

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.

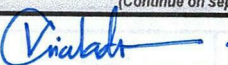
READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

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	VALENZONA			
FIRST NAME	VALERIE	NAME EXTENSION (JR., SR) NONE		
MIDDLE NAME	CIRCULADO			
3. DATE OF BIRTH (mm/dd/yyyy)	8/5/1994	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship	
4. PLACE OF BIRTH	BRGY. PANGASUGAN BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:	
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS		
7. HEIGHT (m)	1.65	ZIP CODE	House/Block/Lot No. Street	
8. WEIGHT (kg)	67		Subdivision/Village Barangay	
9. BLOOD TYPE	O		BAYBAY LEYTE	
10. GSIS ID NO.	CRN-021-3136-2040-6		City/Municipality Province	
11. PAG-IBIG ID NO.	1212-0156-7625	ZIP CODE	6521-A	
12. PHILHEALTH NO.	13-025360778-6		18. PERMANENT ADDRESS	
13. SSS NO.	06-4400529-6		House/Block/Lot No. Street	PANGASUGAN
14. TIN NO.	492-053-316-000		Subdivision/Village Barangay	BAYBAY LEYTE
15. AGENCY EMPLOYEE NO.	V001121	19. TELEPHONE NO.	NONE	
		20. MOBILE NO.	0950 444 1319	
		21. E-MAIL ADDRESS (if any)	valeriedcirculado@gmail.com	

II. FAMILY BACKGROUND				
22. SPOUSE'S SURNAME	VALENZONA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ALEMAR	NAME EXTENSION (JR., SR) NONE	ALEANNA MARRIE C. VALENZONA	12/1/2015
MIDDLE NAME	NAPOLES			
OCCUPATION	LABORER			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY (VSU)			
BUSINESS ADDRESS	BRGY. PANGASUGAN, VISCA, BAYBAY CITY, LEYTE			
TELEPHONE NO.	NONE			
24. FATHER'S SURNAME	CIRCULADO			
FIRST NAME	GEORGE	NAME EXTENSION (JR., SR) NONE		
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 (VSU)	BACHELOR OF SCIENCE IN AGRIBUSINESS	06/01/2011	04/22/2015	GRADUATED	2015	VSU ACADEMIC-A SHOLARSHIP
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY (VSU)	MM IN AGRIBUSINESS MANAGEMENT	08/01/2017	continuing	40 UNITS		NONE
(Continue on separate sheet if necessary)							

SIGNATURE		DATE	November 20, 2024
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[illegible]

#### V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	November 20, 2024
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# VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	VSU Ultimate Frisbee Club				Adviser

(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)

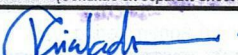
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Workshop on Process Harmonization for Financial Management System (FMS) for Visayas State University	10/3,4,7/2024		24 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	Employee Skill Enhancement: A Supervisory Development Seminar	6/13/2023	6/16/2023	32 HOURS	SUPERVISORY	PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES, INC. (POAP INC.) , A & A PLAZA HOTEL, PUERTO PRICESA CITY, PALAWAN
	AGAP Convention-Seminar: NAVIGATING THE CHALLENGES OF FINANCIAL TECHNOLOGY AND DIGITAL TRANSFORMATION	8/19/2022	8/22/2022	32 HOURS	TECHNICAL	ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES, INC. (AGAP), BAGUIO COUNTRY CLUB, BAGUIO CITY
	KNOW YOUR MONEY AND COUNTERFEIT DETECTION	2/26/2021	2/26/2021	6 HOURS	TECHNICAL	BANKERS INSTITUTE OF THE PHILIPPINES, INC. (BAIPHIL)
	CASH MANAGEMENT AND CONTROL SYSTEM	7/22/2019	7/24/2019	24 HOURS	TECHNICAL	COMMISSION ON AUDIT, PALO LEYTE
	TARGET SETTING WORKSHOP	8/20/2018	8/21/2018	16 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	STRATEGIC MARKETING FOR INCLUSIVE AND SUSTAINABLE AGRIBUSINESS	2/25/2018	2/25/2018	8 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	INTERNATIONAL CONFERENCE ON BUSINESS AND ECONOMY (CREATING, MANAGING, AND DISTRIBUTING WEALTH LEADING THE INNOVATION CHALLENGE)	2/16/2018	2/17/2018	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	9/2/2017	9/2/2017	8 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	STRENGTHENING THE MANAGEMENT PRACTICES OF BARANGAY HIPUSNGO FARMERS' AND FISHERFOLKS ASSOCIATION (BAHIFFA)	8/8/2017	8/8/2017	8 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY
	VSUCC BASIC COOPERATIVE SEMINAR	11/19/2016	11/19/2016	8 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY CREDIT COOPERATIVE (VSUCC)
	HIJO RESOURCES CORPORATION (ON-THE-JOB TRAINING)	11/19/2014	1/19/2015	302 HOURS	TECHNICAL	HIJO RESOURCES CORPORATION
	PERSONALITY DEVELOPMENT AND BUSINESS ETHICS SEMINAR	9/14/2013	9/14/2013	8 HOURS		COLLEGE OG MGMT. AND ECONOMICS, VSU
	BUSINESS FORUM WITH GUEST SPEAKER "SANDY JAVIER" OF ANDOKS	3/7/2012	3/7/2012	8 HOURS		COLLEGE OG MGMT. AND ECONOMICS, VSU
	COMPREHENSIVE AGRARIAN REFORM PROGRAM SEMINAR	12/13/2011	12/13/2011	8 HOURS		COLLEGE OG 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		VSU-AdPA
	BUSINESS SKILLS				VSUCC
	DRIVING SKILLS (MOTOR BIKE)				VSU Ultimate Frisbee Club
	GARDENING				
	DANCING				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	November 20, 2024
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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,  
a. within the third degree?  
b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:  
\_\_\_\_\_

35. a. Have you ever been found guilty of any administrative offense?  
  
b. Have you been criminally charged before any court?

☐ YES☒ NO

If YES, give details:  
\_\_\_\_\_

☐ YES☒ NO

If YES, give details:  
Date Filed: \_\_\_\_\_  
Status of Case/s: \_\_\_\_\_

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES☒ NO

If YES, give details:  
\_\_\_\_\_

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?

☐ YES☒ NO

If YES, give details:  
\_\_\_\_\_

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  
  
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?

☐ YES☒ NO

If YES, give details: \_\_\_\_\_

☐ YES☒ NO

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) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:  
a. Are you a member of any indigenous group?  
b. Are you a person with disability?  
c. Are you a solo parent?

☐ YES☒ NO

If YES, please specify: \_\_\_\_\_

☐ YES☒ NO

If YES, please specify ID No: \_\_\_\_\_


☐ YES☒ NO

If YES, please specify ID No: \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

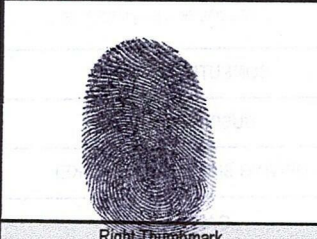
NAME	ADDRESS	TEL. NO.
QUEEN-EVER Y. ATUPAN	CASH OFFICE, VSU	(565) 0600-1011
LOUELLA C. AMPAC	OFFICE OF THE DIRECTOR OF FINANCE, VSU	(565) 0600-1009
ALICIA M. FLORES	BUDGET OFFICE, VSU	(565) 0600-1009

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.



Valerie C. VALENZONA

PHOTO




Right Thumbmark

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

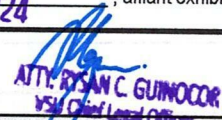
Government Issued ID: PHILHEALTH

ID/License/Passport No.: 13-025360778-6

Date/Place of Issuance: BAYBAY CITY, LEYTE

  
Signature (Sign inside the box)  
November 20, 2024  
Date Accomplished

SUBSCRIBED AND SWORN to before me this 28 NOV 2024, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYAN C. GUINOCOR  
VSU Chief Legal Officer

Person Administering Oath

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## 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: February 20, 2023 – present
- Position: Administrative Officer I (Cashier I)
- Name of Office/Unit: Cash Office
- Immediate Supervisor: Queen-Ever Y. Atupan
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  
- Summary of Actual Duties
  - Supervises the collection of the university income and issues official receipts. Acts as the Collecting Officer of the university. Safe keeps the unused official receipts and the cash and check being collected and deposits daily collections intact to the authorized depository bank (by fund) on the following banking day. Records daily collections, updates and monitors Cash Receipts Records (CRR), prepares monthly Report of Accountability for Accountable Form (RAAF) for official receipts, and verifies and signs Report of Collections and Deposits. Reviews and signs checks, List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA), Advice of Checks Issued and Cancelled (ACIC), Payroll Credit System Validation (PACSVL) and bank to bank transfer documents in the absence of the University Cashier.
  
- Duration: October 01, 2019 – February 19, 2023
- Position: Administrative Aide IV
- Name of Office/Unit: Cash Office
- Immediate Supervisor: Queen-Ever Y. Atupan
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  
- Summary of Actual Duties
  - Responsible in reviewing voucher and payroll completeness of signature, correctness of amount and preparing of checks, LDDAP-ADA, ACIC, PACS under Regular Agency Fund (RAF). Prepares Land Bank of the Philippines communications with regards to the closed/dormant account of the employees and students. Records daily transactions to the cash book, monitors and updates MDS balances, and prepares monthly reports.

  
VALERIE C. VALENZONA

(Signature over Printed Name  
of Employee/Applicant)

Date: November 22, 2024