April 2015-March 2024
- Position: AP Team Lead
- Name of Office/Unit: Finance and Accounting Department
- Immediate Supervisor: Mary Demillo
- Name of Agency/Organization and Location: Appleone Properties Inc. / 16th flr., Appleone Equicom Tower, Mindanao Ave., cor. Biliran Road, Cebu Business Park, Cebu City 6000
- Summary of Actual Duties

AP Team Lead – June 2021- March 2024

- Responsible for handling accounts payable day to day operation
- Research, analyze and resolve complex accounts payable and vendor related issues internal / external enquiries that cannot be resolved by the payables clerks
- Review transactions and accounting entries with complete attachment before posting to the system
- Coordinate and provide support to different department
- Manage vendor/supplier relations
- Oversee the timely and accurately processing of invoices
- Prepare and provide reports to management in decision making
- Guide and support staff on their tasks assigned
- Preparing monthly accruals
- Provide support in month end closing to C&R Team
- Review agents and brokers commission to be released
- Review monthly expenses if properly recorded and accounted for
- Monitoring of progress billings of contractor

Retained Task Assigned

- File & Remit BIR like Withholding Tax Expanded, Compensation, VAT and Quarterly Income Tax

- Data entry on BIR Module – Both Alphalist & VAT Relief – Monthly, Quarterly & Annually
- Compute payroll staff and attend queries on their payslip
- Update fixed asset purchases and monitoring of the lapsing schedule of the PPE's

Other Task Assigned


- Reliever for 3 months as Senior Accountant – GL & CR where task assigned on the preparation of the P/L and BS of the other affiliate company. Review and reconciled account balances.

Senior Accountant- April 2015-May 2021

- Migration of manual data (excel file) to SAP
- Update and monitor of progress billings of sub-contractors
- Month end closing and reporting - Prepare & submit monthly profit & loss statement
- Reconciliation on account balances per GL & SL account
- BIR Compliance- Remittances on Vat, Wtax Expanded & Compensation, Quarterly Income Tax Return
- Data Entry on BIR Module – VAT Relief & Alphalist
- Compute Staff Payroll & submit to BIR annual alphalist of employees
- Ensure monthly depreciation on PPE is properly recorded and accounted for
- Provide support to audit

- Duration: June 2014-March 2015
- Position: Accountant
- Name of Office/Unit: Finance and Accounting Department
- Immediate Supervisor: Louvictes Berdin
- Name of Agency/Organization and Location: Cebu Business Materials Trading Company, Inc. / Along N. Bacalso Ave., Mambaling Cebu City 6000
- Summary of Actual Duties
- Provides financial reports to management.
- Prepare & make voucher for check issuances
- BIR Compliance

- Duration: August 2013 - May 2014
- Position: Accountant
- Name of Office/Unit: Finance and Accounting Department
- Immediate Supervisor: Ritchel Cabello
- Name of Agency/Organization and Location: Naga City Water Systems Inc. (An Abejo Waters Corp. Subsidiary) / Oakridge Business Park, A.S Fortuna St., Mandaue City
- Summary of Actual Duties
- Provides financial reports to management.
- Prepare & make voucher for check issuances
- Documents financial transactions and make entry in the books.
- Reconciles account balances per GL & SL
- Complies BIR Remittances


BEVERLY ANN B. ELNAS
(Signature over Printed Name
of Employee/Applicant)

Date: 8/4/2025