## PERSONAL DATA SHEET

PRISONAL PROMATION	READ THE ATTACHED GUIDE TO Print legibly. Tick appropriate boxes	O FILLING OUT THE PERSONAL DATA SHE  ) and use separate sheet if necessary. Indicate	te N/A if not applicable. DO NOT	ABBREVIATE	PDS FORM	1. CS ID No.		(Do not	fill up. For CSC use on
PROTECTIVE	I. PERSONAL INFORMATION								
MODE NAME	2. SURNAME	CIRCULADO						-	
2 OKEC OF BRITCH	FIRST NAME	VALERIE					NAME EXTENSION	(JR., SR) NONE	
PANDASIGN   PANDASIGN BAYEAY, LEYTE   Prison of an elements   Prison of an e	MIDDLE NAME	DABALOS							
SOX	3. DATE OF BIRTH (mm/dd/yyyy)	08705/1994	16. CITIZENSHIP		Filip	ino [		ition	
\$ 0.00.67A1126	4. PLACE OF BIRTH	PANGASUGAN BAYBAY, LEYTE	If holder of dual citizer	iship,			Pls. indicate of	country:	
	5. SEX	Male ✓ Female	please indicate the de	tails.	Philippin	nes			-
	6 CIVIL STATUS	= =	17. RESIDENTIAL ADDRESS	Нои	ise/Block/Lot N	0.		Street	
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MONE	8. WEIGHT (kg)	59	ZIP CODE		псулишнырансу		6521-A	Province	
1.	9. BLOOD TYPE	0	18. PERMANENT ADDRESS						
PAMBAY   PAMBAGO   NO   1212-0196-7625   PAMBAGO   PAM	IO. GSIS ID NO.	NONE	Bright Office VS			3013	1		Control of the same
2. PRILEPATH NO. 13-3225607T8-8 2P 0.00E 6521-A  3. SSRNO NOME 9 TELEPHONE NO. NOME  4 TIN NO. 492.053-316-000 20 MORLE NO. 0028-438-4844  5. ASSRNO'R BARLOYER NO NA 21 E-MAIL ADDRESS (F siny) Valerided circulated @ common com	11. PAG-IBIG ID NO.	1212-0156-7625		Su		9	- N		
SESSION	12 DUBLIENTH NO			C	ity/Municipality		0504.4	Province	
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S. AGENCY EMPLOYEE NO.  N/A  21. EMMLY PERCKGROUND  22. SPOUSES SURMANE  N/A  N/A  N/A  N/A  N/A  N/A  N/A	DVA YRANONST I	2015.54	U appet i mine si dissipi di post		Hax		24 6 33	69.1	271
EAMILY BACKGROUND  2 SPOUSES SURPIAME  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/									
2. SPOUSE'S SURPANAE  N/A  N/A  N/A  N/A  N/A  N/A  N/A		N/A	21. E-MAIL ADDRESS (if any)			valeriedo	irculado@gm	ail.com	
REST NAME  NIA  MODELE NAME  NIA  NIA  COCUPATION  NIA  CEMPLOYER/BUSINESS NAME  NIA  NIA  BUSINESS ADDRESS  NIA  FELEPIONE NO.  CIRCULADO  NIA  4. FATHER'S SURNAME  GEORGE  GEORGE  NOME  SABADO  CIRCULADO  NAME CIRCULADO  NAME CIRCULADO  NAME CIRCULADO  NAME  SABADO  CIRCULADO  SABADO  CIRCULADO  SABADO  CIRCULADO  NOME  SABADO  CIRCULADO  SABADO  CIRCULADO  SABADO  CIRCULADO  SABADO  CIRCULADO  SABADO  CONTENS SURNAME  DABALOS  SURNAME  DABALOS  FIRST NAME  ROSALINA  MDDLE NAME  LAPARA  CONTENS SURNAME  LEVEL  NAME OF SCHOOL  (Within in Ital)  BASIC EDUCATIONALE PATOK (GROUND)  ELEVEL  NAME OF SCHOOL  (Within in Ital)  PRIMARY EDUCATION  FROM  TO  TO  TO  TO  TO  TO  TO  TO  TO									
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The state of the s	GRADUATE STUDIES	VISAYAS STATE UNIVERSITY			08/01/2017		_		
	SIGNATURE	0.1.1		ecessary)		7.5			

V. CIVIL SE	ERVICE ELIGIBI	LITY					2	*	
	R SERVICE/ RA 1080 SPECIAL LAWS/ RANGAY ELIGIBILITY /		RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINA	TION / CONFER	MENT	LICENSE (if ap	Date of Validity
	ER SERVICE PR	OFESSIONAL	80.47	04/17/2016	EASTERN VISAYAS STA	TE UNIVERS	SITY (EVSU),	TAC TILL	validity
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V WORK F	XPERIENCE		(Co	ontinue on separate shee	et if necessary)		and the second		
		Start from your rec	ent work) Descript	ion of duties should	d be indicated in the attac	hed Work E	The second second second	et.	
	JSIVE DATES m/dd/yyyy)	POSITION (Write in full/Do no			GENCY / OFFICE / COMPANY full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP	STATUS OF APPOINTMENT	GOV'T SERVICE
From	То			Discover.	Assessment of	0	(Format *00-0*)/ INCREMENT	1	(Y/N)
10/01/2016	12/31/2018	CLEF			get Office, VSU	6,600.00	N/A	JOB ORDER	YES
08/16/2016	09/30/2016	DATA ENG			ultural Engineering, VSU	5,720.00	N/A	JOB ORDER	YES
04/01/2014	05/30/2014	STUDENT AS NURSERY CA		-	orest Sciences, VSU  Farm Trade Corporation	2,000.00	N/A	TEMPORARY	YES
0410112000	00/30/2000	HOROERT OF	TAKET TAKET	Antonio Agro-	Tanii Trade Corporation	2,000.00	N/A	TEMPORARI	NO
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SIGNA	ATURE	Ø	rialate.		DATE		Decemb	er 12, 2018	

NAME & ADDRESS OF ORGANIZATION (Write in full)		VE DATES (d/yyyy)	NUMBER OF HOURS	POSITION / NATURE OF WORK	
COMMISSION ON YOUTH (COY)	12/16/2010	4/30/2015			MEMBER
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2 - East 1	(Continue on separate :	phont if necessary			
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING	PROGRAMS ATTI	ENDED			
Start from the most recent L&D/training program and include only the relevant L&D/training take		ars for Division C	niel/Executive/Mana		
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	ATTEN	IDANCE Id/yyyy)	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/	CONDUCTED/ SPONSORED BY (Write in full)
on D say O	From	То		Technical/etc)	(Wind in day)
Target Setting Workshop	08/20/18	08/21/18	16 hours	Technical	Visayas State University
Strategic Marketing for Inclusive and Sustainable Agribusiness	02/25/2018	02/25/2018	8 hours	Technical	Visayas State University
International Conference on Business and Economy (Creating, Managing, and Distributing Wealth: Leading the Innovation Challenge)	02/16/2018	02/17/2018	16 hours	Technical	University of San Carlos, Cebu City
Conference Workshop on Reporting Policies Among Registrars and those designated as H Officers, Budget Officers and Bookkeeper/Accountant in External Campus	09/02/2017	09/02/2017	8 hours	Technical	Visayas State University
Strengthening the Management Practices of Barangay Hipusngo Farmers' and Fisherfolks Association (BAHIFFA)	08/08/2017	08/08/2017	8 hours	Technical	Visayas State University
VSUCC Basic Cooperative Seminar	11/19/2016	11/19/2016	8 hours	Technical	VSUCC
Hijo Resources Corporation (On-the-Job Training)	11/19/2014	01/19/2015	302 hours	Technical	HIJO Company
Personality Development and Business Ethics Seminar	09/14/2013	09/14/2013	8 hours	10 ur = 5	College of Mgmt and Economics, VSU
1st Youth Leaders' Camp	04/23/2012	04/24/2012	32 hours		COY, St. Anthony of Padua Parish
Diocesan Youth Assembly (DYA)	04/21/2012	04/21/2012	15 hours		COY, Our Lady of the Holy Rosary Parish
Business Forum with Guest Speaker "Sandy Javier" of Andoks	03/07/2012	03/07/2012	8 hours		College of Mgmt and Economics, VSU
Comprehensive Agrarian Reform Program Seminar	12/13/2011	12/13/2011	8 hours		College of Mgmt and Economics, VSU
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VIII. OTHER INFORMATION					
31. SPECIAL SKILLS and HOBBIES 32.	NON-ACADEMIC DISTIN (Write		SNITION	core (Annos	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER LITERATE	NON	E	person of the second		NONE
BUSINESS SKILLS	I to hear		State To La Te		Selection of the select
DRIVING SKILLS (Motor Bike)	74 To 100 To				
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GARDENING					THE REST CO. LANS.
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	(Continue on separate s	sheet if necessary	S		
SIGNATURE Circle	W		DA	TE	December 12, 2018

34. Are you related by consanguinity or affinity to the ap chief of bureau or office or to the person who im	nmediate supervision over you in the	9	
Bureau or Department where you will be apppointed	1		
a. within the third degree?	descript decreases	YES NO	
b. within the fourth degree (for Local Government U	nit - Career Employees)?	YES V NO	
		If YES, give details:	
5. a. Have you ever been found guilty of any administr	ative offense?	YES NO	
		If YES, give details:	
b. Have you been criminally charged before any cou	urt?	YES NO	
b. Have you been diffillially charged before any bee		If YES, give details:	
		Date Filed:	
		Status of Case/s: YES ✓ NO	
		TES NO	
66. Have you ever been convicted of any crime or violal regulation by any court or tribunal?	tion of any law, decree, ordinance or		
The control of the second seco		If YES, give details:	
		YES V NO	
37. Have you ever been separated from the service in a	any of the following modes: resignation	,	
retirement, dropped from the rolls, dismissal, termin	nation, end of term, finished contract or	If YES, give details:	
phased out (abolition) in the public or private sector	?	YES NO	
38. a. Have you ever been a candidate in a national or	local election held within the last year		
(except Barangay election)?		YES NO	
		If YES, give details:	
b. Have you resigned from the government service			
before the last election to promote/actively campaig	n for a national or local candidate?	YES NO If YES, give details:	
39. Have you acquired the status of an immigrant or pe	rmanent resident of another country?	ii i EO, givo detailo.	
35. That's you dogained the states of all littling talk of po	miniminitiosident of another country:	If YES, give details (country):	
40. Pursuant to: (a) Indigenous People's Act (RA 8371)	: (h) Magna Carta for Disabled Person		
(RA 7277); and (c) Solo Parents Welfare Act of 200		YES V NO	
Are you a member of any indigenous group?		YES NO	
		If YES, please specify:	
Are you a person with disability?		YES V NO	
Are you a solo parent?		If YES, please specify ID No:	
Are you a solo parent?		If YES, please specify ID No:	
		in teo, please specify ID No.	
11. REFERENCES (Person not related by consanguinity or affinity to	applicant /appointee)		
NAME	ADDRESS	TEL. NO.	
LOUELLA CHAN-AMPAC	Office of the Director of Finance, VSU	(053) 563 - 7273	
MYRNA S. PANCITO	Budget Office, VSU	(053) 563 - 7189	
VALERIE YAMON-VERGIS	Accounting Office, VSU	0995 698 6060	
42. I declare under oath that I have personally accomp	lished this Personal Data Sheet which	is a true correct	7
and complete statement pursuant to the provisions	of pertinent laws, rules and regulation:	s of the Republic	
of the Philippines. I authorize the agency head/au stated herein.	ithorized representative to verify/valid	ate the contents	apa
cause the filing of administrative/criminal case/s aga	ation made in this document and its a ainst me.	ttachments shall PHOTO	
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc PLEASE INDICATE ID Number and Date of Issuance			
Government Issued ID: BUREAU OF INTERNAL REVENUE	- Oricula Ar	DW M W	
ID/License/Passport No.: 492-053-316-000	Signature (Sign inside	the box)	
Date/Place of Issuance: Jan. 11, 2018 / Ormoc City	December 12, Date Accomplis	2018	
SUBSCRIBED AND SWORN to before me this		Togot Internation	
THE SHOULD THE GREAT THE UNIS	DEC 2 0 2018 , affiant of	exhibiting his/her validly issued government ID as indicated a	above.
	ATTY. RYSANC, GUIN	OCOD	
	VICILI E Parkon di trainistario	or Ooth	

CS FORM 212 (Revised 2017), Page 4 of 4

## **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: October 1, 2016 Present
- Position: Clerk (Job Order)
- · Name of Office/Unit: Budget Office
- · Immediate Supervisor: Myrna S. Pancito
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay, Leyte
  - List of Accomplishments and Contributions (if any)
    - Prepared obligation and liquidation report for FAR purposes.
    - o Prepared fund transfer for four (4) external campuses.
  - Summary of Actual Duties
    - Responsible in performing administrative and technical tasks e.g. preparation of monthly/quarterly obligation and liquidation report for Financial Accountability Report (FAR) purposes; assisting the budget officer in preparing the FARs; preparation of Obligation Request & Status (ORS) and voucher for the fund transfers of four (4) external campuses; and performs other related functions.
- Duration: August 16, 2016 September 30, 2016
- Position: Data Encoder (Job Order)
- Name of Office/Unit: Department of Agricultural Engineering
- Immediate Supervisor: Arthur I. Tambong
- · Name of Agency/Organization and Location: Visayas State University, Visca, Baybay, Leyte
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - o Responsible in gathering, preparing, and encoding data for AACCUP purposes.

VALERIE D. CIRCULADO
(Signature over Printed Name of

Employee/Applicant)

Date: December 20, 2018