

# PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases 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	Miraflor		
FIRST NAME	Maria Roberta	NAME EXTENSION (JR., SR.) N/A	
MIDDLE NAME	Sta. Iglesia		
3. DATE OF BIRTH (mm/dd/yyyy)	10/28/1977	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	Brgy. Kilim, Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
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 _____ Kilim _____ Subdivision/Village _____ Barangay _____ BAYBAY _____ LEYTE _____ City/Municipality _____ Province _____
7. HEIGHT (m)	1.55	ZIP CODE	6521
8. WEIGHT (kg)	60.00	18. PERMANENT ADDRESS	House/Block/Lot No. _____ Street _____ Kilim _____ Subdivision/Village _____ Barangay _____ BAYBAY _____ LEYTE _____ City/Municipality _____ Province _____
9. BLOOD TYPE	A+	ZIP CODE	6521
10. GSIS ID NO.	77102801302	19. TELEPHONE NO.	N/A
11. PAG-IBIG ID NO.	070151444401	20. MOBILE NO.	906-670-1689
12. PHILHEALTH NO.	132005956009	21. E-MAIL ADDRESS (if any)	mabethmiraflor@vsu.edu.ph
13. SSS NO.	0617556633		
14. TIN NO.	214047615000		
15. AGENCY EMPLOYEE NO.	V00345		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MIRAFLOR		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	WARREN	NAME EXTENSION (JR., SR.)	KYLE LOUIS S. MIRAFLOR	09/23/2000
MIDDLE NAME	BILBAO		KLYDE LUCAS S. MIRAFLOR	03/26/2008
OCCUPATION	SECONDARY TEACHER			
EMPLOYER/BUSINESS NAME	DEPED			
BUSINESS ADDRESS	30 DE DICIEMBRE STREET, BAYBAY CITY, LEYTE			
TELEPHONE NO.				
24. FATHER'S SURNAME	STA IGLESIA			
FIRST NAME	ALFREDO	NAME EXTENSION (JR., SR.)		
MIDDLE NAME	LUMANTA			
25. MOTHER'S MAIDEN NAME	CERNA			
SURNAME	STA IGLESIA			
FIRST NAME	FLORA			
MIDDLE NAME	MONTEROLA			

(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	Franciscan College of Immaculate Conception	Elementary	1984	1990		1990	N/A
SECONDARY	Franciscan College of Immaculate Conception	High School	1990	1994		1994	N/A
VOCATIONAL/TRADE COURSE	N/A						
COLLEGE	University of San Jose Recoletos	Bachelor of Science in Computer Science	1994	1998		1998	N/A
GRADUATE STUDIES	Visayas State University	Master in Management (Major in Business Management)	2016		40 units		N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE	03/24/2023
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#### IV. CIVIL SERVICE ELIGIBILITY

27.	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 Professional	80.04	10/21/2012	Maasin City	N/A	N/A
	Career Service Professional	82.25	10/19/1997	Cebu City	N/A	N/A

(Continue on separate sheet if necessary)

#### V. WORK EXPERIENCE

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

28.	INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
	From	To						
	01/01/2023		Administrative Officer II	Visayas State University	27,865.00	11-4	Permanent	Y
	01/01/2022		Administrative Officer II	Visayas State University	26,304.00	11-4	Permanent	Y
	03/16/2021		Administrative Officer II	Visayas State University	24,742.00	11-4	Permanent	Y
	01/01/2021		Administrative Officer II	Visayas State University	24,450.00	11-3	Permanent	Y
	01/01/2021		Administrative Officer II	Visayas State University	24,450.00	11-3	Permanent	Y
	01/01/2021		Administrative Officer II	Visayas State University	23,877.00	11-1	Permanent	Y
	01/01/2021		Administrative Officer II	Visayas State University	23,877.00	11-1	Permanent	Y
	01/01/2021		Administrative Officer II	Visayas State University	23,877.00	11-1	Permanent	Y
	01/01/2020		Administrative Officer II	Visayas State University	22,316.00	11-1	Permanent	Y
	01/01/2019		Administrative Officer II	Visayas State University	20,754.00	11-1	Permanent	Y
	03/16/2018	12/31/2018	Administrative Officer II	Visayas State University	20,179.00	-	Permanent	Y
	01/01/2018	03/15/2018	Administrative Officer I	Visayas State University	18,718.00	10-1	Permanent	Y
	01/01/2017	12/31/2017	Administrative Officer I	Visayas State University	18,217.00	10-1	Permanent	Y
	11/01/2016	12/31/2016	Administrative Officer I	Visayas State University	17,730.00	10-1	Permanent	Y
	05/10/2016	10/31/2016	Administrative Assistant VI	Visayas State University	21,091.00	12-3	Permanent	Y
	01/01/2016	05/09/2016	Administrative Assistant VI	Visayas State University	20,870.00	12-2	Permanent	Y
	03/25/2013	12/31/2015	Administrative Assistant VI	Visayas State University	20,140.00	-	Permanent	Y
	06/01/2012	03/24/2013	Administrative Assistant VI	Visayas State University	19,940.00	-	Permanent	Y
	06/01/2011	05/31/2012	Administrative Assistant VI	Visayas State University	18,333.00	-	Permanent	Y
	06/24/2010	05/31/2011	Administrative Assistant VI	Visayas State University	16,726.00	-	Permanent	Y
	03/25/2010	06/23/2010	Administrative Assistant VI	Visayas State University	15,119.00	-	Permanent	Y
	07/01/2008	03/24/2010	Administrative Assistant VI	Visayas State University	614.18	-	Casual	Y
	01/01/2008	06/30/2008	Administrative Assistant VI	Visayas State University	558.36	-	Casual	Y
	07/01/2007	12/31/2007	Information Systems Analyst	Visayas State University	558.36	-	Casual	Y
	12/02/2002	06/29/2007	Laboratory Technician	Department of Computer Science and Technology-VSU	1.00	-	Job Order	N
	12/04/2000	11/30/2002	Production Team Assistant	Innodata Philippines, Inc.	1.00	-	Permanent	N
	06/01/1998	11/30/2000	Production Associate	Innodata Philippines, Inc.	1.00	-	Contractual	N

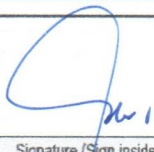
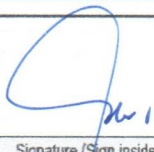
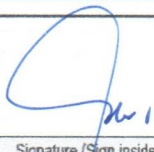
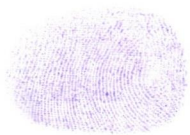
(Continue on separate sheet if necessary)

SIGNATURE	DATE	03/24/2023
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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			
	Baybay City Football Club Grassroot Program Baybay City, Leyte	04/05/2008	PRESENT	1	Volunteer/Sponsor	
	Kilim Chapel Pastoral Council (KCPC) Brgy. Kilim, Baybay City, Leyte	01/01/1990		1	Mass Reader	
(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			
	FOI Bootcamp for FOI Receiving Officers	03/29/2023	03/31/2023	24	Supervisory	Freedom of Information - Presidential Management Office (FOI-PMO)
	Writershop of Centennial Coffee Table Book	03/02/2023	03/03/2023	16	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte"
	Orientation and Proper Application of ARTA Whole-of-Government (WOG) Reengineering Manual	01/26/2023	01/26/2023	4	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte"
	OVPAF Strategic Planning	01/12/2023	01/12/2023	8	Supervisory	OVPAF, VSU
	Training Workshop on Risk Assessment	11/24/2022	11/25/2022	16	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte"
	2022 Convergence of Registrars and Records Officers' in Region VII	11/07/2022	11/07/2022	4	Supervisory	Commission on Higher Education Region VIII
	Records Disposition Administration Training	09/30/2022	09/30/2022	4	Technical	VSU-Tolosa Campus Records Office
	Supervisory Development Course (Track I)	09/20/2022	09/23/2022	36	Supervisory	Civil Service Commission - Region 8
	Seminar-Workshop on the Establishment of Records Center and Archival Systems (ERCAS)	09/13/2022	09/15/2022	24	Supervisory	National Archives of the Philippines
	Internal Quality Audit Training	08/17/2022	08/19/2022	32	Managerial	AGF Consulting Group and Visayas State University
	Seminar of Public Financial Management	06/03/2022	06/05/2022	24	Supervisory	DBM RO8 with VSU
	Essentials of Canva	07/05/2022	07/05/2022	4	Technical	NEDA-RDC VIII
	Social Media Management (Facebook)	06/28/2022	06/28/2022	4	Technical	NEDA-RDC VIII
	Cybersecurity and Digital Literacy	06/21/2022	06/21/2022	4	Technical	NEDA-RDC VIII
	Orientation on Google Workspace	06/14/2022	06/14/2022	4	Technical	NEDA-RDC VIII
	Virtual Data Privacy Act of 2012 Awareness Seminar	04/07/2022	04/07/2022	4	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte"
	Workshop on Revisiting the Strategic Plan of ODAS & GSO	03/16/2022	03/17/2022	16	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte"
PLEASE SEE ATTACHMENT A						
(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)	
	Driving		Loyalty Award for 15 years of continued and dedicated service		Visayas State University Credit Cooperative	
	Gardening/farming		Loyalty Award for her 10 years of continued and dedicated service		Leyte State University – Administrative Personnel Association	
	Road Biking/Trail Biking					
	Participates in various Fun Run/Fun Walk					
(Continue on separate sheet if necessary)						
SIGNATURE			DATE			
			03/24/2023			



<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Marilou M. Benitez</td> <td>Dept. of Horticulture, VSU</td> <td>0939 5106664</td> </tr> <tr> <td>Julius Cesar L. dela Cerna</td> <td>DEPED, Division of Baybay City, Leyte</td> <td>0955 7749713</td> </tr> <tr> <td>Dominic Junie F. Murillo</td> <td>LGU, Baybay City, Leyte</td> <td>0967 0197802</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Marilou M. Benitez	Dept. of Horticulture, VSU	0939 5106664	Julius Cesar L. dela Cerna	DEPED, Division of Baybay City, Leyte	0955 7749713	Dominic Junie F. Murillo	LGU, Baybay City, Leyte	0967 0197802
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Dominic Junie F. Murillo	LGU, Baybay City, Leyte	0967 0197802											
<p>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.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID: <b>GSIS</b></td> </tr> <tr> <td>ID/License/Passport No.: <b>77102801302</b></td> </tr> <tr> <td>Date/Place of Issuance: <b>11/30/-0001 / Tacloban City</b></td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: <b>GSIS</b>	ID/License/Passport No.: <b>77102801302</b>	Date/Place of Issuance: <b>11/30/-0001 / Tacloban City</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">             Signature (Sign inside the box)            09/24/2023            Date Accomplished         </td> </tr> </table>	 Signature (Sign inside the box) 09/24/2023 Date Accomplished							
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Date/Place of Issuance: <b>11/30/-0001 / Tacloban City</b>													
 Signature (Sign inside the box) 09/24/2023 Date Accomplished													
<div style="border: 1px solid black; padding: 5px; margin: 5px;"> <p>ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size)</p> <p>With full and handwritten name tag and signature over printed name</p> <p>Computer generated or photocopied picture is not acceptable</p> </div> <p style="text-align: center;">PHOTO</p> <div style="border: 1px solid black; padding: 5px; margin: 5px;">             Right Thumbmark         </div>													
<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 300px; height: 60px; margin: 10px auto;"></div> <p style="text-align: center;">Person Administering Oath</p>													



TITLE OF SEMINAR/CONFERENCE WORKSHOP/SHORT COURSES	Inclusive Date of Attendance (mm/dd/yyyy)		Number of Hours	CONDUCTED/ SPONSORED BY (Write in Full)
	From	To		
<b>2023</b>				
FOI Bootcamp for FOI Receiving Officers	03/29/2023	03/31/2023	24 hrs.	FOI-PMO
Writeshop of Centennial Coffee Table Book	03/02/2023	03/03/2023	16 hrs.	VSU
Orientation and Proper Application of ARTA Whole-of-Government (WOG) Reengineering Manual	01/26/2023	01/26/2023	4 hours	VSU/ARTA
OVPAF Strategic Planning	01/12/2023	01/12/2023	8 hours	VSU
<b>2022</b>				
Training-Workshop on Risk Assessment	11/24/2022	11/25/2022	16 hrs	VSU
2022 HEI Registrars and Records Officers' Convergence in Region VIII	11/7/2022	11/7/2022	4 hours	CHED-R8
Supervisory Development Course (Track I)	9/20/2022	9/23/2022	36 hrs.	CSC-R8
Seminar-Workshop on the Establishment of Records Center and Archival Systems (ERCAS)	9/13/2022	9/15/2022	24 hrs.	NAP Central Office
ISO 9001:2015 Awareness/Re-Awareness Seminar	8/31/2022	8/31/2022	4 hours	VSU
Seminar of Public Financial Management	8/3/2022	8/5/2022	24 hrs.	DBM-R8
Internal Quality Audit Training	8/17/2022	8/19/2022	24 hrs.	AGF
Essentials of Canva	7/5/2022	7/5/2022		RDC-R8
Social Media Management (Facebook)	6/28/2022	6/28/2022		RDC-R8
Cybersecurity and Digital Literacy	6/21/2022	6/21/2022		RDC-R8
Orientation on Google Workspace	6/14/2022	6/14/2022		RDC-R8
Virtual Data Privacy Act of 2012 Awareness Seminar	4/7/2022	4/7/2022	4 hrs	VSU
Workshop on Revisiting the Strategic Plan of ODAS & GSO	3/16/2022	3/17/2022		VSU
Women Inspiring Women	3/7/2022	3/7/2022		GAD
<b>2021</b>				
Basic Occupational Safety & Health for Government Workers	6/7/2021	6/11/2021	40 hrs.	DOLE-OSHC
Webinar on Basic Records & Archives Management	4/12/2021	4/16/2021	20 hrs	NAP
2021 Regional Congress of Human Resource Management Practitioners (HRMPs)	3/10/2021	3/11/2021	16 hrs.	Managerial- CSC-R8
Webinar on the Basics of Records Management & Records Control	1/27/2021	1/27/2021	4 hrs	DOST-STII
<b>2020</b>				
Course on Strengthening Integrity & Accountability Amidst the COVID-19 Pandemic	12/02/2020	12/10/2020	36 hrs.	CSC-R8
Online Training on Data Protection Officer (TUV)	10/13/2020	10/26/2020	40 hrs.	TUV-NPC
Webinar on ISO Documented on Information Foundation	9/21/2020	9/21/2020		AGF Consulting Group
Webinar Foundation Course on Information Security Management System (ISMS)	9/14/2020	9/14/2020		AGF Consulting Group
Training & Orientation of the PR Module of the SPPMIS	8/28/2020	8/28/2020		VSU
Webinar on "Beyond Four Corners: Teaching the Essence of Responsible Online Citizenship	6/15/2020	6/15/2020		VIBAL Group
Webinar on "Managing Home-School Partnership for Learning at Home Environment	6/15/2020	6/15/2020		VIBAL Group
Webinar on Work-Teach Balance among Working Parents during Homeschool	6/15/2020	6/15/2020		VIBAL Group
Hands-On Training on the Unified Reporting System (URS) Version 2.0	1/27/2020	1/27/2020		DBM



<b>2019</b>				
Cyber Security Essentials Course	10/1/2019	10/4/2019		DICT
Introduction to Cybersecurity	9/2/2019	9/3/2019		DICT
Training of Trainers on Communicating Freedom of Information (FOI)	8/27/2019	8/28/2019		FOI-PM, PCOO
Seminar on the Revised Implementing Rules and Regulations (IRR) of RA 9184	3/20/2019	3/22/2019	24 hrs.	GPPB
Seminar-Workshop on Implementation Ready Project Proposal Preparation	3/15/2019	3/15/2019		VSU
<b>2018</b>				
Seminar on Transformational Leadership in a Changing Environment	10/16/2018	10/19/2018		POAP, CSC
Target Setting Workshop	8/20/2018	8/21/2018		VSU
Gender Sensitivity Trainer's Training for the Academe	7/9/2018	7/10/2018		VSU, GAD
<b>2017</b>				
Workshop on Operationalization of the Proposed SUC PI and Refinement of the Required Data Elements for NF, SUC Levelling and SUC PREXC to be aligned with 2017-2022 Philippine Development Plan (PDP)	11/23/2017	11/23/2017	8 Hrs.	Technical
Preparation of Project Management Plan and Annual Procurement Plan	11/14/2017	11/17/2017	24 Hrs.	Technical
Workshop in Preparation for CHED - ISA Evaluation	9/25/2017	9/26/2017	16 Hrs.	Technical
Orientation on Preparation of Documents for the Internal Audit	7/26/2017	7/26/2017	8 Hrs.	Technical
Records Management Training	7/6/2017	7/7/2017	16 Hrs.	Technical
PHILGEPS Training for Buyers	5/25/2017	5/25/2017	16 Hrs.	Technical
ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	3/2/2017	3/3/2017	16 Hrs.	Technical
Seminar-Workshop on 5S & Records Management	2/18/2017	2/18/2017	16 Hrs.	Technical
Full Awareness Training Course ISO 9001:2015	1/26/2017	1/27/2017	16 Hrs.	Technical
<b>2016</b>				
HIV in the Workplace Seminar	12/9/2016	12/9/2016	8 Hrs.	VSU
Procurement Planning Workshop	09/13/2016	09/13/2016	8 Hrs.	VSU
Procurement Act Orientation	09/09/2016	09/09/2016	8 Hrs.	VSU
Training on R.A. 9184 or GPRA with updates on APCPI and OPPCIS	4/11/2016	4/12/2016	16 Hrs.	DAP(Davao)
<b>2015</b>				
3rd Quarter Seminar PAGBA Seminar and Meeting	11/4/2015	11/7/2015	32 Hrs	PAGBA (Pasay)
Briefing on the Preparation of ORS and BURS	08/28/2015	08/28/2015	2 Hrs	ODF, Budget Office
Planning-Workshop: On the Preparation & Processing of Documents Relative to Procurement	5/27/2015	5/27/2015	8 Hrs.	SPPMO
Gender Mainstreaming Monitoring System (GMMS) Training	2/27/2015	2/27/2015	8 Hrs.	CHED, PCW
VSU Web Development Workshop	01/19/2015	01/21/2015	24 Hrs.	VSU Web Dev. Team
<b>2014</b>				
Unified Accounts Code Structure (UACS) Application Course - Training Program	11/4/2014	11/6/2014	32 Hrs	VSU, DBM R8
36 <sup>th</sup> Annual National Convention of GACPA	05/21/2014	05/24/2014	32 Hrs	GACPA (Palawan)
<b>2013</b>				
Briefing of Staff involved in the Conduct of Teaching Evaluation of Academic Staff by the Students	01/14/2013	01/14/2013	4 Hrs	CCE, VSU



<b>2012</b>				
Seminar on "EHEM"	10/22/2012	10/23/2012	16 Hrs	ODAHRD, OP
Validation of SUCs Normative Funding (NF) with SUCs, Regional DBM, PASUC and CHEDROs	10/18/2012	10/18/2012	8 Hrs	CHED National
Strategic Planning Management System (SPMS) Seminar	9/6/2012	9/6/2012	8 Hrs.	ODAHRD, OVPPRG
Seminar-Workshop on Cascading of Agency Performance Targets	8/13/2012	8/14/2012	16 Hrs.	OP, OVPPRG, VSU
Orientation Workshop on GMIS Web-Based Application System	3/19/2012	3/20/2012	16 Hrs.	DBM-Manila
Orientation on the SALN	3/6/2012	3/6/2012	4 Hrs.	ODAHRD
<b>2011</b>				
Seminar on Personality Development for Admin. Personnel	9/20/2011	9/20/2011	8 Hrs.	ODAHRD
2nd Quarterly Membership Meeting & Seminar of PAGBA	8/31/2011	9/3/2011	24 Hrs.	PAGBA (Cagayan de Oro)
<b>2010</b>				
Training on RA 9184 and its Revised IRR	7/29/2010	7/29/2010	10 Hrs.	DBM-R8, GPPB, VSU
Training-Workshop on Normative Funding & Financial Mgmt. on the Utilization of Income in SUCs	7/14/2010	7/16/2010	24 Hrs.	CHED, PASUC-Region 6 (Aklan)
Consultation of the University Strategic Planning for the Staff Group	2/23/2010	2/23/2010	4 Hrs.	OVPPRG
FGD on CMIS of SUCs in Eastern Visayas	2/4/2010	2/4/2010	4 Hrs.	NEDA, OP
<b>2009</b>				
2 <sup>nd</sup> Annual Review of Accomplishments & Plans of Offices under OVPAF	12/10/2009	12/10/2009	4 Hrs.	OVPAF
Total Quality Management Training Among Administrative Personnel	11/13/2009	11/14/2009	16 Hrs.	HRMDO
Hands-On Seminar on Creating E-Book Standard Documents using OpenOffice Writer	8/25/2009	8/25/2009	2 Hrs.	OVPRE-ICTU
Seminar on EVCS, MIS, Program Application and other concerns for Registrars, Liaison Officers & MIS In-Charge	6/24/2009	6/24/2009	8 Hrs.	CHED-R8
Seminar on Computer Maintenance Security & Appreciation of Open-Source Application	3/18/2009	3/18/2009	3 Hrs.	OVPRE-ICTU
<b>2008</b>				
Workshop on AY 2008-09 Higher Education Data Collection & Processing for SUCs	11/21/2008	11/21/2008	8 Hrs.	CHED-R8
PMS-OPES Workshop	07/26/2008	07/26/2008	8 Hrs.	Finance Division, VSU
Seminar-Workshop on Visioning & Leadership Development	01/10/2008	01/12/2008	28 Hrs.	ISRDS, OP
<b>2007</b>				
Training on the Use of Electronic Spreadsheet As A Tool for Class Record Management	06/23/2007	06/30/2007	16 Hrs.	HRMDO, DCST
Training on Office Productivity Tools	05/07/2007	05/11/2007	40 Hrs.	DCST, CEAI
Curriculum Programs Review & Consultation Planning Meeting in Instruction	04/24/2007	04/26/2007	24 Hrs.	ODCI, OVPAF
<b>2005</b>				
Training on Basic Linux Operation & Familiarization on Linux OpenOffice Productivity Tools	10/19/2005	10/21/2005	16 Hrs.	DCST
Seminar on "Plant Oil as Energy Source"	07/14/2005	07/14/2005	2 Hrs.	Plant Oil Processing Center
V-Class Learning Management System Training	07/04/2005	07/08/2005	64 Hrs.	DOLE, DCST, LSU

Orientation & Briefing on Faculty Workload Computation & Teachers Evaluation	06/20/2005	06/20/2005	8 Hrs.	ODCI, LSU
Seminar on ICT Tools Familiarization	01/21/2005	01/21/2005	4 Hrs.	NEDA, EVISNET
<b>2004</b>				
The Webpage Design Training Course	12/18/2004	12/19/2004	16 Hrs.	CGM, MMDC, DCST
The Digital Print Media Arts Workshop	12/04/2004	12/05/2004	16 Hrs.	CGM, MMDC, DCST
The Computer Graphics Arts & Multimedia Package Workshop	11/27/2004	11/28/2004	16 Hrs.	CGM, MMDC, DCST
Seminar on the Use of Information & Communications Technology in Education	11/18/2004	11/18/2004	8 Hrs.	NEDA, EVISNET