## 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 concerned. 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) **FLORES** 2. SURNAME NAME EXTENSION (JR., SR) ALICIA FIRST NAME MIDDLE NAME MUAÑA 3. DATE OF BIRTH December 31, 1968 16. CITIZENSHIP ✓ Filipino Dual Citizenship (mm/dd/yyyy) by birth by naturalization Pls. indicate country: Davao Oriental 4. PLACE OF BIRTH If holder of dual citizenship. please indicate the details. Male 5. SEX ✓ Female **Philippines** V Single ✓ Married 17. RESIDENTIAL ADDRESS #1385 **70NF 4** 6 CIVIL STATUS House/Block/Lot No Widowed Separated Street BARANGAY GUADAL UPF Other/s: Subdivision/Villag Barangay BAYBAY LEYTE 5'4" 7. HEIGHT (m) City/Municipality Province 8. WEIGHT (kg) 69 Kilos ZIP CODE 6521 18. PERMANENT ADDRESS #1385 **70NF 4** 9. BLOOD TYPE "B" House/Block/Lot No Street BARANGAY GUADALUPE 10. GSIS ID NO. 68123101654 Subdivision/Village Barangay BAYBAY LEYTE 11. PAG-IBIG ID NO 1700-0024-9451 City/Municipality Province 12. PHILHEALTH NO 13-000015661-3 ZIP CODE 6521 13. SSS NO. 06-1380134-0 19. TELEPHONE NO. NONE 14. TIN NO. 142-747-847 20. MOBILE NO. 09464928865 15. AGENCY EMPLOYEE NO. V000216 21, E-MAIL ADDRESS (if anv) alicia.flores@vsu.edu.ph **FAMILY BACKGROUN** 23. NAME of CHILDREN (Write full name and list all) 22. SPOUSE'S SURNAME **FLORES** DATE OF BIRTH (mm/dd/yyyy) JEFF STEVEN M. FLORES FIRST NAME **GUILLERMO** 8/23/1994 ARAPO MIDDLE NAME CHARLES M. FLORES 10/9/1997 **Government Employee** EMPLOYER/BUSINESS NAME LEYTE PROVINCIAL JAIL LEYTE SUB- PROVINCIAL JAIL, HILONGOS, LEYTE BUSINESS ADDRESS (053)3363344 TELEPHONE NO. 24. FATHER'S SURNAME MUAÑA FIRST NAME **FORTUNATO** BORJA MIDDLE NAME 25. MOTHER'S MAIDEN NAME MONTILLANO SURNAME JOSEFINA FIRST NAME MIDDI E NAME PIAMONTE (Continue on separate sheet if necessary) HIGHEST LEVEL SCHOLARSHIP/ YEAR NAME OF SCHOOL PERIOD OF ATTENDANCE BASIC EDUCATION/DEGREE/COURSE LEVEL ACADEMIC HONOR: UNITS FARNED GRADUATE (Write in full) (Write in full) (if not gradu From То ELEMENTARY **GUADALUPE COMMUNITY SCHOOL** PRIMARY EDUCATION 1975 1981 Graduated 1981 Valedectorian VISCA EXPERIMENTAL RURAL HIGH SCHOOL SECONDARY HIGH SCHOOL 1981 1985 Graduated 1985 (ERHS) VOCATIONAL / TRADE COURSE FRANCISCAN COLLEGE OF IMMACULATE COLLEGE BS COMMERCE-ACCOUNTING 1987 1991 Graduated 1991 CONCEPTION (FCIC), BAYBAY, LEYTE WESTERN LEYTE COLLEG (WLC), Ma.ED- MAJOR IN PUBLIC ORMOC **GRADUATE STUDIES** 2000 2002 36 units **ADMINISTRATION** SIGNATURE DATE 27 CS FORM 212 (Revised 2017), Page 1 of

77. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE			RATING	DATE OF	DI ACE OF EVALUATION	DI AGE OF EVANUATION ( CONFEDNENT			plicable)
			(If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT			NUMBER	Date of Validity
REER SERV	ICE PROFESS	SIONAL	80.73%	Nov. 29, 1992	ORM	OC CITY	in the second		
			٠.	- 4 agr 15 July 1	grant were and	(100)			
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WORK EX	PERIENCE		(0	Continue on separate sheet	T necessary)				
		t. Start from your recent v	vork) Descrip	tion of duties should b	e indicated in the attac	ched Work Ex	salary/ JOB/ PAY	f.	
B. INCLUSIVE DATES (mm/dd/yyyy)			POSITION TITLE (Write in full/Do not abbreviate)		DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		GRADE (if applicable)& STEP	STATUS OF APPOINTMENT	GOV'T SERVIC
From	То	(write in idia bo not ab	огечнасој		[ Marcel	SALARY	INCREMENT		(Y/ N)
1/01/2023	Present	Administrative Officer V		Budget Office/Supply Management office Budget Office/Supply		45,203.00	18-1	Permanent	Yes
6/5/2022	12/31/2022	Administrative Officer V		Management office		45,203.00	18-1	Permanent	Yes
)1/01/2022	6/52022	Administrative Officer III		Supply and Property		32,321.00	14-1	Permanent	Yes
)1/01/2021	12/31/2021	Administrative Officer III		Supply and Property		30,799.00	14-1	Permanent	Yes
2/01/2020	12/31/2020	Administrative Officer III		Supply and Property		29,277.00	14-1	Permanent	Yes
06/09/2020	11/30/2020	Administrative Officer II		Supply and Property Management office		24,082.00	11-6	Permanent	Yes
)1/01/2020	06/08/2020	Administrative Officer II		Supply and Property Management office		23,778.00	11-6	Permanent	Yes
)1/01/2019	12/31/2019	Administrative Officer II		Supply Procurement and Property  Management office		22,216.00	11-4	Permanent	Yes
01/01/2018	12/31/2018	Administrative Officer II		Supply Procurement and Property Management office		20,963.00	11-2	Permanent	Yes
06/17/2017	12/31/2017	Administrative Officer II		Supply Procurement and Property  Management office		19,853.00	11-2	Permanent	Yes
06/16/2014	06/16/2017	Administrative Officer II		Supply Procurement and Property  Management office		19,620.00	11-1	Permanent	Yes
02/01/2013	06/15/2014	Administrative Officer I	7.7	Office of the Vice President for Admin. & Finance, VSU		P17,255.00	10-1	Permanent	Yes
03/25/2010	01/31/2013	Administrative Aide IV		Office of the Vice Pre	esident for Admin. &	P11,181.00	04-1	Permanent	Yes
12/01/2004	03/24/2010	Administrative Aide III		VSU		8,580.00	03-3	Permanent	Yes
10 /01/1998	11/30/2004	Clerk I		VSU		6,189.00	03-1	Permanent	Yes
07/22/1996	09 /30/1998	Clerk I		VSU		6,039.00		Casual	Yes
04/05/1991	06/15/1996	Acctg. Clerk/Bookkeeper		Wood Builders & Inn	ovators Inc./ Baybay	5,000.00		Regular	No
04/03/1331	00/13/1990	Accig. Cicity Bookikooper		forest Products, Inc.		0,000,00		11090101	
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SIGNATURE			ung	DATE			2/23	123	

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC /	TON SOVERTIMENT			CNGANIZATI	OW 3	
29. NAME & ADDRESS OF ORGANIZATION (Write in full)			INCLUSIVE DATES (mm/dd/yyyy)  From To			POSITION / NATURE OF WORK
N/A		FIOIII	10			
8773.78						
			sheet if necessary			
VII. LEARNING AND DEVELOPMENT (L&D) INTERVEN				olo (Terrore di co More		
art from the most recent L&D/training program and include only the relevant L&D/training taken for the contract of the contrac		INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
Regional Budget Forum fo FY 2024 Budget Preparation		From 02/03/2023	To 02/03/2023	4	Technical	DBM Region VIII
Training-Workshop on Risk Assessment AGAP Covention Seminar- "Navigating the Challenges of Financial Technologyu			11/25/2022	16	Technical	Visayas State University AGAP-Association of Government
and Digital Transformation"	nanciai reciniologyu	10/19/2022	10/22/2022	32	Technical	Accountants of the Philippines, Inc.
In-House Training on Public Financial Management 2021 Membership Conference of GFMIC with a Theme: "Fir	ancial Trends and	08/03/2022 11/18/2021	08/05/2022 11/19/2021	16	Technical Technical	DBM Region VIII Government Financial Management
Transformation in the New Normal" Webinar on "National GAD Planning and Budgeting: From F	Preparation to GAD					Innovators Circle, Inc.
Funds Audit Awareness/Re-awareness Webinar on ISO 9001:2015	See a more	9/13/2021	9/13/2021	4	Technical Technical	Phillipine Commission on Women Visayas State University
WEBINAR FOUNDATION COURSE ON INFORMATION SECU SYSTEM (ISMS)	RITY MANAGEMENT	9/14/2020	9/14/2020	8	Technical	AGF CONSULTING GROUP
Seminar on the Revised Implementing Rules and Regulation	ns (IRR) of the	3/20/2019	3/22/2019	24	Technical	GPPB TSO Recognized Trainer
Republic Act 9184 Seminar Workshop on Procurement: Rationalizing the Proc	ess and Impact to	3/5/2019	3/7/2019	24	Technical	PASUC-Phil. Association of State Universitie
SUCs AGAP-Convention Seminar "Maginhawa, Matatag at Panata	ig na Buhay;	10/17/2018	10/20/2018	32		and Colleges AGAP-Association of Government
Ambisyon Nating Tunay"		71101800			Technical	Accountants of the Philippines, Inc.
Seminar on Property and Supply management System	(4) T   1   2   1	9/4/2018	9/7/2018	32	Technical	Commission On Audit Region VIII
Seminar -Workshop on Coaching for Effective Performance Seminar on the Preparation of Project Procurement Manage		2/22/2018	2/23/2018	16	Supervisory	Visayas State University
Annual Procurement Plan			11/17/2017	32	Technical	SCCE Training Center  Association of Government Internal Auditors
Seminar/Workshop on the PHILIPPINE BIDDING DOCUMEN	TS	6/28/2017	6/30/2017	24	Technical	Inc. (AGIA)
Training Workshop on the 2016 Revised IRR of Republic Act No. 9184			5/19/2017	24	Technical	Government Procurement Policy Board- Technical Support Office (GPPB-TSO)
ISO 9001:2015 Enhancement Seminar-Workshop on Interna	I 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	8	Supervisory	Dr. Roberto C. Guarte/ Visayas State University
OVPAF Strategic Planning Workshop		2/15/2017	2/16/2017	16	Supervisory	Dr. Lourdes B. Cano/ Visayas State Universit
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 A updates on APCPI abd OPPCIS	ct (GPRA) with	04/11/2016	04/12/2016	16	Technical	DEVELOPMENT ACADEMY OF THE
	CIR TOTAL	09/22/2015	09/24/2015	24	Supervisory	PHILIPPINES (DAP)  Civil Service Commission Region VIII
Change Management- Workshop			08/18/2015	16	Supervisory	SGS Philippines, Inc.
ISO 9001:2008 Quality Management Systems Documentatio ISO 9001:2008 Quality Management Systems Internal Audit	A CONTRACTOR OF THE PARTY OF TH	08/17/2015	08/20/2015			
		11/4/2014	to Politica	16	Supervisory	SGS Philippines, Inc.  Department of Budget & Management/Visaya
Training Program- Unified Accounts Code Structure (UACS) Application Philippine Government Electronic Procurement System (PhilGEPS) vI.1 Training			11/6/2014	24	Technical	State University   Philippine Government Electronic
for Buyers GACPA:"Sustaining Public Trust through Accountability, Ci		09/3/2014	09/4/2014	16	Technical	Procurement System (PhilGEPS) Government Association of Certified Public
Transparency"		05/21/2014	05/24/2014	32	Technical	Accountants (GACPA)
ICT Resource Acquisition Seminar (Project terms of Referen	nce)	07/29/2013	08/2/2013	40	Technical	DOST/National Comuter Institute
Full Length Training on RA 9184 and its Revised IRR			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"			10/27/2012	32	Technical	ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHIL.(AGAP)
100	The second second					3 1500 mm (Cr. 6142)
VIII. OTHER INFORMATION	(Conti	inue on separate :	heet if necessary)			
	NON	ACADEMIC DISTIN	ICTIONS / RECOG	NITION		MENDEDOLID IN ADDOCIATION OF CHILD
31. SPECIAL SKILLS and HOBBIES 32.	NON-		in full)	MILION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Bookkeeping			N/A			N/A
		1				
	(Conti	nue on separate s	heet if necessary)			
SIGNATURE	/	hul		DA		

34. Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed, a. within the third degree?	YES	NO			
b. within the fourth degree (for Local Government Unit - Care	YES YES, give details:	NO			
as. a. Have you ever been found guilty of any administrative offe	YES NO If YES, give details:				
b. Have you been criminally charged before any court?		If YES NO If YES, give details: Date Filed: Status of Case/s:			
36. Have you ever been convicted of any crime or violation of an by any court or tribunal?	y law, decree, ordinance or regulation	YES NO If YES, give details:			
37. Have you ever been separated from the service in any of the retirement, dropped from the rolls, dismissal, termination, end out (abolition) in the public or private sector?		YES VO			
38. a. Have you ever been a candidate in a national or local election. Barangay election.	YES / NO If YES, give details:				
b. Have you resigned from the government service during the election to promote/actively campaign for a national or local of	YES NO If YES, give details:				
39. Have you acquired the status of an immigrant or permanent	YES NO If YES, give details (country):				
<ol> <li>Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972),</li> </ol>		A CONTRACTOR			
Are you a member of any indigenous group?	If YES, please specify:				
Are you a person with disability?	YES If YES, please specify	ID No:			
Are you a solo parent?		If YES, please specify	ID No:		
41. REFERENCES (Person not related by consanguinity or affinity to applicant	/appointee)		(h)		
NAME	ADDRESS	TEL. NO.			
REMBERTO A. PATINDOL	Visca, Baybay City, Leyte	9176341454			
ROBERTO C. GUARTE	Visca, Baybay City, Leyte	9173108078			
OURDES B. CANO	Visca, Baybay City, Leyte	9176341502			
42. I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertine Philippines. I authorize the agency head/authorized repre I agree that any misrepresentation made in this doct administrative/criminal case/s against me.	ent laws, rules and regulations of the esentative to verify/validate the conten	Republic of the ats stated herein.	ALICIA M. FLORES		
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)  PLEASE INDICATE ID Number and Date of Issuance	and	7 3 3 3 3 3 3			
Government Issued ID: Agency ID (VSU)	90	three or the state			
GSIS ID No.: V000216	box)				
ate/Place of Issuance: 08/14/2019/ Visca Baybay City, Leyte Date Accomplished		Right Thumbmark			
SUBSCRIBED AND SWORN to before me this2	7 FEB 2023 , affiant exhi	ibiting his/her validly issued	government ID as indicated above.		
	ATTY, RYSAN C. ZUINOCOR VSU Grief Lysal Officer				
	ath				