

## 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	CIRCULADO		
FIRST NAME	VALERIE	NAME EXTENSION (JR., SR) NONE	
MIDDLE NAME	DABALOS		
3. DATE OF BIRTH (mm/dd/yyyy)	08/05/1994	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	PANGASUGAN BAYBAY, 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.64	House/Block/Lot No.	Street
8. WEIGHT (kg)	59	Subdivision/Village	PANGASUGAN
9. BLOOD TYPE	O	City/Municipality	LEYTE
10. GSIS ID NO.	NONE	ZIP CODE	6521-A
11. PAG-IBIG ID NO.	1212-0156-7625	18. PERMANENT ADDRESS	
12. PHILHEALTH NO.	13-025360778-6	House/Block/Lot No.	Street
13. SSS NO.	NONE	Subdivision/Village	PANGASUGAN
14. TIN NO.	492-053-316-000	City/Municipality	LEYTE
15. AGENCY EMPLOYEE NO.	N/A	ZIP CODE	6521-A
		19. TELEPHONE NO.	NONE
		20. MOBILE NO.	0926 436 4944
		21. E-MAIL ADDRESS (if any)	valeriedcirculado@gmail.com

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	ALEANNA MARRIE CIRCULADO VALENZONA	12/01/2015
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	CIRCULADO			
FIRST NAME	GEORGE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	SABADO			
25. MOTHER'S MAIDEN NAME				
SURNAME	DABALOS			
FIRST NAME	ROSALINA			
MIDDLE NAME	LAPARA			

(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	PANGASUGAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	06/01/2001	03/30/2007	GRADUATED	2007	FIRST HONORS
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	06/01/2007	04/01/2011	GRADUATED	2011	NONE
VOCATIONAL / TRADE COURSE	NONE						
COLLEGE	VISAYAS STATE UNIVERSITY	BS IN AGRIBUSINESS	06/01/2011	04/22/2015	GRADUATED	2015	VSU Academic A - Scholarship
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MM IN AGRIBUSINESS MANAGEMENT	08/01/2017		Continuing: 28units earned		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 12, 2018
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**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	December 12, 2018



**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		
	COMMISSION ON YOUTH (COY)	12/16/2010	4/30/2015		MEMBER

(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)

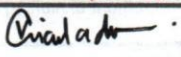
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Target Setting Workshop	08/20/18	08/21/18	16 hours	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 HR 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	HUJO Company
	Personality Development and Business Ethics Seminar	09/14/2013	09/14/2013	8 hours		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

(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)
	COMPUTER LITERATE		NONE		NONE
	BUSINESS SKILLS				
	DRIVING SKILLS (Motor Bike)				
	DANCING				
	GARDENING				

(Continue on separate sheet if necessary)

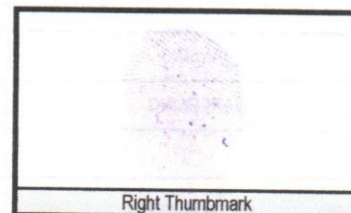
SIGNATURE		DATE	December 12, 2018
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<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, chief of bureau or office or to the person who has immediate supervision over you in the Bureau or Department where you 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>Date Filed: _____</p> <p>Status of Case/s: _____</p> <p><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</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>If YES, give details: _____</p> <p><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</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>If YES, give details: _____</p> <p><input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</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>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</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><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>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: 35%;">NAME</th><th style="width: 35%;">ADDRESS</th><th style="width: 30%;">TEL. NO.</th></tr></thead><tbody><tr><td>LOUELLA CHAN-AMPAC</td><td>Office of the Director of Finance, VSU</td><td>(053) 563 - 7273</td></tr><tr><td>MYRNA S. PANCITO</td><td>Budget Office, VSU</td><td>(053) 563 - 7189</td></tr><tr><td>VALERIE YAMON-VERGIS</td><td>Accounting Office, VSU</td><td>0995 698 6060</td></tr></tbody></table>		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
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VALERIE YAMON-VERGIS	Accounting Office, VSU	0995 698 6060											
<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>													
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</p> <p>PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: BUREAU OF INTERNAL REVENUE</p> <p>ID/License/Passport No.: 492-053-316-000</p> <p>Date/Place of Issuance: Jan. 11, 2018 / Ormoc City</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><p style="text-align: center;"><i>Oriculado</i></p><p style="text-align: center;">Signature (Sign inside the box)</p><p style="text-align: center;">December 12, 2018</p><p style="text-align: center;">Date Accomplished</p></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><p style="text-align: center;">Right Thumbmark</p></div>												
<p>SUBSCRIBED AND SWORN to before me this <u>DEC 20 2018</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"><p><b>ATTY. RYAN C. GUINOCOR</b></p><p>VSU LEGAL OFFICER</p></div>													



PHOTO





**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.
    - 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.
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- 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
    - Responsible in gathering, preparing, and encoding data for AACUP purposes.



**VALERIE D. CIRCULADO**

(Signature over Printed Name of  
Employee/Applicant)

Date: December 20, 2018