

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
4. PLACE OF BIRTH	PARAÑAQUE CITY	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Philippines
7. HEIGHT (m)	1.52	House/Block/Lot No.	Street
8. WEIGHT (kg)	54	PUROK 2	BRGY. STA. CRUZ
9. BLOOD TYPE	A	Subdivision/Village	Barangay
10. GSIS ID NO.	02005799964	BAYBAY LEYTE	LEYTE
11. PAG-IBIG ID NO.	1210-4131-2763	City/Municipality	Province
12. PHILHEALTH NO.	01-025365423-1	ZIP CODE	6521
13. SSS NO.	06-3563085-8	18. PERMANENT ADDRESS	House/Block/Lot No.
14. TIN NO.	382-102-292-000	House/Block/Lot No.	Street
15. AGENCY EMPLOYEE NO.	N/A	PUROK 2	BRGY. STA. CRUZ
		Subdivision/Village	Barangay
		BAYBAY LEYTE	LEYTE
		City/Municipality	Province
		ZIP CODE	6521
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09202615748
		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 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			
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

SIGNATURE	DATE	03/14/2025
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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
Certified White Belt (Lean-Six Sigma)		07/03/2024	ONLINE	N/A	N/A

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE		DATE	03/14/2025
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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
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
	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
	Lean Six Sigma	07/01/2024	07/03/2024	1.5	Technical	Minitab Training Center
	Faculty Orientation Program (FOP)	06/26/2024	08/09/2024	12.0	Technical	Wadwhani Foundation










(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	03/14/2025
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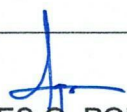
34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?		<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?		<div><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</div> <div>If YES, give details: When I ended my Contract of Service with BFAR _____</div>												
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?		<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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?		<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>LINA F. ZULUETA, CPA</td><td>BFAR-CENTRAL OFFICE</td><td>0998-435-9273</td></tr><tr><td>LORELEI S. DATU, CPA</td><td>COA - GAS</td><td>0942-018-0786</td></tr><tr><td>DR. MARK C. RATILLA</td><td>VSU-MAIN</td><td>565-06-00 local 1018</td></tr></table>			NAME	ADDRESS	TEL. NO.	LINA F. ZULUETA, CPA	BFAR-CENTRAL OFFICE	0998-435-9273	LORELEI S. DATU, CPA	COA - GAS	0942-018-0786	DR. MARK C. RATILLA	VSU-MAIN	565-06-00 local 1018
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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.														
<table><tr><td><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div><div>Government Issued ID: UMID</div><div>ID/License/Passport No.: 011-1405-2027-4</div><div>Date/Place of Issuance: 5/24/2021</div></td><td><div></div><div>Signature (Sign inside the box)</div><div>03/14/2025</div><div>Date Accomplished</div></td><td><div></div><div>POLIQUIT, MARIA ARLES O.</div><div></div><div>Right Thumbmark</div></td></tr></table> <div>SUBSCRIBED AND SWORN to before me this 14 MAR 2025, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div><div>Atty. Karen Abegail S. Monteron</div><div>VSU Director, Legal Affairs and Services</div><div>Person Administering Oath</div></div>			<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: UMID</div> <div>ID/License/Passport No.: 011-1405-2027-4</div> <div>Date/Place of Issuance: 5/24/2021</div>	<div></div> <div>Signature (Sign inside the box)</div> <div>03/14/2025</div> <div>Date Accomplished</div>	<div></div> <div>POLIQUIT, MARIA ARLES O.</div> <div></div> <div>Right Thumbmark</div>									
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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: 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)
 - 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 ARIES O. POLIQUIT
 (Signature over Printed Name
 of Employee/Applicant)

Date: March 14, 2025