CS Form No. 212 Revised 2017

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## 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

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 onto) Print legibly. Tick appropriate boxes ( ) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. 2. SURNAME POLIQUIT NAME EXTENSION (JR., SR) FIRST NAME **MARIA ARIES** ORTEGA MIDDLE NAME 3. DATE OF BIRTH 04/12/1982 16. CITIZENSHIP ✓ Filipino Dual Citizenship (mm/dd/yyyy) by birth by naturalization 4. PLACE OF BIRTH PARAÑAQUE CITY If holder of dual citizenship, Pls. indicate country: please indicate the details 5. SEX Male ✓ Female Single ✓ Married 17. RESIDENTIAL ADDRESS **6 CIVIL STATUS** House/Block/Lat No Widowed Street Separated PUROK 2 BRGY. STA. CRUZ Other/s: Subdivision/Village Barangay BAYBAY LEYTE LEYTE 7. HEIGHT (m) 1.52 City/Municipality **Province** 54 8. WEIGHT (kg) 6521 ZIP CODE 18. PERMANENT ADDRESS 9 BLOOD TYPE Δ House/Block/Lat No. Street PUROK 2 BRGY. STA CRUZ 10. GSIS ID NO. 02005799964 Subdivision/Village Barangay BAYBAY LEYTE LEYTE 11. PAG-IBIG ID NO 1210-4131-2763 City/Municipality Province 12. PHILHEALTH NO. 01-025365423-1 ZIP CODE 6521 06-3563085-8 13. SSS NO. 19. TELEPHONE NO. N/A 14. TIN NO. 382-102-292-000 20. MOBILE NO. NIA 5. AGENCY EMPLOYEE NO 21. E-MAIL ADDRESS (if any) mariaaries.poliquit@vsu.edu.ph 22. SPOUSE'S SURNAME POLIQUIT 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/did/yyyy)) AME EXTENSION (JR., SR) JOSE KAYE ANGELINE POLIQUIT 08/07/2005 FIRST NAME MODLE NAME ORACION OCCUPATION SELF EMPLOYED NIA EMPLOYER/BUSINESS NAME N/A BUSINESS ADDRESS NIA TELEPHONE NO ORTEGA 24. FATHER'S SURNAME NAME EXTENSION (JR., SR) BENITO FIRST NAME MIDIDLE NAME CANO 25. MOTHER'S MAIDEN NAME **AVELLANA** SHRINAME FIRST NAME LOLITA (Continue on separate sheet if necessary) DEL ANTAR MIDDIF MARIE SCHOLARSHIP INGHIEST LEVEL PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE YEAR ACADEMIC ILPWAL. UNITS FARMED GRADUATED HONIORS (White in full) (White in full) (if not graduated) RECEIVED From To Graduate With ELEMENTARY I YOFF IT REGIS MARIE ELEMENTARY 1990 1996 Graduated 1996 Distinction SECONDARY PARAÑAQUE SCIENCE HIGH SCHOOL SECONDARY 1996 1999 Graduated 1999 NIA VOCATIONAL! NIA Graduated NIA N/A N/A N/A NIA TRADE COURSE ADAMSON UNIVERSITY BS IN ACCOUNTANCY 2007 2011 Graduated 2011 NIA COLLEGE MM - BUSINESS MANAGEMENT Graduated 2024 NA VISAYAS STATE UNIVERSITY 2017 2024 **GRADUATE STUDIES** DATE SIGNATURE 07/02/2024

CAF	REER SERVICE/R	A 1080 (BOARD/ BAR) UNDER	RATING	DATE OF				LICENSE (if	applicable)
SPECIAL LAWS/ ÖES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE			(# Applicable)	EXAMINATION / PLACE OF EXAMINATION / CONFERMENT CONFERMENT			MENT	NUMBER	Date o Velidit
CAREER SERVICE EXAMINATION (Subprofessional)			87.32%	10/17/2004			N/A	N/A	
CAREER SERVICE EXAMINATION (Professional)			82.75%	04/13/2013 Quezon City				N/A	N/A
CERTIFIED ACCOUNTING TECHNICIAN REGISTERED COST ACCOUNTANT			PASSED	12/11/2021	ONLINE			N/A N/A	N/A N/A
	EXPERIENC			intinue on separate she					
s. INC	LUSIVE DATES	POSITION (White in full/Do no	TITLE	DEPARTMENT / A	se indicated in the attache GENCY / OFFICE / COMPANY util/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOS/ PAY GRADE (if applicable)& STEP (Format 103-01)	STATUS OF APPOINTMENT	GOVT SERVICE
Firein	То			(virile in nuiri-to not aboreviale)			INCREMENT		(41,00)
11/15/2006	6/30/2006	SERVICE CREW		BAKER'S FAIR IN	C. ES RESEARCH AND	5,000.00	N/A	Contractual	N
8/01/2011	09/15/2011	ACCOUNTING STAFF		DEVELOPMENT INS	TITUTE	10,000.00	N/A	Job Order	N
0/17/2011	03/31/2014	ACCOUNTING STAFF		RESOURCES - CEN	TRAL OFFICE	12,000.00	N/A	Job Order	N
7/21/2014	07/31/2017	FINANCE SENIOR ASSI		BOUNTY AGRO V		17,000.00	N/A	Regular	N
8/01/2017	09/30/2020	FINANCE SENIOR SUPI	ERVISOR	BOUNTY AGRO VENTURES INC		28,000.00	N/A	Regular	N
8/17/2020	7/31/2021	INSTRUCTOR I		VISAYAS STATE UNIVERSITY		28,000.00	SG12	Substitute	Y
123/2021	3/19/2022	INSTRUCTOR I		VISAYAS STATE UNIVERSITY		14,000.00	N/A	Part time	N
/20/2022	7/31/2022	INSTRUCTOR I		VISAYAS STATE UNIVERSITY		28,000.00	SG12	Substitute	Y
6/01/2022	Present	INSTRUCTOR I	7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	VISAYAS STATE (	JNIVERSITY	30,000.00	SG12	Temporary	Y
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DATE

SIGNATURE

07/02/2024

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29. NAME & ADDRESS OF ORG	ANIZATION		SIME DATES			
(Write in full)	((nm/ <i>ittb</i> (19999)) From Fo		NALINABIER (OF IHOLURES	POSITION / NATURE OF WORK		
A	NA	N/A	N/A	NA		
LEARNING AND DEVELOPMENT (L&D) (7		Continue on separa PROGRAMS				
D. TITLE OF LEARNING AND DEVELOPMENT INTERV (Write in full)		INCLUS	VE DATES OF ENDANCE Addityyyy)	NUMBER OF HOURS	Type of LD (Manageriall/ Supervisory/ Technical/etc)	CONDUCTED/SPONSORED BY (Write in full)
oplying Analytical Procedures in Financial Statements	: Audits	11/12/2021	11/12/2021	2.0	Technical	National Institute of Accounting Technicians
nmmon Payroll Issues Every Accountants Should Kno	w and How to correct them	11/12/2021	11/12/2021	2.0	Technical	National Institute of Accounting Technicians
panded Withholding Tax Rules for Big and Small Tax	payers	11/12/2021	11/12/2021	2.0	Technical	National Institute of Accounting Technicians
Managing Cash and Working Capital Through the Crisis		11/12/2021	11/12/2021	2.0	Technical	National Institute of Accounting Technicians
Managing Stress in the Workplace		11/12/2021	11/12/2021	2.0	Technical	National Institute of Accounting Technicians
axpayer Remedies on BIR Audits	gitting in the	11/12/2021	11/12/2021	2.0	Technical	National Institute of Accounting Technicians
Update and Clarifications on CREATE Law		11/12/2021	11/12/2021	2.0	Technical	National Institute of Accounting Technicians
Professional Certificate in Excel Pivot Table		10/26/2021	10/28/2021	8.0	Technical	International Federation of Professional Manag
Sovernment Procurement Law		01/31/2022	01/31/2022	4.0	Technical	Real Excellence Online
Management Advisory Services: Variance Analysis		03/01/2022	03/01/2022	4.0	Technical	Real Excellence Online
Post Employment Benefits		03/21/2022	03/21/2022	4.0	Technical	Real Excellence Online
Select Tax Issues Needing Academic or Practical Consensus		04/03/2022	04/03/2022	4.0	Technical	Real Excellence Online
Intermediate Accounting (FAR): Receivables		04/30/2022	04/30/2022	4.0	Technical	Real Excellence Online
Certified Management Accountant (CMA) Orientation and Webinar		06/29/2022	06/29/2022	4.0	Technical	Real Excellence Online
Law on Cooperatives		08/06/2022	08/06/2022	4.0	Technical	Real Excellence Online
Audit of Investments		08/07/2022	08/07/2022	4.0	Technical Technical	Real Excellence Online VISERDAC/VSU
raining Workshop on Financial Analysis and Investme	n, rippi eseti	12/27/2022	12/29/2022	24.0	· vvi BinGi	
VIII. OTHER INFORMATION	(C	Continue on separa	te sheet if necessa	m)		
31. SPECIAL SKILLS and HOBBIES	32. NO	ON-ACADEMIC DIS	TINCTIONS / REC	DIGNITION		33. MEMBERSHIP IN ASSOCIATION/ORIGANIZATI (With in full)
PROFICIENT IN MS APPLICATIONS	N/A				National Institute of Accounting Technic	
PROFICIENT IN E-NGAS APPLICATION	N/A					
PROFICIENT IN SAP APPLICATIONS		N	NA BORG	JUL 1 e		
	20	OCHILO DIMO	VO YTTA			
		Continue on separa		ary)		
SIGNATURE					ATE	07/02/2024

			· 7 - T-		
34. Are you related by consanguinity or affinity to the appoint			,		
civief of bureau or office or to the person who has immedi Bureau or Department where you will be apppointed,	ate supervision over you in the Office,				
a. within the third degree?	TYES INO				
b. within the fourth degree (for Local Government Unit - C	areer Employees)?	TYES 7 NO			
D. Hallin and John and Golden Control and Control		If YES, give details:			
5. a. Have you ever been found guilty of any administrative	u ever been found guilty of any administrative offense?				
		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:			
6. Have you ever been convicted of any crime or violation of any court or tribunal?	any law, decree, ordinance or regulation by				
unity south on transmission		If YES, give details:			
7. Union was properly as a second of the de-	the following worden was a few				
<ol><li>Have you ever been separated from the service in any of retirement, dropped from the rolls, dismissal, termination,</li></ol>	YES NO				
(abolition) in the public or private sector?	1.78		act of Service with BFAR		
a. Have you ever been a candidate in a national or local e	election held within the last year (except	☐ YES ☑ NO			
Barangay election)?	If YES, give details:				
b. Have you resigned from the government service during	20일 전 10일 12일 12일 12일 12일 12일 12일 12일 12일 12일 12	YES NO			
election to promote/actively campaign for a national or loc	al candidate?	If YES, give details:			
<ol> <li>Have you acquired the status of an immigrant or permane</li> </ol>	nt resident of another country?	YES VO			
		If YES, give details (country):			
Pursuant to: (a) Indigenous People's Act (RA 8371); (b) M 7277); and (c) Solo Parents Welfare Act of 2000 (RA 897)		11'0.			
Are you a member of any indigenous group?	-j, product district the tollowing librid.	TYES INO			
		If YES, please specify:	No. of the last of		
Are you a person with disability?		YES NO			
A		If YES, please specify ID No:			
Alle you a solo palent?	Are you a solo parent?				
REFERENCES (Person not related by consanguinity or affinity to applica-	nt /appointee)				
NAME	ADDRESS	TEL NO.			
LINA F. ZULUETA, CPA	BFAR-CENTRAL OFFICE	0998-435-9273			
			12 a		
LORELEI S. DATU, CPA	COA - GAS	0942-018-0786	1 60		
DR. MARK C. RATILLA	VSU-MAIN	565-06-00 local 1018			
I declare under oath that I have personally accomplished	ed this Personal Data Sheet which is a t	rue, correct and			
complete statement pursuant to the provisions of perti- Philippines. I authorize the agency head/authorized repres	inent laws, rules and regulations of the	Republic of the			
agree that any misrepresentation made in this doc			MARIA ARIESO, POLIQUIT		
administrative/criminal case/s against me.					
Sovernment Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)					
PLEASE INDICATE ID Number and Date of Issuance					
Sovernment issued ID: UNID					
D/License/Passport No.: 011-1405-2027-4					
Date/Place of Issuance: 5/24/2021	Signature (Sign inside the br 07/06/2024	W)			
TEMES	Date Accomplished		Rigol Thurnbinark		
SUBSCRIBED AND SWORN to before me this 3	1 JUL 2024	ng his/her validly issued government II	D one insolinational adam.		
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1	ATTY, NISAN C. GUINOCOR				
	VSU this Legal Officer				
The Particular of the Committee of the C	Person Administering Oath				

## **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: August 17, 2020 present
- Position: Instructor I
- Name of Office/Unit: Department of Business and Management
- Immediate Supervisor: Mark C. Ratilla
- · Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Developed learning guides for Principles of Accounting I and II
    - Served as the Department-based Guidance Counsellor
  - Summary of Actual Duties
    - Teaches assigned subjects and performs other teaching related functions, among others, the following:
      - a. Prepares and revised teaching materials/guides and submit to department head
      - b. Prepares and gives examinations (mid/final/long/guizzes)
      - 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 department heads within two weeks after final examination
      - f. Makes himself available for consultation by his/her students during scheduled consultation hours
    - o Performs research and/or extension functions, among others the following:
      - a. Prepares research/extension proposals
      - b. Implements duly approved research/extension projects within time frame
      - c. Prepares and prepares reports within the prescribed period
      - d. Presents research/extension outputs during conferences/fora of legitimate professional organizations
      - e. Submits output for possible publication/patenting
    - Performs administrative functions (if applicable)
    - Performs other functions, among others:
      - a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions
      - b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President

(Signature over Printed Name of Employee/Applicant)

Date: 7 2 2024