CS Form No. 212 Revised 2017

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. 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 2 SURNAME POLIQUIT NAME EXTENSION (JR., SR) FIRST NAME MARIA ARIES MIDDLE NAME ORTEGA 3. DATE OF BIRTH 04/12/1982 16. CITIZENSHIP (mm/dd/yyyy) ✓ Filipino Dual Citizenship by birth by naturalization 4. PLACE OF BIRTH PARAÑAQUE CITY Pls. indicate country: If holder of dual citizenship. please indicate the details. Male 5 SEX ✓ Female **Philippines** Single ✓ Married 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS House/Block/Lot No. Widowed Separated Street PUROK 2 BRGY, STA, CRUZ Other/s: Subdivision/Village Barangay BAYBAY I FYTE 7. HEIGHT (m) 1.52 LEYTE City/Municipality Province 8. WEIGHT (kg) 54 ZIP CODE 6521 18. PERMANENT ADDRESS 9. BLOOD TYPE House/Block/Lot No. Street PUROK 2 BRGY, STA CRUZ 10. GSIS ID NO. 02005799964 Subdivision/Village Barangay BAYBAY LEYTE LEYTE 11 PAG-IRIG ID NO 1210-4131-2763 City/Municipality Province 12. PHILHEALTH NO. 01-025365423-1 ZIP CODE 6521 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 FAMILY BACKGROUL 22. SPOUSE'S SURNAME **POLIQUIT** DATE OF BIRTH (mm/dd/yyyy) 23. NAME of CHILDREN (Write full name and list all) NAME EXTENSION (JR., SR) JOSE FIRST NAME KAYE ANGELINE O. 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 NAME EXTENSION (JR., SR) BENITO FIRST NAME MIDDLE NAME CANO 25. MOTHER'S MAIDEN NAME **AVELLANA** SURNAME LOLITA FIRST NAME DELANTAR MIDDLE NAME (Continue on separate sheet if necessary) EDUCATIONAL BACKGROUND SCHOLARSHIP HIGHEST LEVEL NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE YEAR ACADEMIC LEVEL UNITS EARNED (Write in full) HONORS (Write in full) GRADUATED (if not graduated) RECEIVED From To **Graduate With** LYCEE D' REGIS MARIE ELEMENTARY ELEMENTARY 1990 1996 Graduated 1996 Distinction SECONDARY PARAÑAQUE SCIENCE HIGH SCHOOL SECONDARY 1996 1999 Graduated 1999 N/A VOCATIONAL / N/A N/A N/A N/A Graduated N/A N/A TRADE COURSE 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 ue on separate sheet if necessary SIGNATURE DATE 03/14/2025

	SERVICE ELI			DATE OF				LICENSE (if a	oplicable)
CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE		RATING (If Applicable)	EXAMINATION / PLACE OF EXAMIN CONFERMENT		TION / CONFER	RMENT	NUMBER	Date of Validity	
CAREER SERVICE EXAMINATION			87.32%	10/17/2004	Manila		O DWILLIAM	N/A	N/A
(Subprofessional) CAREER SERVICE EXAMINATION (Professional)			82.75%	04/13/2013	Quezon City			N/A	N/A
			PASSED	12/11/2021	ONLINE			N/A	N/A
	D COST ACC		CREDIT	11/20/2021	ONLINE			N/A	N/A
					70219		1	THE WORLD	
contraction does not a significant to the			WITH DISTINCTION	10/30/2021	ONLINE CAME			N/A	N/A
Certified Wh	ite Belt (Lean	-Six Sigma)	oin and	07/03/2024	ON	LINE	9	N/A	N/A
/ WORK	EXPERIENC!	ines	(Cor	tinue on separate sheet if	necessary)				in the second
Include priv	vate employm	- ent. Start from your recei	nt work) Description	of duties should be	indicated in the attache	ed Work Exp	erience shee SALARY/ JOB/ PAY		
8. INCLUSIVE DATES (mm/dd/yyyy) POSITION (Write in full/Do no			DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		MONTHLY SALARY	GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)	
1/15/2006	6/30/2006	SERVICE CREW		BAKER'S FAIR INC.		5,000.00	N/A	Contractual	N
8/01/2011	09/15/2011	ACCOUNTING STAFF	MOe Te Vindsug Balegut	NATIONAL FISHERIES DEVELOPMENT INSTIT		10,000.00	N/A	Job Order	N
10/17/2011	03/31/2014	ACCOUNTING STAFF	VALMEN A	BUREAU OF FISHERIE RESOURCES - CENTR	S AND AQUATIC	12,000.00	N/A	Job Order	N
7/21/2014	07/31/2017	FINANCE SENIOR ASS	STANT	BOUNTY AGRO VEN		17,000.00	N/A	Regular	N
8/01/2017	09/30/2020	FINANCE SENIOR SUP	ERVISOR	BOUNTY AGRO VEN	28,000.00	N/A	Regular	N	
8/17/2020	7/31/2021	INSTRUCTOR I	to the second	VISAYAS STATE UN	28,000.00	SG12	Substitute	Υ	
/23/2021	3/19/2022	INSTRUCTOR I	<u> </u>	VISAYAS STATE UN	14,000.00	N/A	Part time	N	
/20/2022	7/31/2022	INSTRUCTOR I		VISAYAS STATE UN	28,000.00	SG12	Substitute	Υ	
8/01/2022	01/31/2025	INSTRUCTOR I	n sekkenja i visi i krima sekena Visi 300 (1840) kaja i krima sekena	VISAYAS STATE UN	30,000.00	SG12	Temporary	Υ	
02/01/2025	Present	INSTRUCTOR I 201309 10 BM 15 0MA BY A		VISAYAS STATE UN	32,245.00	SG12	Permanent	Y	
							иоталь		MAL HAR
pr 5 - 60 - 60 - 74						090	0,482,472		MOTTAGE.
							At	34AM 68538	L. Payy.
	-						3.4		
							ABATE	25/9/1	lis boss
of a first harm specific or				E. S. P. J. POISINE	Gavill		OTHE		- BMAN I
							ОИА		EMAME.
								TMAM #31	Day 259-4
							VACTTOA		37
					and the second s		AHAU		SMAM
garante da circo	W make have	tion of the entire control of the first makes or the entire of		en e	And the second of the second second second	Openitive in the state of the	ers of Bernson	Taring the second secon	and the property of the
Gur y	a lug lugy	TBEHOIH	220-75		Contraction and the contraction of the contraction		er - aut aut vous	CONTRACTOR OF THE STATE OF THE	Shirt brice o
PGA 104Y	A laksis Fer	Big for a large	va l	(fight needleys)		21 (C. 1947)		1.7	
suhs 0	9164 - 99	maber 3 State 1	Bds1	VPA OPERELEI	394	318PT 115BS	VI T		YHATMA
14	ords 2	1000	207. 4	NO 179/0000	and a second	A CANALANT AND THE	N-WAGAC		2012754
									- :
III.	- VI 05	HUDELOS I POR	Ad	P. 31		HOT			EH0003
M	00 20 1	e corr Codord	1008	RESHI ACCOUNTAN	71133	EVINU NOSMA	14		303
	IATURE	2024 - 1 - 13/24/04/6	(Coi	ntinue on separate sheet it	necessary) DATE	ASSIAIR D	YALDIY	14/2025	TAIE SIL

VI. VOLUNTARY WORK OR INVOLVEMENT				ORGANIZATI	ON/S	在1000年以前,1000年,1000年,1000年,1000年,1000年,1000年,1000年,1000年,1000年,1000年,1000年,1000年
NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS		POSITION / NATURE OF WORK
N/A	From	To	N/A		samph hull of motor of	
N/A	N/A	N/A	N/A	U triemmevoć		
N/A	i HiYEa giot defeils	N/A	N/A	N/A		N/A
N/A	23v 7	N/A	N/A	N/A	any admir si	a. have you ever her Mound quilty of
N/A	elistad gwa detaila	N/A	N/A	N/A		N/A
N/A		N/A	N/A	N/A		N/A
N/A	If YES, one ordains	N/A	N/A	N/A	esc a any udi	N/A
N/A	Pate Like	N/A	N/A	N/A		N/A
Committee of the commit		ontinue on separate s	sheet if necessary			19.
VII. LEARNING AND DEVELOPMENT (L&D Start from the most recent L&D/training program and inclu				Skief/Executive/Mana	ential positions)	The control of the co
		INCLUSIVE	E DATES OF	hiel/Executive/mana.	agerial positions) Type of LD	
30. TITLE OF LEARNING AND DEVELOPMENT INTE (Write in full		ATTEN	ATTENDANCE (mm/dd/yyyy)		(Managerial/ Supervisory/	CONDUCTED/ SPONSORED BY (Write in full)
DM	A Service Land	From	То	Mor en lo y	Technical/etc)	I tent i sitangez nego i war bur i war
Applying Analytical Procedures in Financial Stateme	ents Audits	11/12/2021	11/12/2021	2.0	Technical	National Institute of Accounting Technicians
Common Payroll Issues Every Accountants Should I	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 Technician
Managing Cash and Working Capital Through the Cr	risis	11/12/2021	11/12/2021	2.0	Technical	National Institute of Accounting Technician
Managing Stress in the Workplace	END WILL PARK	11/12/2021	11/12/2021	2.0	Technical	National Institute of Accounting Technicians
	The second secon	11/12/2021	11/12/2021	2.0	Technical	National Institute of Accounting Technicians
Update and Clarifications on CREATE Law	Wighten paid forman	11/12/2021	-			
		1 Staye 13 9 1 0 m	11/12/2021	2.0	Technical	National Institute of Accounting Technician
Professional Certificate in Excel Pivot Table		10/26/2021	10/28/2021	697 0.8 plea	Technical	International Federation of Professional Mana
Government Procurement Law	2W []	01/31/2022	01/31/2022	4.0	Technical	Real Excellence Online
Management Advisory Services: Variance Analysis	(upper acread four id	03/01/2022	03/01/2022	4.0	Technical	Real Excellence Online
Post Employment Benefits	If YES, please specify	03/21/2022	03/21/2022	4.0	Technical	Real Excellence Online
Select Tax Issues Needing Academic or Practical Co	onsensus	04/03/2022	04/03/2022	4.0	Technical	Real Excellence Online
Intermediate Accounting (FAR) : Receivables	Marine Marine Marine Marine Marine Marine	04/30/2022	04/30/2022	4.0	Technical	Real Excellence Online
Certified Management Accountant (CMA) Orientation	n and Webinar	06/29/2022	06/29/2022	4.0	Technical	Real Excellence Online
Law on Cooperatives	The same same	08/06/2022	08/06/2022	4.0	Technical	Real Excellence Online
Audit of Investments		DISTO GENTE	SUZE IS		A	LINA R. CULUEYA, Ch.
	0942-018-0786	08/07/2022	08/07/2022	4.0	Technical	Real Excellence Online
Training Workshop on Financial Analysis and Invest	tment Appraisal	12/27/2022	12/29/2022	24.0	Technical	VISERDAC/VSU
Lean Six Sigma	870!	07/01/2024	07/03/2024	1.5	Technical	Minitab Training Center
Faculty Orientation Program (FOP)	shing a burg, correct and	06/26/2024	08/09/2024	12.0	Technical	Wadwhani Foundation
Lawrence and an extended	Content stated herein	/ Mil atchiculo	they of evily	the chora ent	sing histhesis	Pielopius 1 authory: the agency (
	au cause une filmig or	i de Carrellemento	5 CH DIO	16210000 23	All Spenier	Tangah pransas ajambi astras agas a
VIII. OTHER INFORMATION	(CO)	ontinue on separate s	sheet if necessary			
	NO	N-ACADEMIC DISTIN	NCTIONS / RECO	GNITION	60 (SU25)	MEMBERSHIP IN ASSOCIATION/ORGANIZATI
31. SPECIAL SKILLS and HOBBIES	32.	(Write	te in full)			33. (Write in full)
PROFICIENT IN MS APPLICATIONS	· ·	N/A	National Institute of Accounting Technic			
PROFICIENT IN E-NGAS APPLICATION	250	N/A			e i nereli sur comenza	150514512 or, sumfito eternolis
PROFICIENT IN SAP APPLICATIONS		N/A		managed Law or	the production of the second	
evode balistibit na Oktobu navog	musterning namervalues assum	elle .	BAN 2225	41	SUBSCRIBED AND SWORN to be be	
		BLV C	Comment of the second of the second	9 1 40 P M OOR .		
	ungaruni	AREN ABEGAK S. N	AN VITA			
	BONTERCH Rd Sardoss					
	De Ce	ontinue on separate s	sheet if necessar	у)		
SIGNATURE				D/	ATE	03/14/2025

				2860		
34.	Are you related by consanguinity or affinity to the appointin chief of bureau or office or to the person who has immedia Bureau or Department where you will be appointed,	An one of the	71-001W 11 1980			
	a. within the third degree?		☐ YES ☑] NO		
	b. within the fourth degree (for Local Government Unit - Ca	reer Employees)?	☐ YES ☑	216		
	AM A)	ANA ANA	If YES, give details:	-410		
35	a. Have you ever been found guilty of any administrative of	fense?	☐ YES ☑	NO		
00.	AW As		If YES, give details:	AM		
	All All	A AM AM		7		
	b. Have you been criminally charged before any court?		YES [If YES, give details:	NO		
			Date Filed:			
		The state of the s	Status of Case/s:	NATIONAL TO THE PROPERTY OF TH		
36.	Have you ever been convicted of any crime or violation of a	any law, decree, ordinance or regulation	☐ YES	✓ NO		
	by any court or tribunal?	If YES, give details:	V NO			
27	Have you ever been separated from the service in any of the	no following modes: regignation	CSL CRITTON MATERIAL TO	a madera, mara per Addara a regional de la fi		
37.	retirement, dropped from the rolls, dismissal, termination, e out (abolition) in the public or private sector?	✓ YES NO If YES, give details: When I ended my Contract of Service with BFAR				
38.	A. Have you ever been a candidate in a national or local ele Barangay election)?	YES NO NO If YES, give details:				
100	b. Have you resigned from the government service during t election to promote/actively campaign for a national or local	t YES V NO				
39.	Have you acquired the status of an immigrant or permanent	Have you acquired the status of an immigrant or permanent resident of another country?				
31		17 (2011) - 17 (2011)	If YES, give details ((country):		
a. b. c.	7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972) Are you a member of any indigenous group? Are you a person with disability? Are you a solo parent?		☐ YES If YES, please specify: ☐ YES If YES, please specify I ☐ YES If YES, please specify I	Heef Yax Issues Needing Academi. ON		
41.	REFERENCES (Person not related by consanguinity or affinity to applican	t /appointee)				
	NAME	ADDRESS	TEL, NO.	1611 		
-	LINA F. ZULUETA, CPA	BFAR-CENTRAL OFFICE	0998-435-9273	12.44		
	LORELEI S. DATU, CPA	COA - GAS	0942-018-0786	D AND		
	DR. MARK C. RATILLA	ASSISSION VSU-MAIN AND	565-06-00 local 1018	Principal Princi		
42.	I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertin Philippines. I authorize the agency head/authorized repr I agree that any misrepresentation made in this doc administrative/criminal case/s against me.	ent laws, rules and regulations of the esentative to verify/validate the contents	rue, correct and Republic of the s stated herein.	POLIQUIT, MARIA ARIESO.		
	overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)					
	LEASE INDICATE ID Number and Date of Issuance	BUTTER COOK STANDARD STANDARD STANDARDS				
G	overnment Issued ID: UMID	- CALLES HAVE				
ID	/License/Passport No.: 011-1405-2027-4	Signature (Sign inside the bo	OX)	PRO-CLERO		
D	ate/Place of Issuance: 5/24/2021		Right Thumbmark			
	SUBSCRIBED AND SWORN to before me this	1 4 MAR 2025 , affiant exhibit	ing his/her validly issued go	overnment ID as indicated above.		
		ATTY. KAREN ASEGAL S. MONTERON VSU Director, Legal Affairs and Services				
11-15-1760 17-1-1-1-1	en distribuir de l'entre de l'ent	Person Administering Oatl	The state of the s	a tallip or copie, the aller people of the long compact for the collection of the people of the people of the collection		

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: Doryn Jan L. Avila
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - o Developed learning guides for Principles of Accounting I and II
 - o 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)
 - o 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 ARIES O. POLIQUIT
(Signature over Printed Name of Employee/Applicant)

Date: March 14, 2026