rm No. 212 d 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 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) **TAGACTAC** 2 SURNAME NAME EXTENSION (JR., SR) FIRST NAME WINNA MIDDLE NAME ANTONIANO 3. DATE OF BIRTH 1/1/1999 16. CITIZENSHIP (mm/dd/yyyy) ✓ Filipino Dual Citizenship ✓ by birth by naturalization 4. PLACE OF BIRTH HILONGOS If holder of dual citizenship Pls. indicate country: please indicate the details. 5 SEX ☐ Male ✓ Female ✓ Single ☐ Married 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS PUROK 2 ☐ Widowed ☐ Separated House/Block/Lot No GABAS Other/s: Subdivision/Village Barangay BAYBAY 7. HEIGHT (m) 1.49 LEYTE City/Municipality Province 8 WEIGHT (kg) 43 ZIP CODE 18. PERMANENT ADDRESS 9. BLOOD TYPE ZONE 3 N/A House/Block/Lot No. DOOS DEL NORTE 10. GSIS ID NO N/A Subdivision/Village Barangay 11. PAG-IBIG ID NO. HINDANG 121278556727 LEYTE City/Municipality Province 12. PHILHEALTH NO. 01-250414390-0 ZIP CODE 6523 13 SSS NO 35-0083057-3 19. TELEPHONE NO. N/A 14 TIN NO 778-939-915-000 20. MOBILE NO. 0919-318-5653 NAO 15. AGENCY EMPLOYEE NO V02714 21. E-MAIL ADDRESS (if any) winnatagactac@gmail.com FAMILY BACKGROUN 22 SPOUSE'S SURNAME N/A 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) FIRST NAME N/A N/A N/A N/A MIDDLE NAME N/A OCCUPATION N/A EMPLOYER/BUSINESS NAME N/A **BUSINESS ADDRESS** N/A TELEPHONE NO N/A 24. FATHER'S SURNAME **TAGACTAC** NAME EXTENSION (JR., SR) BALDWIN FIRST NAME N/A ALQUEZA MIDDLE NAME MOTHER'S MAIDEN NAME ANTONIANO SURNAME GINA FIRST NAME MIDDLE NAME RUBA (Continue on separate sheet if necessary) HIGHEST LEVEL SCHOLARSHIP! NAME OF SCHOOL PERIOD OF ATTENDANCE BASIC EDUCATION/DEGREE/COURSE I FVFI YEAR UNITS FARNED ACADEMIC HONORS (Write in full) (Write in full) GRADUATED (if not graduated) RECEIVED From To DOOS DEL NORTE ELEMENTARY 2nd Honorable ELEMENTARY N/A 2005 2011 N/A SCHOOL 2011 SAINT MICHAEL COLLEGE 2011 2015 2015 SECONDARY UNIVERSITY OF MAKATI- (SENIOR **HUMANITIES AND SOCIAL SCIENCES** 2nd Honorable N/A 2015 2017 Mention HIGHSCHOOL) 2017 VOCATIONAL / N/A N/A TRADE COURSE N/A N/A N/A N/A N/A BACHELOR OF SCIENCE IN COLLEGE UNIVERSITY OF MAKATI **BUSINESS ADMINISTRATION MAJOR** 2017 2021 N/A 2021 N/A IN SUPPLY CHAIN MANAGEMENT **GRADUATE STUDIES** N/A N/A N/A N/A N/A N/A N/A SIGNATURE January 06, 2025 DATE

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From	n/dd/yyyy) To	(Write in full/Do not		DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		SALARY	applicable)& STEP (Format "00-0")/ INCREMENT	APPOINTMENT	SERVICE (Y/N)
2/20/2023	PRESENT	ADMINISTRATIV	E AIDE III	BUDGET OFFICE/ VISAYAS STATE UNIVERSITY		13,274.80	N/A	Job Order	Υ
1/20/2023	2/15/2023	PURCHASING	OFFICER	HYDROPURE TE	CHNOLOGY PHILIPPINES	18,000.00	N/A	Temporary	N
6/1/2021	12/31/2022	ADMINISTRATIV	/E AIDE III	UI	ICE/ VISAYAS STATE NIVERSITY	12,174.80	N/A	Job Order	Υ
10/26/2020	1/29/2021	DATA PROCESSOR	AND ANALYST	The state of the s	AND SUPPLY INSTITUTE ID TRANSPROCURE	15,000.00	N/A	Internship	N
11/9/2019	12/13/2019	SCHOOL C	LERK	BANGKAL I ELEMENTARY SCHOOL		10,000.00	N/A	Government Internship Program	Y
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II. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVE			ION/S			
29. NAME & ADDRESS OF ORGANIZATION (Write in full)		/E DATES Id/yyyy) To	NUMBER OF HOURS	POSITION / NATURE OF WORK		
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II. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRA		ate sheet if necessary)				
). TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGR	INCLUSIVE DATES	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		Type of LD (Managerial/ Supervisory/	CONDUCTED/ SPONSORED BY (Write in full)	
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an Six Sigma White Belt Training	October 16, 2020	October 16, 2020	4	Business Methodologies and Processes	Ryan Gan	
0 9001:2015 Awareness Webinar	September 13, 2021	September 13, 2021	5	iso	Visayas State University	
stern Visiyas Project Monitoring System V-PMS)	March 02, 2022	March 02, 2022	8 8	Technical	Atty. Bonifacio G. Uy	
vanced Microsoft Excel Functions and Shortcuts for Financial Transactions and reporting Workshop	November 28, 2023	November 28, 2023	5	Clerical	Visayas State University	
locking Excellence: The 5S Revolution for Clerks and Heads	November 29, 2023	November 29, 2023	5 11 10	Clerical	Visayas State University	
ientation of Guidelines and Procedures on Processes/Services the Offices under Administrative Services Office	February 23, 2024	February 23, 2024	8	Clerical	Visayas State University	
ancial Transaction Forum	March 20, 2024	March 20, 2024	8	Clerical	Visayas State University	
aping Culture:Embracing Values for odd on the control of the contr	May 15, 2024	May 15, 2024	8	Clerical	Visayas State University	
sic Records and Archives Management	July 30, 2024	July 31, 2024	16	Clerical/Managerial	National Archive of the Philippines	
D 9001:2015 AWARENESS & -AWARENESS SEMINAR	September 9, 2024	September 9, 2024	TE 584	ISO	VSU- Quality Assurance Center	
blic Financial Management Workshop	September 18, 2024	September 20, 2024	24	Clerical/Managerial	Department of Budget and Management RO VIII	
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	(Continue on separa	ate sheet if necessary)				
II. OTHER INFORMATION 81. SPECIAL SKILLS and HOBBIES 32.		STINCTIONS / RECOGNITION	ON THE COLOR		33. MEMBERSHIP IN ASSOCIATION/ORGANIZA	
31. SPECIAL SKILLS and HOBBIES 32. Adaptability		Vrite in full)	Write in full) N/A			
Interpersonal Skills		Control of the Contro	Characteristics of the state of the			
Computer Skills	man de la company		Division Suddis CES 2891477			
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NOT THE STATE OF T	(Continue on sepa	rate sheet if necessary)	en e		, ,	
SIGNATURE	- Athan			DATE	January 06,2025	

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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,	Supervision over jou a	
	a. within the third degree?		☐ YES ☑ NO
	b. within the fourth degree (for Local Government Unit - Care	eer Employees)?	☐ YES ☐ NO
			If YES, give details:
35.	a. Have you ever been found guilty of any administrative offe	ense?	YES INO
			If YES, give details:
	b. Have you been criminally charged before any court?		☐ YES ☑ NO If YES, give details:
			Date Filed:
			Status of Case/s:
36.		ny law, decree, ordinance or regulation by	☐ 1E3
	any court or tribunal?		If YES, give details:
37.	Have you ever been separated from the service in any of the	보기 보통 하다면 보고 있는 것이 있습니다. 그런 보고 있는 것이 없는 것이다. 그 것이 사	
esternit	dropped from the rolls, dismissal, termination, end of term, fir the public or private sector?	finished contract or phased out (abolition) in	
38.	A. Have you ever been a candidate in a national or local electron Barangay election)?	ation held within the last year (except	☐ YES ☑ NO If YES, give details:
	b. Have you resigned from the government service during the	그리지 않아내일이다. 연락 얼마나 없는 아들이 아름다면 하지 않아. 아름다면 하면 하는 사람들이 되는 것이 되었다. 그는 것이다.	YES AND THE NO CONTROL OF THE PROPERTY OF THE
	election to promote/actively campaign for a national or local of	candidate?	If YES, give details:
39.	Have you acquired the status of an immigrant or permanent	resident of another country?	☐ YES ☑ NO
			If YES, give details (country):
40.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag);
	and (c) Solo Parents Welfare Act of 2000 (RA 8972), please		PARTIES OF THE STATE OF THE STA
a.	Are you a member of any indigenous group?		☐ YES ☑ NO
b.	Are you a person with disability?		If YES, please specify: ☐ YES ☑ NO
			If YES, please specify ID No:
C.	Are you a solo parent?		☐ YES ☑ NO If YES, please specify ID No:
41.	REFERENCES (Person not related by consanguinity or affinity to applicant	it /appointee)	
	NAME	ADDRESS	TEL. NO.
	Mona Nena B. Geraldo	Budget Office- VSU Main	0935-946-8586
	Alicia M. Flores	Budget Office- VSU Main	+63 53 565 0600 local 1009
	Tifanny P. Baguio	VICARP-VSU	0963-265-6467
	I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertine Philippines. I authorize the agency head/authorized represe agree that any misrepresentation made in this document administrative/criminal case/s against me.	nent laws, rules and regulations of the entative to verify/validate the contents state	Republic of the WINNA A. TAGACTAC
Go	overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)	10	
	LEASE INDICATE ID Number and Date of Issuance	- Al	
-	overnment Issued ID: 6058-2963-4278-4362	7	
-	/License/Passport No.:	Signature (Sign inside the bo	DOX)
Da	te/Place of Issuance: PSA. 11/07/2021	Date Accomplished	Right Thumbmark
	SUBSCRIBED AND SWORN to before me this 7	JAN 2025 , affiant exhibiting	g his/her validly issued government ID as indicated above.
	28 (10 1/- louine)	ATTY. RYSAN C. GUNOCOR VSU Chief Legal Officer	4 880700-202
		Person Administering Oath	

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.

Sample: If applying to Supervising Administrative Officer

Duration: 2/20/2023 – present

Position: Administrative Aide III (Job Order)

· Name of Office/Unit: Budget Office

• Immediate Supervisor: Alicia M. Flores

 Name of Agency/Organization and Location: Visayas State University-Main Campus Visca, Baybay City, Levte

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible for the posting of Payrolls, Vouchers, PPMP, PR's and PO's under GAA Research Program and Projects (Internationalization and Future Thinking Program).
 - Monitors and Controls projects for the monthly updating of Status of allotments and obligations.
 - Preparation of reports required by the DBM, PASUC, Congress, Senate and other regulatory agencies.
 - Preparation and dissemination of yearly allotment/allocation for each funded Departments/Unit of VSU System
 - o Encodes quarterly reports and data in the Unified Reporting System (URS) of DBM.
- Duration: 1/20/2023 2/15/2023
- Position: Purchasing Officer
- Name of Office/Unit: Logistics and Purchasing Department
- Immediate Supervisor: Raymund Atilano
- Name of Agency/Organization and Location: Hydropure Technology Philippines
 Makati City, Philippines
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Responsible for the sourcing of raw materials.
 - Purchased raw materials for the whole operations
 - Updates necessary changes in terms of pricing per unit in the system
 - Ensures on time delivery of the raw materials to the warehouse and respective project sites.
 - Monthly inventory of materials stored in the warehouse.

- Duration: 6/1/2021 12/31/2022
- Position: Administrative Aide III (Job Order)
- Name of Office/Unit: Budget Office
- Immediate Supervisor: Alicia M. Flores
- Name of Agency/Organization and Location: Visayas State University-Main Campus Visca, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - · Summary of Actual Duties
 - Responsible for the posting of Payrolls, Vouchers, PPMP, PR's and PO's under Internationalization and Future Thinking Program.
 - Monitors and Controls projects for the monthly updating of Status of allotments and obligations.
 - Preparation of reports required by the DBM, PASUC, Congress, Senate and other regulatory agencies.
 - Preparation and dissemination of yearly allotment/allocation for each funded Departments/Unit of VSU System
 - Encodes quarterly reports and data in the Unified Reporting System (URS) of DBM.
 - Alternative Deputy Records Controller- records and control inbound and outbound documents.
- Duration: 10/26/2020 1/29/2021
- · Position: Data Processor and Analyst
- Name of Office/Unit: Global Platform Assessing Suppliers (GPAS)
- Immediate Supervisor: Charlie P. Villaseñor
- Name of Agency/Organization and Location: Procurement and Supply Institute of Asia Makati City, Philippines
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - o Makes assessment report for all suppliers of First Balfour
 - Do background checking
 - Visits, warehouse, offices and project sites for inspection
 - Validates necessary permits and forms
 - Assess financial reports

WINNA ATTAGACTAC

(Signature over Printed Name of Employee/Applicant)

Date: 01/02/25