

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet & the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.
READ THE ATTACHED GUIDE TO FILING 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. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION


2. SURNAME	VALENZONA		
FIRST NAME	ERLINDA	NAME EXTENSION (JR, SR)	
MIDDLE NAME	SANTIAGO		
3. DATE OF BIRTH (mm/dd/yyyy)	05/15/1963	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual citizenship
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Please indicate country:
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Others/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street ZONE 02 PATAG Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.49	ZIP CODE	6521
8. WEIGHT (kg)	75	18. PERMANENT ADDRESS	House/Block/Lot No. Street MAGANHAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
9. BLOOD TYPE	"A+"	ZIP CODE	6521
10. GSIS ID NO.	006-0017-6891-8	19. TELEPHONE NO.	None
11. PAG-IBIG ID NO.	0801-125148-01	20. MOBILE NO.	1967-918-7849
12. PHILHEALTH NO.	1300-0014-2906	21. E-MAIL ADDRESS (if any)	erlinda.valenzona@vsu.edu.ph
13. SSS NO.	N/A		
14. TIN NO.	116-627-444		
15. AGENCY EMPLOYEE NO.	V000529		

II. FAMILY BACKGROUND




22. SPOUSES' SURNAME	VALENZONA	25. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	RAUL	CRISTY RAULYN S. VALENZONA	03/12/1985
MIDDLE NAME	FERNANDEZ	(Deceased)	
OCCUPATION	NONE (Retiree)	RAUL ANTHONY S. VALENZONA	07/16/1987
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	SANTIAGO		
FIRST NAME	PABLO (Deceased)		
MIDDLE NAME	MALINAO		
25. MOTHER'S MAIDEN NAME	PASAYLOON		
SURNAME	SANTIAGO		
FIRST NAME	ROSALINA		
MIDDLE NAME	IGOT		

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	IGANG ELEMENTARY SCHOOL	PRIMARY EDUCATION	1970	1976	N/A	1976	First Hon. Mention
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	1976	1980	N/A	1980	Section Honors
VOCATIONAL/ TRADE COURSE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	DIPLOMA IN SECRETARIAL SCIENCE	1980	1982	N/A	1982	
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BS IN COMMERCE AB ENGLISH	1982 1993	1983 1995	Third Year N/A	- 1995	Academic Honors
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY CHED-MUP LEARNING CENTER, FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	MS LANGUAGE TEACHING MA EDUCATION	1995 1998	1998 2002	12 Units Passed Compre Exam	- Lacking Thesis	CHED Scholarship

IV. CIVIL SERVICE ELIGIBILITY								
27.	CAREER SERVICE / RA 1080 (BOARD/BAR) UNDER SPECIAL LAWS / CES / CSEE BARANGAY ELIGIBILITY / DIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION/ CONFERMENT	LICENSE (if applicable)			
					NUMBER	DATE OF VALIDITY		
CAREER SERVICE PROFESSIONAL		82.16	03/15/1995	Tacloban City	N/A	N/A		
CAREER SERVICE SUB-PROFESSIONAL		83.49	10/20/1991	Tacloban City	N/A	N/A		
(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	GOVT SERVICE (Yes/No)
	From	To						
01/01/2023	Present	Administrative Asst. II	Visayas State University	20,104.00	SG8,S3	Permanent	Yes	
01/01/2022	12/31/2022	Administrative Asst. II	Visayas State University	19,343.00	SG8,S3	Permanent	Yes	
01/01/2021	12/31/2021	Administrative Asst. II	Visayas State University	18,417.00	SG8,S2	Permanent	Yes	
01/01/2020	12/31/2020	Administrative Asst. II	Visayas State University	17,663.00	SG8,S2	Permanent	Yes	
01/01/2017	-	Administrative Asst. II	Visayas State University	15,816.00	SG8,S1	Permanent	Yes	
01/01/2016	12/31/2016	Administrative Asst. II	Visayas State University	15,368.00	SG8,S1	Permanent	Yes	
05/17/2013	12/31/2015	Administrative Aide VI	Visayas State University	13,312.00	SG6,S4	Permanent	Yes	
-	05/16/2013	Administrative Aide VI	Visayas State University	13,180.00	SG6,S3	Permanent	Yes	
06/01/2011	-	Administrative Aide VI	Visayas State University	12,302.00	SG6,S3	Permanent	Yes	
06/24/2010	05/31/2011	Administrative Aide VI	Visayas State University	11,425.00	SG6,S3	Permanent	Yes	
07/01/2009	06/23/2010	Administrative Aide VI	Visayas State University	10,338.00	SG6,S2	Permanent	Yes	
12/01/2004	06/30/2009	Administrative Aide VI	Leyte State University	7,606.00	SG6,S1	Permanent	Yes	
05/17/2004	11/30/2004	Clerk III	Leyte State University	7,606.00	SG6,S1	Permanent	Yes	
03/04/2002	05/16/2004	Clerk II	Leyte State University	6,684.00	SG4,S2	Permanent	Yes	
07/01/2001	03/03/2002	Clerk II	Vis State Coll of Agriculture	6,522.00	SG4,S1	Permanent	Yes	
01/01/2000	06/30/2001	Clerk II	Vis State Coll of Agriculture	6,211.00	SG4,S1	Permanent	Yes	
03/04/1999	12/31/1999	Clerk II	Vis State Coll of Agriculture	5,646.00	SG4,S1	Permanent	Yes	
07/18/1997	03/03/1999	Clerk I	Vis State Coll of Agriculture	5,358.00		Permanent	Yes	
01/01/1997	07/17/1997	Clerk I	Vis State Coll of Agriculture	5,228.00		Permanent	Yes	
01/01/1996	12/31/1996	Clerk I	Vis State Coll of Agriculture	4,956.00		Permanent	Yes	
01/01/1995	12/31/1995	Clerk I	Vis State Coll of Agriculture	3,956.00		Permanent	Yes	
07/18/1994	12/31/1994	Clerk I	Vis State Coll of Agriculture	2,956.00		Permanent	Yes	
01/01/1994	07/17/1994	Clerk I	Vis State Coll of Agriculture	134.36/day		Casual	Yes	
01/01/1993	12/31/1993	Clerk I	Vis State Coll of Agriculture	98.00/day		Casual	Yes	
01/01/1991	12/31/1992	Clerk I	Vis State Coll of Agriculture	98.00/day		Casual	Yes	
07/01/1989	12/31/1990	Clerk I	Vis State Coll of Agriculture	98.00/day		Casual	Yes	
01/01/1989	06/30/1989	Clerk I	Vis State Coll of Agriculture	34.50/day		Casual	Yes	
12/14/1987	12/31/1988	Clerk-Typist	Vis State Coll of Agriculture	34.50/day		Casual	Yes	
03/01/1987	12/13/1987	Clerk-Typist	Vis State Coll of Agriculture	24.50/day		Casual	Yes	
07/01/1986	02/28/1987	Clerk-Typist	Vis State Coll of Agriculture	21.30/day		Casual	Yes	
01/01/1985	06/30/1986	Clerk-Typist	Vis State Coll of Agriculture	19.35/day		Casual	Yes	
05/01/1984	12/31/1984	Clerk-Typist	Vis State Coll of Agriculture	17.60/day		Casual	Yes	
06/01/1983	04/30/1984	Clerk-Typist	Vis State Coll of Agriculture	16.00/day		Casual	Yes	
03/01/1982	05/31/1982	Clerk/Stenographer	Court of First Instance	5.00/output		(Trainee)	Yes	
(Continue on separate sheet if necessary)								
SIGNATURE				DATE	May 15, 2024		CS FORM 212 (Revised 2017) Page 2 of 4	

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC/NON-GOVERNMENT/PEOPLE/VOLUNTARY ORGANIZATIONS					
29.	NAME AND ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION/ NATURE OF WORK
		From	To		
	CFC – Couples For Christ, South B Chapter, Baybay City, Leyte	01/01/1994	Present	4 Hours/ Week	Unit Leader
	CF-LAMP - Catholic Lay Apostolic Movement of the Phils., Baybay Chapter, Leyte	01/01/1991	05/31/2000	4 Hours/ Week	Secretary
(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	CONDUCTED/SPONSORED BY (Write in full)
		From	To		
	ATTAINING WORK-LIFE BALANCE AND PRODUCTIVITY	11/09/2022	11/11/2022	23	POAP, Civil Service Commission
	ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	09/13/2021	09/13/2021	3	Visayas State University
	ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	11/27/2020	11/27/2020	3	Visayas State University
	DOCUMENT TRACKING SYSTEM BY THE HRIS WEBINAR	11/13/2020	11/13/2020	3	Visayas State University
	ENHANCING SUC'S PRODUCTIVITY THROUGH SMART & EFFICIENT RECORDS MANAGEMENT	10/16/2019	10/18/2019	24	Phil Association of State Universities & Colleges
	ICT LITERACY & COMPETENCY DEVELOPMENT INTRODUCTION TO CYBERSECURITY	09/02/2019	09/03/2019	16	Dept of Information & Communication Technology
	COMPENTENCY-BASED HR SYSTEM AND IMPLEMENTATION	07/04/2018	07/06/2018	16	Visayas State University
	FULL AWARENESS TRAINING COURSE ISO 9001:2015	01/26/2017	01/07/2017	16	Visayas State University
	DEVELOPMENTAL TRAINING PROGRAM FOR ADMINISTRATIVE SERVICES	10/05/2011	10/06/2011	16	Civil Service Commission
	TRAINING ON RA 9184 AND ITS REVISED IRR (Modules I, II and V)	07/29/2010	07/29/2010	08	Dept of Budget & Management
	SW ON FILIPINO EDUCATOR: BUILDING MINDS AND TOUCHING HEARTS	06/17/2010	06/18/2010	08	Visayas State University
	TOTAL QUALITY MANAGEMENT TRAINING AMONG ADMINISTRATIVE PERSONNEL	11/14/2009	11/14/2009	08	Visayas State University
	TRAINING WORKSHOP ON INSTUTIONAL ACCREDITATION OF VSU	01/22/2009	01/23/2009	16	Visayas State University
	TRAINING ON ELECTRONIC SPREADSHEET FOR RECORD MANAGEMENT	02/16/2008	02/16/2008	08	Visayas State University
(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)
	Typing, Word Processing/Art, Net Surfing Sewing, Reading, Watching TVNews/Movies		EXEMPLARY PERFORMANCE AWARD		Administrative Personnel Association
(Continue on separate sheet if necessary)					
SIGNATURE		DATE		CS FORM 212 (Revised 2017) Page 3 of 4	

36. Are you related by consanguinity or affinity to any of the following:				
a. Within the third degree (for National Government Employees): appointing authority, recommending authority, chief of office/bureau/department or person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
			If YES, give details: _____	
b. Within the fourth degree (for Local Government Employees) appointing authority or recommending authority where you are appointed?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
			If YES, give details: _____	
37.				
a. Have you ever been formally charged?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
			If YES, give details: _____	
b. Have you ever been guilty of any administrative offense?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
			If YES, give details: _____	
38. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
			If YES, give details: _____	
39. 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, AWOL or phased out in the public or private sector?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
			If YES, give details: _____	
40. Have you ever been candidate in a national or local election (except Barangay election)?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
			If YES, give details: _____	
41. 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?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
			If YES, give details: _____	
b. Are you differently abled?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
			If YES, give details: _____	
c. Are you a solo parent?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
			If YES, give details: _____	
42. References (Person not related by consanguinity or affinity to applicant/appointee)				
NAME		ADDRESS	TEL NO	
BEATRIZ S. BELONIAS		Candadam, Baybay City, Leyte	0917-311-3309	
ALELI A. VILLOCINO		Visca, Baybay City, Leyte	0917-304-0879	
DILBERTO O. FERRAREN		Visca, Baybay City, Leyte	0949-183-1008	
43. I declare under oath that this Personal Data Sheet has been accomplished by me, and is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Public of the Philippines				
I also authorize the agency head/authorized representative to verify/validate the contents stated here.				
I trust that this information shall remain confidential.				
V00529				
VSU EMPLOYEES ID NO.				
VSU, Visca, Baybay City, Leyte			PHOTO	
ISSUED AT				
01/02/2010				
ISSUED ON (mm/dd/yy)				
			RIGHT THUMBMARK	
SIGNATURE (sign inside the box)				
May 15, 2024				
DATE ACCOMPLISHED				

SUBSCRIBED AND SWORN to before me this 27 MAY 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR
VSU Chief Legal Officer

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: **January 01, 2016 – present**
- Position : **Administrative Assistant II**
- Name of Office: **Office of the Vice President for Academic Affairs**
- Immediate Supervisor: **Dr. Rotacio S. Gravoso**
- Name of Agency/Location: **Visayas State University, Visca, Baybay City, Leyte**
- List of Accomplishments and Contributions (if any)
 - Developed a template requesting approval of Compensatory Day-Off based on the approved Guidelines
 - Designed the floor plan for the OVPAA administrative office for renovation
- Summary of Actual Duties
 - Provide assistance to the Vice President for Academic Affairs on administrative matters and responsible for checking and validating all incoming documents needed for action by the Vice President


ERLINDA S. VALENZONA

(Signature over Printed Name
of Employee/Applicant)

Date: May 15, 2024