

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	POLIQUIT		
FIRST NAME	MARIA ARIES	NAME EXTENSION (JR., SR)	
MIDDLE NAME	ORTEGA		
3. DATE OF BIRTH (mm/dd/yyyy)	04/12/1982	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	PARAÑAQUE CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street PUROK 2 BRGY. STA. CRUZ Subdivision/Village Barangay BAYBAY LEYTE LEYTE City/Municipality Province
7. HEIGHT (m)	1.52	ZIP CODE	6521
8. WEIGHT (kg)	54		
9. BLOOD TYPE	A	18. PERMANENT ADDRESS	House/Block/Lot No. Street PUROK 2 BRGY. STA. CRUZ Subdivision/Village Barangay BAYBAY LEYTE LEYTE City/Municipality Province
10. GSIS ID NO.	02005799964	ZIP CODE	6521
11. PAG-IBIG ID NO.	1210-4131-2763		
12. PHILHEALTH NO.	01-025365423-1		
13. SSS NO.	06-3563085-8	19. TELEPHONE NO.	N/A
14. TIN NO.	382-102-292-000	20. MOBILE NO.	09202615748
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	mariaaries.poliquit@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	POLIQUIT		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JOSE	NAME EXTENSION (JR., SR)	KAYE ANGELINE POLIQUIT	08/07/2005
MIDDLE NAME	ORACION			
OCCUPATION	SELF EMPLOYED			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ORTEGA			
FIRST NAME	BENITO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CANO			
25. MOTHER'S MAIDEN NAME				
SURNAME	AVELLANA			
FIRST NAME	LOLITA			
MIDDLE NAME	DELANTAR		(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	LYCEE D' REGIS MARIE	ELEMENTARY	1990	1996	Graduated	1996	Graduate With Distinction
SECONDARY	PARAÑAQUE SCIENCE HIGH SCHOOL	SECONDARY	1996	1999	Graduated	1999	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	Graduated	N/A	N/A
COLLEGE	ADAMSON UNIVERSITY	BS IN ACCOUNTANCY	2007	2011	Graduated	2011	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MM - BUSINESS MANAGEMENT	2017	2024	Graduated	2024	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/02/2024
-----------	--	------	------------

CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION // CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
CAREER SERVICE EXAMINATION (Subprofessional)	87.32%	10/17/2004	Manila	N/A	N/A
CAREER SERVICE EXAMINATION (Professional)	82.75%	04/13/2013	Quezon City	N/A	N/A
CERTIFIED ACCOUNTING TECHNICIAN	PASSED	12/11/2021	ONLINE	N/A	N/A
REGISTERED COST ACCOUNTANT	CREDIT	11/20/2021	ONLINE	N/A	N/A
CERTIFIED BOOKKEEPER	WITH DISTINCTION	10/30/2021	ONLINE	N/A	N/A

WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

07/02/2024

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			
Applying Analytical Procedures in Financial Statements Audits	11/12/2021	11/12/2021	2.0	Technical	National Institute of Accounting Technicians
Common Payroll Issues Every Accountants Should Know and How to correct them	11/12/2021	11/12/2021	2.0	Technical	National Institute of Accounting Technicians
Expanded Withholding Tax Rules for Big and Small Taxpayers	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
Taxpayer Remedies on BIR Audits	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 Managers
Government 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	Real Excellence Online
Training Workshop on Financial Analysis and Investment Appraisal	12/27/2022	12/29/2022	24.0	Technical	VISERDAC/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)
PROFICIENT IN MS APPLICATIONS	N/A	National Institute of Accounting Technicians
PROFICIENT IN E-NGAS APPLICATION	N/A	
PROFICIENT IN SAP APPLICATIONS	N/A	

(Continue on separate sheet if necessary)

SIGNATURE	DATE
	07/02/2024



Rood Thumbmark

31 JUL 2024

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/quizzes)
 - 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
 - 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

MARIA ARLES G. POLQUIT

(Signature over Printed Name
of Employee/Applicant)

Date: 7/2/2024