

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	ALACIO		
FIRST NAME	WELLA MARIE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	DE ASIS		
3. DATE OF BIRTH (mm/dd/yyyy)	31/03/1986	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: Philippines
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship,	
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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street BRGY. HIPUSNGO Subdivision/Village Barangay BAYBAY CITY, LEYTE City/Municipality Province
7. HEIGHT (m)	1.60	ZIP CODE	6521
8. WEIGHT (kg)	53		
9. BLOOD TYPE	N/A	18. PERMANENT ADDRESS	House/Block/Lot No. Street BRGY. HIPUSNGO Subdivision/Village Barangay BAYBAY CITY, LEYTE City/Municipality Province
10. GSIS ID NO.	2005283363	ZIP CODE	6521
11. PAG-IBIG ID NO.	121207887781		
12. PHILHEALTH NO.	130253210797		
13. SSS NO.	N/A	19. TELEPHONE NO.	520-1850
14. TIN NO.	263122509	20. MOBILE NO.	09095701870
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	wellamarie.alacio@vsu.edu.ph

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	N/A	N/A
MIDDLE NAME	N/A	N/A	
OCCUPATION	N/A		
EMPLOYER/BUSINESS NAME	N/A		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	ALACIO		
FIRST NAME	WILFREDO	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	GELAGA		
25. MOTHER'S MAIDEN NAME			
SURNAME	DE ASIS		
FIRST NAME	MARIA MARISA		
MIDDLE NAME	CENTINO	(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	HIPUSNGO ELEMENTARY SCHOOL	ELEMENTARY	1992	1998	GRADUATED	1998	WITH HONORS
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	1998	2002	GRADUATED	2002	N/A
COLLEGE	LEYTE STATE UNIVERSITY	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	2002	2004	12 UNITS	N/A	N/A
COLLEGE	LEYTE STATE UNIVERSITY	BACHELOR OF SCIENCE IN AGRIBUSINESS	2004	2007	GRADUATED	2007	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF MANAGEMENT	2009	2013	GRADUATED	2013	N/A
GRADUATE STUDIES	TECHNISCHE UNIVERSITAT MUENCHEN	MASTER OF SCIENCE IN LAND MANAGEMENT AND LAND TENURE	2012	2014	GRADUATED	2014	DAAD SCHOLAR

(Continue on separate sheet if necessary)

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	JUNE 22, 2023	

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		N/A	N/A	N/A	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			
	Business Plan Mentoring	05/17/2023	05/17/2023	8	Technical	Ormoc Chamber of Commerce
	Training Workshop on Risk Assessment	11/24/2022	11/25/2022	16	Technical	OVRPGAS, VSU
	Identification of Business Opportunities and Feasibility Study Preparation for the IGP Managers	07/18/2022	07/20/2022	24	Technical	VSU-IGP/OVRPGAS
	Sustainable Agribusiness: Principles to Practice"	03/03/2022	03/03/2022	4	Technical	via Zoom VSU
	Germany Tour Series (Webinar 2): Access to Logistics and Mobility-NRW as Germany's Logistics Hotspot.	06/21/2022	06/21/2022	8	Technical	via ZOOM, German-Philippine Chamber of Commerce and Industry
	Philippines' Future Energy: The Growth of Commercial and Industrial Solar	06/09/2022	06/09/2022	8	Technical	via Zoom, German-Philippines Chamber of Commerce and Industry
	Specialize in Agribusiness in Italy with Universita Cattolica: top-tier academia and employability to ensure success.	05/11/2022	05/11/2022	4	Technical	via Zoom, Universita Cattolica
	VSU Faculty Onboarding with the theme "Padayon VSU"	02/08/2022	02/07/2022	16	Technical	Via Zoom and Live @ VSU Workplace Academic Staff
	"CME Faculty and Staff Consultation on the Implementation of the Limited Face-to-Face Classes for All Programs"	12/06/2021	12/06/2021	4	Technical	via Zoom, College of Management and Economics, Visayas State University
	Building Resiliency through Agriculture, Aquatic, and Natural Resources Innovations in the Time of Pandemic and Beyond, 1st International Conference and 51st National Convention	06/03/2021	06/04/2021	16	Technical	via Zoom, PAEDACON 2021
	Enhancing E-learning Through the Use of OBS Studio and Excel QM Applications	05/31/2021	05/03/2021	8	Technical	2nd Floor CME building, Visayas State University
	32nd Joint ViCARP and RRDEN Regional Symposium	03/24/2021	03/224/2021	8	Technical	via Zoom, Visayas State University
	Marketing Strategies Training for Baybay Dairy Cooperative	12/08/2020	12/09/2020	16	Technical	ISRDS-VSU
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	8	Technical	VSU-Main
	CME ViSERDAC Training Series: Developing Fundable Res	11/13/2020	11/13/2020	8	Technical	VSU-Main
	OBE Syllabus Preparation and Review (GRADUATE)	01/20/2020	01/21/2020	16	Technical	2nd Floor CCE Building
	OBE Syllabus and Table of Specifications (TOS) Preparation	12/19/19	12/19/19	8	Technical	DBM-VSU
	Stock 101A: A Guide to First-Time Investors in the Philippine	11/08/2019	11/08/2019	8	Technical	DBM-VSU
	PCAARD-SERDAC Seminar Series on Socio Economic Res	110/04/2019	10/04/2019	8	Technical	PCAARD-SERDAC
	Financial Management Seminar Workshop	09/18/2019	09/18/2019	8	Technical	ISRDS-VSU
	Seminar on: International Trade Laws and Policies	05/02/2019	05/02/2019	8	Technical	Convention Center-VSU
	20th Annual World Bank Conference on Land and Poverty	03-25-2019	03-29-2019	40	Technical	World Bank, Washington District of Columbia, U.S.A.
	Risk Assessment and Documentation Training Workshop	01-17-2019	01-17-2019	8	Technical	VSU
	1st International Conference on Governance and Development	11-20-2019	11-21-2019	16	Technical	1st International Conference on Governance and Development
	AAACU 22nd Biennial Conference and General Assembly	10-16-2019	10-18-2019	24	Technical	AACU, VSU
	The PITCH 2018			4	Technical	CME, VSU
	Seminar workshop on Simple Bookkeeping and Sustainable	10/24/2018	10/24/2018	8	Technical	DFST, VSU
	Training Workshop on Spcio-Economic Research Methods	09/07/2018	09/07/2018	8	Technical	ViSERDAC, VSU
	Gender Sensitivity Training for College of Management and	09/04/2018	09/04/2018	8	Technical	ISRDS, VSU
	Workshop in Preparation for Level 1 AACUP Accreditation	10/05/2017	10/06/2017	16	Technical	VSU
	Orientation among Faculty Members on Academic Freedom	09/07/2017	09/07/2017	8	Technical	QAC, VSU
	Induction/Orientation Program of Newly Hired Faculty and S	09/04/2017	09/04/2017	8	Technical	VSU
	Accelaration of Green Development (AccGED)	08/09/2017	08/09/2017	8	Technical	DTI,VSU
	Workshop on Economic Research Methods	01/09/2017	01/09/2017	8	Technical	CCE, DOE
	Project Operational Planning Workshop for Formulation of t				Technical	ISRDS, VSU
	Summer School 2013, "Strategic Spatial Planning Respon	10/04/2013	10/06/2013	24	Technical	TUM, GIZ, RUA-Phnom Penh Cambodia
	Open Space Technology Resource Mobilization Plannning V	04/15/2010	04/16/201	16	Technical	LAMP, 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)	
	N/A		N/A		DAAD ALUMNI	
					TUM ALUMNI	
					VSU ALUMNI	
(Continue on separate sheet if necessary)						
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<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 style="text-align: right;">Resigned for greener pasture</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: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>DORYN JAN L. AVILA</td> <td>DBM-VSU MAIN</td> <td>9306479167</td> </tr> <tr> <td>JOVIEL T. MONTAÑEZ</td> <td>DBM-VSU MAIN</td> <td>9175609183</td> </tr> <tr> <td>JULIE BEE M. AGUINALDO</td> <td>DBM-VSU MAIN</td> <td>9639629909</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	DORYN JAN L. AVILA	DBM-VSU MAIN	9306479167	JOVIEL T. MONTAÑEZ	DBM-VSU MAIN	9175609183	JULIE BEE M. AGUINALDO	DBM-VSU MAIN	9639629909
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<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: PASSPORT</p> <p>ID/License/Passport No.: P4247745B</p> <p>Date/Place of Issuance: DFA TAC</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; text-align: center; vertical-align: middle;"> </td> </tr> <tr> <td style="text-align: center;"> <p>Signature (Sign inside the box)</p> <p>06/22/2023</p> <p>Date Accomplished</p> </td> </tr> </table>		<p>Signature (Sign inside the box)</p> <p>06/22/2023</p> <p>Date Accomplished</p>										
<p>Signature (Sign inside the box)</p> <p>06/22/2023</p> <p>Date Accomplished</p>													
<p>SUBSCRIBED AND SWORN to before me this 12 JUL 2023, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;"> ATTY. RYSAN L. GUINOCOR VSU Chief Legal Officer Person Administering Oath </div>													

WELLA MARIE D. ALACIO

Right Thumbmark

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: 2017-2023
- Position: Instructor 1
- Name of Office/Unit: Department of Business and Management
- Immediate Supervisor: Antonio P. Abamo, PhD, Bert C. Peñalosa
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay City, Leyte

- Summary of Actual Duties
 1. Instruction, research and extension
 2. Teaches subjects in management
 3. Grades, evaluates and asses students' performances
 4. Develop learning guides and modules
 5. Act as adviser to recognized activities and organizations in the university
 6. Perform technical activities in business and management

- Duration: 2017-2022/2022-2023
- Position: Instructor I (Substitute)/Temporary Regular
- Name of Office/Unit: Department of Business and Management
- Immediate Supervisor: Antonio P. Abamo, PhD/
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay City, Leyte

- Summary of Actual Duties
 1. Teaches subjects in management: International Marketing, Business Laws, Organization and Management, Strategic Management, The Entrepreneurial Mind, Human Resource Management, Land Administration & Management
 2. Submit grades of students
 3. Perform technical activities for DBM


WELLA MARIE D. ALACIO
(Signature over Printed Name
of Employee/Applicant)

Date: June 26, 2023