

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	FLORES		
FIRST NAME	ALICIA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MUAÑA		
3. DATE OF BIRTH (mm/dd/yyyy)	December 31, 1968	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	Davao Oriental	If holder of dual citizenship, please indicate the details.	<input checked="" 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)	5'4"	ZIP CODE	#1385 ZONE 4
8. WEIGHT (kg)	69 Kilos		House/Block/Lot No. Street
9. BLOOD TYPE	"B"		BARANGAY GUADALUPE
10. GSIS ID NO.	68123101654		Subdivision/Village Barangay
11. PAG-IBIG ID NO.	1700-0024-9451		BAYBAY LEYTE
12. PHILHEALTH NO.	13-000015661-3	City/Municipality Province	
13. SSS NO.	06-1380134-0	18. PERMANENT ADDRESS	#1385 ZONE 4
14. TIN NO.	142-747-847	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V000216		BARANGAY GUADALUPE
			Subdivision/Village Barangay
			BAYBAY LEYTE
			City/Municipality Province
		19. TELEPHONE NO.	NONE
		20. MOBILE NO.	09464928865
		21. E-MAIL ADDRESS (if any)	alicia.flores@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	FLORES		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	GUILLERMO	JR.	JEFF STEVEN M. FLORES	8/23/1994
MIDDLE NAME	ABAPO		CHARLES M. FLORES	10/9/1997
OCCUPATION	Government Employee			
EMPLOYER/BUSINESS NAME	LEYTE PROVINCIAL JAIL			
BUSINESS ADDRESS	LEYTE SUB- PROVINCIAL JAIL, HILONGOS, LEYTE			
TELEPHONE NO.	(053)3363344			
24. FATHER'S SURNAME	MUAÑA			
FIRST NAME	FORTUNATO	SR.		
MIDDLE NAME	BORJA			
25. MOTHER'S MAIDEN NAME				
SURNAME	MONTILLANO			
FIRST NAME	JOSEFINA			
MIDDLE NAME	PIAMONTE			

(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	GUADALUPE COMMUNITY SCHOOL	PRIMARY EDUCATION	1975	1981	Graduated	1981	Valedictorian
SECONDARY	VISCA EXPERIMENTAL RURAL HIGH SCHOOL (ERHS)	HIGH SCHOOL	1981	1985	Graduated	1985	
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	FRANCISCAN COLLEGE OF IMMACULATE CONCEPTION (FCIC), BAYBAY, LEYTE	BS COMMERCE-ACCOUNTING	1987	1991	Graduated	1991	
GRADUATE STUDIES	WESTERN LEYTE COLLEG (WLC), CITY ORMO	Ma.ED- MAJOR IN PUBLIC ADMINISTRATION	2000	2002	36 units		

(Continue on separate sheet if necessary)

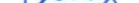
SIGNATURE		DATE	2/23/23
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27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	CAREER SERVICE PROFESSIONAL	80.73%	Nov. 29, 1992	ORMOC CITY		

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

[illegible]

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	2/23/23

June 8

2/23/23



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					
(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			
	Regional Budget Forum fo FY 2024 Budget Preparation	02/03/2023	02/03/2023	4	Technical	DBM Region VIII
	Training-Workshop on Risk Assessment	11/24/2022	11/25/2022	16	Technical	Visayas State University
	AGAP Covention Seminar- "Navigating the Challenges of Financial Technologyu and Digital Transformation"	10/19/2022	10/22/2022	32	Technical	AGAP-Association of Government Accountants of the Philippines, Inc.
	In-House Training on Public Financial Management	08/03/2022	08/05/2022	24	Technical	DBM Region VIII
	2021 Membership Conference of GFMIC with a Theme: "Financial Trends and Transformation in the New Normal"	11/18/2021	11/19/2021	16	Technical	Government Financial Management Innovators Circle, Inc.
	Webinar on "National GAD Planning and Budgeting: From Preparation to GAD Funds Audit	10/07/2021	10/07/2021	4	Technical	Phillipine Commission on Women
	Awareness/Re-awareness Webinar on ISO 9001:2015	9/13/2021	9/13/2021	4	Technical	Visayas State University
	WEBINAR FOUNDATION COURSE ON INFORMATION SECURITY MANAGEMENT SYSTEM (ISMS)	9/14/2020	9/14/2020	8	Technical	AGF CONSULTING GROUP
	Seminar on the Revised Implementing Rules and Regulations (IRR) of the Republic Act 9184	3/20/2019	3/22/2019	24	Technical	GPPB TSO Recognized Trainer
	Seminar Workshop on Procurement: Rationalizing the Process and Impact to SUCs	3/5/2019	3/7/2019	24	Technical	PASUC-Phil. Association of State Universities and Colleges
	AGAP-Convention Seminar "Maginhawa, Matatag at Panatag na Buhay; Ambisyon Nating Tunay"	10/17/2018	10/20/2018	32	Technical	AGAP-Association of Government Accountants of the Philippines, Inc.
	Seminar on Property and Supply management System	9/4/2018	9/7/2018	32	Technical	Commission On Audit Region VIII
	Seminar -Workshop on Coaching for Effective Performance	2/22/2018	2/23/2018	16	Supervisory	Visayas State University
	Seminar on the Preparation of Project Procurement Management Plan and Annual Procurement Plan	11/14/2017	11/17/2017	32	Technical	SCCE Training Center
	Seminar/Workshop on the PHILIPPINE BIDDING DOCUMENTS	6/28/2017	6/30/2017	24	Technical	Association of Government Internal Auditors, Inc. (AGIA)
	Training Workshop on the 2016 Revised IRR of Republic Act No. 9184	5/17/2017	5/19/2017	24	Technical	Government Procurement Policy Board- Technical Support Office (GPPB-TSO)
	ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	3/2/2017	3/3/2017	16	Supervisory	Dr. Roberto C. Guarte/ Visayas State University
	Seminar-Workshop on 5S & Records Management	2/18/2017	2/18/2017	8	Supervisory	Dr. Roberto C. Guarte/ Visayas State University
	OVPAP Strategic Planning Workshop	2/15/2017	2/16/2017	16	Supervisory	Dr. Lourdes B. Cano/ Visayas State University
	Full Awareness Training Course ISO 9001:2015	1/26/2017	1/27/2017	16	Supervisory	Paul B. Bagatsing/ AJA Registrars Inc.
	Appraisal and Disposal of Government Properties	06 /07/2016	06/09/2016	24	Technical	Commission On Audit Region XI
	Training on RA 9184 or Government Procurement Reform Act (GPRA) with updates on APCPI abd OPPCIS	04/11/2016	04/12/2016	16	Technical	DEVELOPMENT ACADEMY OF THE PHILIPPINES (DAP)
	Change Management- Workshop	09/22/2015	09/24/2015	24	Supervisory	Civil Service Commission Region VIII
	ISO 9001:2008 Quality Management Systems Documentation Course	08/17/2015	08/18/2015	16	Supervisory	SGS Philippines, Inc.
	ISO 9001:2008 Quality Management Systems Internal Audit Course	08/19/2015	08/20/2015	16	Supervisory	SGS Philippines, Inc.
	Training Program- Unified Accounts Code Structure (UACS) Application	11/4/2014	11/6/2014	24	Technical	Department of Budget & Management/Visayas State University
	Philippine Government Electronic Procurement System (PhilGEPS) v1.1 Training for Buyers	09/3/2014	09/4/2014	16	Technical	Philippine Government Electronic Procurement System (PhilGEPS)
	GACPA:"Sustaining Public Trust through Accountability, Credibility and Transparency"	05/21/2014	05/24/2014	32	Technical	Government Association of Certified Public Accountants (GACPA)
	ICT Resource Acquisition Seminar (Project terms of Reference)	07/29/2013	08/2/2013	40	Technical	DOST/National Comuter Institute
	Full Length Training on RA 9184 and its Revised IRR	07/22/2013	07/24/2013	24	Technical	Department of Budget & Management (DBM)/ Government Procurement Policy Board
	AGAP: "Accounting, Budgeting and Calculating Risks: Factors which Government Must Deal With"	10/24/2012	10/27/2012	32	Technical	ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHIL.(AGAP)
(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)	
	Bookkeeping		N/A		N/A	
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	2/23/23	



