

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 | POSAS | | |
| FIRST NAME | MARICAR | NAME EXTENSION (JR., SR) | |
| MIDDLE NAME | BAGARINAO | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | NOVEMBER 07, 1977 | 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 type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS | ILANG ILANG House/Block/Lot No. Street Subdivision/Village BARCOS City/Municipality BAYBAY LEYTE Province ZIP CODE 6521 |
| 7. HEIGHT (m) | 1.5 | | |
| 8. WEIGHT (kg) | 79 | | |
| 9. BLOOD TYPE | "O" | | |
| 10. GSIS ID NO. | | | |
| 11. PAG-IBIG ID NO. | 121045720662 | | |
| 12. PHILHEALTH NO. | 030500706763 | | |
| 13. SSS NO. | 33-6943383-6 | | |
| 14. TIN NO. | 920851455000 | | |
| 15. AGENCY EMPLOYEE NO. | V01255 | | |
| | | 18. PERMANENT ADDRESS | ILANG ILANG House/Block/Lot No. Street Subdivision/Village BARCOS City/Municipality BAYBAY LEYTE Province ZIP CODE 6521 |
| | | 19. TELEPHONE NO. | NONE |
| | | 20. MOBILE NO. | 09155992609 |
| | | 21. E-MAIL ADDRESS (if any) | maricar.posas@vsu.edu.ph |

II. FAMILY BACKGROUND

| | | | |
|--------------------------|---------------------------|---|-------------------------------|
| 22. SPOUSE'S SURNAME | N/A | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | N/A | FIRHEY P. CAYUNDA | 19/06/2007 |
| MIDDLE NAME | N/A | | |
| OCCUPATION | N/A | | |
| EMPLOYER/BUSINESS NAME | N/A | | |
| BUSINESS ADDRESS | N/A | | |
| TELEPHONE NO. | N/A | | |
| 24. FATHER'S SURNAME | POSAS | | |
| FIRST NAME | OSCAR | NAME EXTENSION (JR., SR) | |
| MIDDLE NAME | BAGARINAO | | |
| 25. MOTHER'S MAIDEN NAME | MARTINA GODINES BAGARINAO | | |
| SURNAME | BAGARINAO | | |
| FIRST NAME | MARTINA | | |
| MIDDLE NAME | GODINEZ | | |

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

| 26. LEVEL | NAME OF SCHOOL (Write in full) | BASIC EDUCATION/DEGREE/COURS E (Write in full) | PERIOD OF ATTENDANCE | | HIGHEST LEVEL/ UNITS EARNED (if not graduated) | YEAR GRADUATED | SCHOLAR SHIP/ ACADEMIC HONORS RECEIVED |
|------------------------------|---|--|----------------------|------------|--|-------------------|--|
| | | | From | To | | | |
| ELEMENTARY | VISCA FOUNDATION ELEMENTARY SCHOOL | ELEMENTARY EDUCATION | 01/06/1984 | 01/03/1990 | GRADUATED | 1990 | N/A |
| SECONDARY | EXPERIMENTAL RURAL HIGH SCHOOL | SECONDARY EDUCATION | 01/06/1990 | 01/03/1994 | GRADUATED | 1994 | N/A |
| VOCATIONAL / TRADE COURSE | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| COLLEGE | VISAYAS STATE COLLEGE OF AGRICULTURE | BACHELOR OF ANIMAL SCIENCE MAJOR IN ANIMAL HEALTH | 01/06/1994 | 01/10/1998 | GRADUATED | 1998 | N/A |
| GRADUATE STUDIES | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

(Continue on separate sheet if necessary)

| | | |
|-----------|------|-----------------|
| SIGNATURE | DATE | January 2, 2025 |
|-----------|------|-----------------|

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE

DATE _____

January 2, 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 | | |
| N/A | | N/A | N/A | N/A | N/A |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

(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 | | | |
| | BASIC COURSE TRAINING ON THE RA 3184 AND ITS REVISED IMPLEMENTING RULES AND REGULATIONS ACT OF 20216 | 11/26/2024 | 11/28/2024 | 24 HRS | TECHNICAL | VSU |
| | WORKSHOP ON PREPARING MANUSCRIPT FOR PUBLICATION | 11/14/2024 | 11/15/2024 | 16HRS | TECHNICAL | GS,VSU |
| | PUBLIC FINANCIAL MANAGEMENT WORKSHOP 2024 | 9/18/2024 | 9/20/2024 | 24 HRS | TECHNICAL | VSU |
| | ISO 9001:2015 Awareness/Re-awareness Seminar | 09/09/2024 | 09/09/2024 | 8HRS | TECHNICAL | VSU |
| | WORKSHOP ON PROGRAM ACCREDITATION | 1/12/2024 | 1/12/2024 | 8HRS | TECHNICAL | VSU |
| | VSU DESIGN THINKING WORKSHOP | 12/13/2024 | 12/14/2024 | 24 HRS | TECHNICAL | VSU |
| | THE 5S REVOLUTION FOR CLERKS AND HEADS | 11/29/2023 | 11/29/2023 | 4hrs | TECHNICAL | VSU |
| | TRAINING WORKSHOP ON CURRICULUM AND INSTRUCTION REVIEW | 08/31/2023 | 09/01/2023 | 16HRS | TECHNICAL | GS,VSU |
| | Personality Development and Developing Customer Satisfaction | 06/13/2023 | 01/09/2023 | 24HRS | TECHNICAL | Personnel Officers Association of the Philippines, Inc |
| | Mandatory Orientation and Re-orientation of Academic Advisers, and Department Enrolment Focal Persons, Semester AY 2022-20223 | 02/10/2023 | 02/10/2023 | 8HRS | TECHNICAL | VSU |
| | TRAINING WORKSHOP ON ROOT CAUSE ANALYSIS | 17/11/2022 | 17/11/2022 | 8HRS | TECHNICAL | VSU |
| | ORIENTATION/RE-ORIENTATION OF DUTIES AND RESPONSIBILITIES OF dDRCs and AdDRCs AND CASCADING OF DOCUMENTS AND RECORDS CONTROL PROCEDURE MANUALS | 07/09/2022 | 07/09/2022 | 8HRS | TECHNICAL | VSU |
| | RE-ORIENTATION OF EMPLOYEE'S DUTIES AND RESPONSIBILITIES AND GOOD CUSTOMER SERVICE | 23/09/2021 | 23/09/2021 | 8HRS | TECHNICAL | VSU |
| | ISO 9001:2015 Awareness/Re-awareness Webinar | 13/06/2021 | 13/06/2021 | 8HRS | TECHNICAL | VSU |
| | Basic Occupational Safety and Health Training for the Public Sector | 07/06/2021 | 11/06/2021 | 40HRS | TECHNICAL | VSU |
| | CORONAVIRUS VACCINE: ARE YOU WILLING TO TAKE THE SHOT? BY Dr. Adelito D. Posas | 23/02/2021 | 23/02/2021 | 4hrs | TECHNICAL | VSU |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

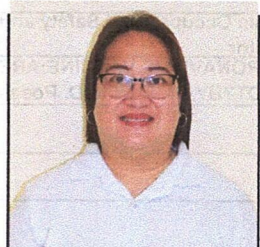
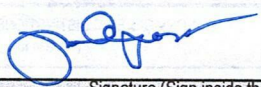

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

| 31. | SPECIAL SKILLS and HOBBIES | 32. | NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) |
|-----|----------------------------|-----|--|-----|--|
| | LAWN TENNIS | | 2022 BEST EDUCATION RESEARCH ASSISTANT | | ADPA |
| | DRIVING | | | | VSUAAI |
| | COMPUTER SKILLS | | | | |

(Continue on separate sheet if necessary)

| | | | |
|-----------|---|------|-----------------|
| SIGNATURE |  | DATE | January 2, 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)? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ | |
| 39. Have you acquired the status of an immigrant or permanent resident of another country? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ | |
| 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) | | |
| NAME | ADDRESS | TEL. NO. |
| DR. ANABELLA B. TULIN | VSU, BAYBAY CITY, LEYTE | 9150727521 |
| DR. JOSE L. BACUSMO | VSU, BAYBAY CITY, LEYTE | 9173108076 |
| DR. CATHERINE C. ARRADAZA | VSU, BAYBAY CITY, LEYTE | 9176330054 |
| 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 | |  MARICAR B. POSAS PHOTO |
| Government Issued ID: DRIVERS LICENSE | | |
| ID/License/Passport No.: N03-98-029834 | | |
| Date/Place of Issuance: BAYBAY CITY, LEYTE | | |
|  Signature (Sign inside the box) January 2, 2025 Date Accomplished | |  Right Thumbmark |
| SUBSCRIBED AND SWORN to before me this 17 DEC 2024 | | |
| Person Administering Oath ANTHONY C. GUMACOR Notary Public | | |

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 2020 to Present
- Position: Education Research Assistant
- Name of Office/Unit: Graduate School (GS)
- Immediate Supervisor: Dr. Anabella B. Tulin/Catherine C. Arradaza/Dr. MARILYN M. BELARMINO
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte, 6521-A

• **List of Accomplishments and Contributions (if any)**

1. As per OP Memorandum No. 28 series of 2024, dated January 2, 2024, Designated as deputy Document Records Controller (dDRC)
2. As per OP Memorandum No. 713 series of 2024, dated August 22, 2024, Designated as the core of Deputy Document Records Controller (cdDRC)
3. Designated as Tree Planting Coordinator (Graduate Students)
4. Prepare student records in excel format and hard copy as evidence
5. Facilitate AACCUP Area IV-Supports graduate students and provide documents as requested by the QAC or any department in need.
6. Prepares the Graduate School's Project Procurement Management Plan annually
7. Review and sign all Graduate School forms that require my signature before submitting them to the immediate supervisor for final approval.
8. I take the initiative to assist my coworkers when they are busy and need urgent submissions, ensuring that tasks are completed on time and without delay.
9. I am assisting with managing social media and responding to emails/FB messages related to graduate school queries.
10. I am responsible for preparing the tentative and final lists for graduation every semester.
11. I am responsible for creating the PowerPoint presentations used during the annual graduation ceremony for graduate students.

• **Summary of Actual Duties**

1. Facilitates enrollment of on-campus students
2. Graduate student enrollment encoding and printing of Certificate of Registration
3. Facilitates appointment and updates records of graduate faculty and adjunct professors/ professor emeriti
4. Facilitates and updates records of graduate student requirements
5. Updates records of graduate students and scholars (CHED and DOST, Graduate Scholars/
6. Pre-assessment of fees during enrollment and checks midterm and final assessment of graduate students
7. Facilitates queries regarding the graduate programs and posts announcements online (email and Facebook)
8. Performs other duties and responsibilities as required by the immediate supervisor

9.I am responsible for creating the PowerPoint presentations used during the annual graduation ceremony for graduate students

- Duration: January 2020 to December 2020
- Position: CLERK
- Name of Office/Unit: GRADUATE SCOOL
- Immediate Supervisor: ANABELLA B. TULIN
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte, 6521-A

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

1. Receives and records all incoming documents
2. Files and keep records of administrative and financial documents of the office
3. Prepares administrative and financial documents of the office (liquidation, reimbursements, TO, OIC, etc.) and assists in making follow-ups
4. Assists in the upkeep of the office particularly the receiving area
5. Designated as the core of Deputy Document Records Controller (cdDRC)
6. Designated as the deputy Document Records Controller (dDRC)
5. Performs other duties and responsibilities as required by the immediate supervisor

- Duration: January 10, 2016- December 2019
- Position: Data Encoder
- Name of Office/Unit: GRADUATE SCOOL
- Immediate Supervisor: ANABELLA B. TULIN
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte, 6521-A

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

1. Receives and records all incoming documents
2. Files and keep records of administrative and financial documents of the office
3. Prepares administrative and financial documents of the office (liquidation, reimbursements, TO, OIC, etc.) and assists in making follow-ups
4. Assists in the upkeep of the office particularly the receiving area
5. Designated as the assistant deputy Document Records Controller (adDRC)
6. Performs other duties and responsibilities as required by the immediate supervisor


MARICAR B. POSAS

(Signature over Printed Name
of Employee/Applicant)

Date: December 10, 2024