SIGNATURE

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. (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 ABBREVI 1. CS ID No. 2. SURNAME **POSAS** NAME EXTENSION (JR., SR) FIRST NAME MARICAR MIDDLE NAME **BAGARINAO** 3. DATE OF BIRTH **NOVEMBER 07,1977** 16. CITIZENSHIP ☑ Filipino (mm/dd/yyyy) Dual Citizenship □ by birth □ by naturalization BAYBAY, LEYTE Pls. indicate country: 4. PLACE OF BIRTH If holder of dual citizenship, please indicate the details. 5. SEX □ Male ☑ Female 17. RESIDENTIAL ADDRESS **ILANG ILANG** □ Married ☑ Single **6 CIVIL STATUS** House/Block/Lot No. □ Widowed □ Separated MARCOS □ Other/s: Subdivision/Village Barangay BAYBAY LEYTE 6521 7. HEIGHT (m) 1.5 City/Municipality Province 8. WEIGHT (kg) 79 ZIP CODE 6521 18. PERMANENT ADDRESS **ILANG ILANG** "0" 9. BLOOD TYPE House/Block/Lot No Street **MARCOS** 10 GSIS ID NO. Subdivision/Village Barangay 6521 BAYBAY LEYTE 11. PAG-IBIG ID NO. 121045720662 City/Municipality Province 12. PHILHEALTH NO 030500706763 ZIP CODE 6521 NONE 13. SSS NO. 33-6943383-6 19. TELEPHONE NO. 09155992609 14. TIN NO. 920851455000 20. MOBILE NO V01255 21. E-MAIL ADDRESS (if any) maricar.posas@vsu.edu.ph 15. AGENCY EMPLOYEE NO DATE OF BIRTH N/A 23. NAME of CHILDREN (Write full name and list all) 22. SPOUSE'S SURNAME (mm/dd/yyyy) NAME EXTENSION (JR., SR) FIRHEY P. CAYUNDA 19/06/2007 N/A FIRST NAME N/A MIDDLE NAME N/A **OCCUPATION** EMPLOYER/BUSINESS NAME N/A **BUSINESS ADDRESS** N/A N/A TELEPHONE NO POSAS 24. FATHER'S SURNAME NAME EXTENSION (JR., SR) OSCAR FIRST NAME **BAGARINAO** MIDDLE NAME MARTINA GODINES BAGARINAO 25. MOTHER'S MAIDEN NAME **BAGARINAO** SURNAME MARTINA FIRST NAME GODINEZ (Continue on separate sheet if necessary) MIDDLE NAME BASIC HIGHEST LEVEL SHIP! PERIOD OF ATTENDANCE NAME OF SCHOOL EDUCATION/DEGREE/COURS UNITS EARNED ACADEMIC LEVEL GRADUATED (Write in full) (if not graduated) HONORS (Write in full) To From RECEIVED **VISCA FOUNDATION ELEMENTARY** 01/06/1984 01/03/1990 GRADUATED 1990 N/A ELEMENTARY **ELEMENTARY SCHOOL EDUCATION EXPERIMENTAL RURAL HIGH** SECONDARY 01/06/1990 01/03/1994 GRADUATED 1994 N/A SECONDARY SCHOOL **EDUCATION** VOCATIONAL / N/A N/A N/A N/A N/A N/A N/A TRADE COURSE **BACHELOR OF** VISAYAS STATE COLLEGE OF ANIMAL SCIENCE 01/06/1994 01/10/1998 GRADUATED 1998 N/A COLLEGE **AGRICULTURE MAJOR IN ANIMAL** HEALTH N/A N/A N/A **GRADUATE STUDIES** N/A N/A N/A N/A DATE January 2, 2025

7. CAREER S	ERVICE/ RA 1080 (BOAI	RD/ BAR) UNDER SPECIAL	DATING	DATE OF				LICENSE (if a	pplicable)
LAWS/ CES/ CSEE BARANGAY RATING			RATING (If Applicable)			MINATION / CONFERMENT		NUMBER	Date of Validity
			N/A	NOV.7,1998	ORMOC CITY, LEYTE		Lorens seekstele	N0398029834	07/11/20
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. WORK EXI		rt from your recent wor		tinue on separate sheet if f duties should he in	The second secon	d Work Experien	ce sheet		
B. INCLUSIVE [DATES (mm/dd/yyyy)	POSITION TITE (Write in full/Do not ab	(E ^{lementer}	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format "00-0")/	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
1-2-2024	To 12-31-2024	EDUCATION RESEARCH		Gradua	te School	22,218.90	INCREMENT	CASUAL	YES
1-1-2023	12-31-2023	ASSISTANT EDUCATION RESEARCH			Fraduate School	21211.08	91	CASUAL	YES
1-1-2022	12-31-2022	ASSISTANT EDUCATION RESEARCH		Office of the C	Graduate School	20401.92		CASUAL	YES
5/3/2021	31/12/2021	ASSISTANT EDUCATION RESEARCH ASSISTANT		Office of the C	Graduate School	18, 784.04		CASUAL	YES
3/1/2021	4/30/2021	EDUCATION RESEARCH ASSISTANT		Office of the Graduate School		12,174.80	505.77	JOB ORDER	YES
01/01/2021	2/28/2021	EDUCATION RESEARCH ASSISTANT		Office of the Graduate School		18, 784.04	52010	CASUAL	YES
01/10/2020	31/12/2020	EDUCATION RESEARCH ASSISTANT		Office of the C	Graduate School	18, 784.04		CASUAL	YES
01/01/2020	09/31/2020	CLERK		Office of the C	Graduate School	9960.00	A.	JOB ORDER	NO
01/01/2019	31/12/2019	Data Encod	der	Office of the Graduate School		9600.00	A.03	JOB ORDER	NO
01/01/2018	31/12/2018	Data Encod	der	Office of the Graduate School		5200.00	AN	JOB ORDER	NO
01/01/2017	31/12/2017	Data Encod	der	Office of the Graduate School		5200.00	AMI	JOB ORDER	NO
01/10/2016	31/12/2016	Data Encod	der	Office of the Graduate School		5200.00	1804) 1970)	JOB ORDER	NO
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SIGNA	TURE		THE RESIDENCE OF THE PARTY OF T	inue on separate sheet if i	DATE		January	2 2025	

VI. VOLUNTARY WORK OR INVOLVEMENT	IN CIVIC / NON-GOVERNMENT /	/ PEOPLE / VO	DLUNTARY ORG	ANIZATION/S			
29. NAME & ADDRESS OF ORGANIZATION		INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION (NATIFIE OF WORK		
(Write in full)			From To		POSITION / NATURE OF WORK		
N/A	YES THE	N/A	N/A	N/A	N/A Trevo Silvo	b. within the fourth degree (for Lo	
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VII. LEARNING AND DEVELOPMENT (L&D)							
(Start from the most recent L&D/training program and include	e only the relevant L&D/training taken for the	ne last five (5) years	s for Division Chief/Ex	ecutive/Manageria	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/	CONDUCTED/ SPONSORED BY	
(AATICE II. IOII	bons 8571 factorians	From To		os "Janeer	Technical/etc)	(Write in full)	
BASIC COURSE TRAINING ON THE RA	3184 AND ITS REVISED	en de l'objet entre p	and the second second second second	(1) The ball of the late of the ball of	The street		
IMPLEMENTING RULES AND REGUALT	IONS ACT OF 20216	11/26/2024	11/28/2024	24 HRS	TECHNICAL	a. Have yourse need a candida	
WORKSHOP ON PREPARING MANUSC	RIPT FOR PUBCLICATION	11/14/2024	11/15/2024	16HRS	TECHNICAL	GS,VSU	
PUBLIC FINANCIAL MANAGEMENT WO		9/18/2024	9/20/2024	24 HRS	TECHNICAL	b. Have yo USV gned from the gu	
ISO 9001:2015 Awareness/Re-awarenss		1/12/2024	09/09/2024 1/12/2024	8HRS 8HRS	TECHNICAL	VSU VSU	
WORKSHOP ON PROGRAM ACCREDIT. VSU DESIGN THINKING WORKSHOP	ATION COLOR	12/13/2024	12/14/2024	24 HRS	TECHNICAL	VSU	
THE 5S REVOLUTION FOR CLERKS AN		11/29/2023	11/29/2023	4hrs	TECHNICAL	VSU	
TRAINING WORKSHOP ON CURRICULUM AND INSTRUCTION REVIEW			09/01/2023	16HRS	TECHNICAL	GS,VSU	
Personality Development and Developing	ng Customer Satisfaction	06/13/2023	01/09/2023	24HRS	TECHNICAL	Personnel Officers Association of the Philippines, Inc.	
Mandatory Orientation and Re-orientation and Department Enrolment Focal Person		02/10/2023	02/10/2023	8HRS	TECHNICAL	Are you a ruever of any indiger	
TRAINING WORKSHOP ON ROOT CAUS		17/11/2022	17/11/2022	8HRS	TECHNICAL	VSU	
ORIENTATION/RE-ORIENTATION OF DI		07/09/2022	07/09/2022	aune	TECHNICAL	Are you a person with usability?	
	RESPONSIBILITIES OF dDRCs and AdDRCs AND CASCADING OF DOCUMENTS AND RECORDS CONTROL PROCEDURE MANUALS			8HRS	TECHNICAL	VSU	
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ISO 9001:2015 Awareness/Re-awarenss		13/06/2021	13/06/2021	8HRS	TECHNICAL	USU ON THE ERECUGENESS OF THE SEASON OF THE	
Basic Occupational Safety and Health 1		07/06/2021	11/06/2021	40HRS	TECHNICAL	VSU	
Sector CORONAVIRUS VACCINE:ARE YOU WI	LLING TO TAKE THE	23/02/2021	23/02/2021	4hrs	TECHNICAL	VSU	
SHOT?BY Dr. Adelito D. Posas		23/02/2021	23/02/2021	41113	TECHNICAL		
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	(Con	tinue on separate s	sheet if necessary)				
VIII. OTHER INFORMATION							
31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)			MEMBERSHIP IN 33. ASSOCIATION/ORGANIZATION (Write in full)			
LAWN TENNIS	ST EDUCATION RESEARCH ASSISTANT				ADPA ADPA		
DRIVING	TY, LEYTE CONTROL DANGER				YASYAS VSUAAL		
COMPUTER SKILLS	er anne Chymrogene and Lorent Landers and Control	Contract to the second	****		200 pt. 2005; 100pt.		
	(Con	tinue on separate :	sheet if necessary)	111		The Common of Secretary Common Secretary	
SIGNATURE	· And	eson	erapica magnata como constituição d		ATE	January 2, 2025	
	19 ALR / ADA 11	mid V. Re					

34.	Are you related by consanguinity or affinity to the appointing	그 현실을 가는 것이 없는 것이었다면 없는 것이었다면 없는 것이 없는 것이 없는 것이 없는 것이었다면 없는 것이 없는 것이었다면 없는 없는 것이었다면 없는 없는 것이었다면 없는 것이었다면 없는 것이었다면 없는 것이었다면 없는 것이었다면 없었다면 없었다면 없는 것이었다면 없었다면 없었다면 없는 것이었다면 없었다면 없었다면 없었다면 없었다면 없었다면 없었다면 없었다면 없		
	chief of bureau or office or to the person who has immediat		The second secon	
	Bureau or Department where you will be apppointed, a. within the third degree?		☐ YES ☑ N	0
	b. within the fourth degree (for Local Government Unit - Ca	reer Employees)?	YES V	
	S. Wallin die Isafah degree (Isafasa Severimient Sint Sea	Con Employees):	If YES, give details:	
35.	a. Have you ever been found guilty of any administrative of	fense?	YES V	10
			If YES, give details:	
	b. Have you been criminally charged before any court?		YES 7	NO
	,	The fundamental for the control of t	If YES, give details:	
			Date Filed:	
		te de la companya de	Status of Case/s:	
36.	Have you ever been convicted of any crime or violation of a any court or tribunal?	YES If YES, give details:	NO	
37	Have you ever been separated from the service in any of the	ne following modes: resignation		
07.	retirement, dropped from the rolls, dismissal, termination, e (abolition) in the public or private sector?	YES If YES, give details:	NO	
38.	a. Have you ever been a candidate in a national or local ele Barangay election)?	YES If YES, give details:	MPLEMEN NO RULES A'ON	
	b. Have you resigned from the government service during to election to promote/actively campaign for a national or local	the state of the s	TUBLIC KIBANCIAL MARKON [150 8001:2015 Ava onessike a	
39.	Have you acquired the status of an immigrant or permanen	☐ YES ☑ If YES, give details (cou	NO V SAMANIAL IN SECURIVINA INTRO-	
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma			
de Hu	7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972)	, please answer the following items:	sveloping Guetoms Sa Guerradon of Academic C	
a.	Are you a member of any indigenous group?		YES If YES, please specify:	NO a floor of Entelline ON
b.	Are you a person with disability?	YES SETTION TO	ORHESTON/RE-ORIEN ON	
C.	Are you a solo parent?	La PRA	If YES, please specify ID N	<u> </u>
		Thurses important	If YES, please specify ID N	PESCONENTATION OF ENDON DO
41.	REFERENCES (Person not related by consanguinity or affinity to applican		WARREST TO AREA	180 9001:2015 Avgrencesine
	NAME	ADDRESS	TEL. NO.	68
DR.	ANABELLA B. TULIN	VSU, BAYBAY CITY, LEYTE	9150727521	THE STATE OF THE STATE OF
DR.	JOSE L. BACUSMO	VSU, BAYBAY CITY, LEYTE	9173108076	
DR.	CATHERINE C. ARRADAZA	VSU, BAYBAY CITY, LEYTE	9176330054	Control of the Contro
42.	I declare under oath that I have personally accomplishe complete statement pursuant to the provisions of pertir Philippines. I authorize the agency head/authorized represe agree that any misrepresentation made in this doct administrative/criminal case/s against me.	nent laws, rules and regulations of the lentative to verify/validate the contents state	Republic of the ed herein.	MARICAR B. POSAS PHOTO
	overnment Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) LEASE INDICATE ID Number and Date of Issuance	Arman and sequence of the control of		
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ID	/License/Passport No.: N03-98-029834	22	10.77 (6.87)	
Da	ate/Place of Issuance: BAYBAY CITY, LEYTE	ox)	ONE CANAL	
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Marian.	SUBSCRIBED AND SWORN to before me this 17	DEC 2024 Affiant exhibiting	g his/her validly issued governr	nent ID as indicated above
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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: 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
- 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