CS Form No. 212
Revised 2017

## PERSONAL DATA SHEET

| Print legibly. Tick appropriate boxe  | TO FILLING OUT THE PERSONAL DATA SHI                | N/A if not applicable. DO NOT AE   | BREVIATE.                |   | 1. CS ID No.          |  | (Do not                               | fill up. For CSC use or  |
|---|---|--|--------------------------|---|-----------------------|--|---------------------------------------|--|
| I. PERSONAL INFORMATION   |   |  | and Green                |   |                       |  |                                       |  |
| 2. SURNAME  | VALENZONA   |  |                          |   |                       |  |                                       | Kasata Da  |
| FIRST NAME  | VALERIE   |  |                          | and make                                |                       | NAME EXTENSION (J                                    | R., SR) NONE                          |  |
| MIDDLE NAME   | CIRCULADO   |  |                          |   |                       |  |                                       | The second secon |
| 3. DATE OF BIRTH<br>(mm/dd/yyyy)  | 8/5/1994  | 16. CITIZENSHIP  |                          | ☑ Filip                                 | oino [                | Dual Citizenship                                     |                                       |  |
| 4. PLACE OF BIRTH   | BRGY. PANGASUGAN BAYBAY CITY,                       | If holder of dual citizen  | nship,                   |   |                       | ☐ by birth Pls. indicate                             | by naturalize                         | zation   |
| 5. SEX  | ☐ Male ☑ Female                                     | please indicate the de   | tails.                   |   |                       |  |                                       |  |
| 6 CIVIL STATUS  | ☐ Single ☑ Married ☐ Widowed ☐ Separated ☐ Other/s: | 17. RESIDENTIAL ADDRESS  | House/Block/Lot          | No.                                     | Street PANGASUGAN     |  |                                       |  |
| 7. HEIGHT (m)   | 1.65  | en e   |                          | Subdivision/Villa<br>BAYBAY             | age                   | rienalista a marie a marie a marie                   | Barangay<br>LEYTE                     |  |
| 8. WEIGHT (kg)  | 67  | 70.000   |                          | City/Municipali                         | ty                    |  | Province                              | ant described for a fingular behavior on a charge across the product that across only  |
| Care A continue of the action |   | ZIP CODE  18. PERMANENT ADDRESS  | g v trojik (16) oro odli | North Holes - Contract                  |                       | 6521-A   | and dispersion of the second          | and the contract of the contract of  |
| 9. BLOOD TYPE   | 0   | - IO. F ERWANENT ADDRESS   | Н                        | louse/Block/Lot                         | No.                   |  | Street                                | PERIOR ANN PROTEST ARTISTS FOR ELECTRON ELECTRONIC DE L'ARGENT ANN ELECTRON |
| 10. GSIS ID NO.   | CRN-021-3136-2040-6                                 | <ul> <li>A Secretaria de la composição de la composiç</li></ul> |                          | Subdivision/Villa                       | ge                    |  | PANGASUGA<br>Barangay                 | N  |
| 11. PAG-IBIG ID NO.   | 1212-0156-7625                                      |  |                          | BAYBAY<br>City/Municipalit              | v                     |  | LEYTE<br>Province                     |  |
| 12. PHILHEALTH NO.  | 13-025360778-6                                      | ZIP CODE   |                          |   | A TON THE             | 6521-A   |                                       |  |
| 13. SSS NO.   | 06-4400529-6  | 19. TELEPHONE NO.  |                          |   |                       | NONE   |                                       |  |
| 14. TIN NO.   | 492-053-316-000                                     | 20. MOBILE NO.   |                          | 7 301                                   | - 211/40-10           | 0950 444 1319  | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 |  |
| 15. AGENCY EMPLOYEE NO.   | V001121   | 21. E-MAIL ADDRESS (if any)  |                          | ar du -                                 | valeriedci            | rculado@gma  | ail.com                               |  |
| I. FAMILY BACKGROUND  |   |  |                          |   |                       |  |                                       |  |
| 22. SPOUSE'S SURNAME  | VALENZONA   |  | 23. NAME of C            | HILDREN (Writ                           | e full name and       | list all)  | DATE OF B                             | RTH (mm/dd/yyyy)   |
| FIRST NAME  | ALEMAR  | NAME EXTENSION (JR., SR) NONE  | ALI                      | EANNA MAF                               | RIE C. VALI           | ENZONA   | 1:                                    | 2/1/2015   |
| MIDDLE NAME   | NAPOLES   |  |                          |   |                       |  |                                       |  |
| OCCUPATION  | LABORER   |  |                          | 7 361                                   |                       |  | evenine.                              |  |
| EMPLOYER/BUSINESS NAME  | VISAYAS STATE UNIVER                                | SITY (VSU)   |                          | All appropriate                         |                       |  |                                       |  |
| BUSINESS ADDRESS  | BRGY. PANGASUGAN, VISCA, BA                         | YBAY CITY, LEYTE   |                          |   |                       |  |                                       |  |
| TELEPHONE NO.   | NONE  |  |                          |   |                       |  |                                       |  |
| 24. FATHER'S SURNAME  | CIRCULADO   |  |                          |   |                       |  |                                       |  |
| FIRST NAME  | GEORGE  | NAME EXTENSION (JR., SR) NONE  |                          |   |                       |  |                                       |  |
| MIDDLE NAME   | SABADO  |  |                          | District Control (act of part 1)        |                       |  |                                       |  |
| 5. MOTHER'S MAIDEN NAME   |   |  |                          |   |                       |  |                                       |  |
| SURNAME   | DABALOS   |  |                          |   |                       |  |                                       |  |
| FIRST NAME  | ROSALINA  |  |                          |   |                       |  |                                       |  |
| MIDDLE NAME   | LAPARA  | and the second second  | San and Epidenberg (III) |   | (Continue on          | separate sheet if ned                                | essary)                               |  |
| II. EDUCATIONAL BACKG   | ROUND   |  |                          |   |                       |  |                                       |  |
| 6 LEVEL   | NAME OF SCHOOL<br>(Write in full)                   | BASIC EDUCATION/DEGREE<br>(Write in full)  | /COURSE                  | PERIOD OF                               | ATTENDANCE To         | HIGHEST LEVEL/<br>UNITS EARNED<br>(if not graduated) | YEAR<br>GRADUATED                     | SCHOLARSHIP/<br>ACADEMIC HONORS<br>RECEIVED  |
| ELEMENTARY  | PANGASUGAN ELEMENTARY SCHOOL                        | PRIMARY EDUCATI  | ON                       | 06/01/2001                              | 03/30/2007            | GRADUATED  | 2007                                  | FIRST HONORS   |
| SECONDARY   | BAYBAY NATIONAL HIGH SCHOOL                         | SECONDARY EDUCA  | TION                     | 06/01/2007                              | 04/01/2011            | GRADUATED  | 2011                                  | NONE   |
| VOCATIONAL /<br>TRADE COURSE  | NONE  |  |                          | C-100 (Min A C-10)                      |                       |  |                                       |  |
| COLLEGE   | VISAYAS STATE UNIVERSITY (VSU)                      | BACHELOR OF SCIEN<br>AGRIBUSINESS  | CE IN                    | 06/01/2011                              | 04/22/2015            | GRADUATED  | 2015                                  | VSU ACADEMIC-A<br>SHOLARSHIP   |
| GRADUATE STUDIES  | VISAYAS STATE UNIVERSITY (VSU)                      | MM IN AGRIBUSINESS MAN   | AGEMENT                  | 08/01/2017                              | continuing            | 40 UNITS   |                                       | NONE   |
|   |   | (Continue on separate sheet if ne  | cessary)                 | 22 - 24 - 24 - 24 - 24 - 24 - 24 - 24 - | Control of the second |  |                                       | 10.14  |
| SIGNATURE   | (Vina   |  |                          | D/                                      | ∖TE                   | N  | ovember 20. 2                         | 024  |

| 27 CADEL   | ED CEDVICE/ DA 4000   | /POADD/ DAD/ LINDED  |   | DATE OF  |                                   | 79 1.00a                          |  | LICENSE (if a                                | applicable)      |
|--|---|--|---|--|-----------------------------------|-----------------------------------|--|--|------------------|
| 27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE   |   |  | RATING<br>(If Applicable)   | EXAMINATION /  | PLACE OF EXAMINATION / CONFERMENT |                                   |  | NUMBER                                       | Date of          |
|  |   |  |   | CONFERMENT   | EASTERN VISAYAS STA               | ATE LINIVE                        | SITY (FVSII)   | NOWIBER                                      | Validity         |
| CARRER SEI   | RVICE PROFESSI  | ONAL EXAMINATION   | 80.47   | 4/17/2016  | TACLOE                            | BAN CITY                          | (0111 (2100),  | Ti Brettes discretion<br>Vegeta specialistic |                  |
|  |   | Transaction of the state of  |   |  |                                   |                                   |  |  |                  |
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| AND STREET STREET  | CONTRACTOR OF THE STATE OF THE | August and the state of the sta | Value of the same |  | Mary of                           | 467,7268                          |  |  |                  |
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| 10 To  |   |  |   | 1 - 20   | and the same of the               |                                   |  |  | au Albara        |
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| A SECURITY OF THE PARTY OF THE  |   |  |   |  |                                   |                                   | a septime the second   |  |                  |
|  | 31111   |  |   |  | 4                                 |                                   | The state of the second  |  | TOWN HOLES       |
|  |   |  | (C  | ontinue on separate shee   | et if necessary)                  |                                   |  |  |                  |
|  | XPERIENCE   |  |   |  |                                   |                                   |  |  |                  |
|  | ate employment. SIVE DATES  | Start from your recent   | work) Descript  | on of duties should  | l be indicated in the attacl      | ned Work E                        |  |  |                  |
|  | n/dd/yyyy)  | POSITION TIT   |   |  | SENCY / OFFICE / COMPANY          | MONTHLY<br>SALARY                 | SALARY/ JOB/ PAY<br>GRADE (if applicable)&<br>STEP (Format "00-0")/  | STATUS OF APPOINTMENT                        | GOV'T<br>SERVICE |
| From   | То  | (WITH BIT TOURDO HOT AS  | Dieviale)   | (Mile II) ic   | iii bo not abbreviate)            |                                   | STEP (Format "00-0") INCREMENT   |  | (Y/N)            |
| 2/20/2023  | PRESENT   | ADMINISTRATIVE O   | OFFICER I   | CASH   | OFFICE, VSU                       | 24,381.00                         | Salary Grade 10;<br>Step 1   | PERMANENT                                    | YES              |
| 10/1/2019  | 02/192023   | ADMINISTRATIVE   | AIDE IV   | CASH   | OFFICE, VSU                       | 14,993.00                         | Salary Grade 4;  | PERMANENT                                    | YES              |
|  |   | 100 K 10 C 1000  |   |  |                                   | 2-658-316-66                      | Step 1<br>Salary Grade 3;  | DEDMANENT                                    | VEO              |
| 1/3/2019   | 9/30/2019   | ADMINISTRATIVE   | AIDE III  | CASH   | OFFICE, VSU                       | 12,466.00                         | Step 1   | PERMANENT                                    | YES              |
| 10/1/2016  | 12//31/2018   | CLERK  |   | BUDGE  | T OFFICE, VSU                     | 6,600.00                          | N/A  | JOB ORDER                                    | YES              |
| 8/16/2016  | 9/30/2016   | DATA ENCOD   | ER  | DEPT. OF AGRICUL   | TURAL ENGINEERING, VSU            | 5,720.00                          | N/A  | JOB ORDER                                    | YES              |
| 4/1/2014   | 5/30/2014   | STUDENT ASSIS  | STANT   | DEPT. OF   | FORESTRY, VSU                     | 2,000.00                          | N/A  | TEMPORARY                                    | YES              |
| 4/1/2009   | 5/30/2009   | NURSERY CARE   | TAKER   | ANTONIO AGRO-FA  | ARM TRADE CORPORATION             | 2,880.00                          | N/A  | TEMPORARY                                    | NO               |
| 4,112500   | 0/00/2000   |  |   |  | - G-94044 I                       |                                   |  |  | N. IV.           |
|  |   |  |   |  | ATE USC LUSSITY (VSU)             | a cayaeny                         |  | VALUE (SA)                                   | The Wash         |
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|  |   |  |   |  | ANIMAZ- A                         |                                   |  |  |                  |
| and the state of t | AND   |  |   | amaria luciamento contra   |                                   | agreem - hims and province out to | Standing to September 2015 on as   | la maria magazina ann                        |                  |
| V 13 - 10 (MILES) - 10 0   | THE STATE WAS THE   |  |   |  |                                   |                                   | 1  |  |                  |
| NOT THE RESERVE  |   |  |   |  | 1                                 |                                   | 3  |  | -                |
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| 2500004 1350   | 1002 0  | BTAUGACH TORSIDENTE  | 10M to 1  | SAFE SELECTION SE  | saa jiiloomen                     | Alk of the                        | PETIBATEAN   |  | 184 333          |
| 3/401  | i = 1000 - 13   | Bratisting Landing   | T090 19080 \$   | NOT YOURS ABLED  | NOS BORDS                         | egwo y a hi                       | MUSA   |  | was produced     |
|  | ,   | 3  | 100   | The second of the second of the  |                                   | 4.75                              |  |  |                  |
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| Castigado USA<br>A HELANGAR  | 41/   |  | E TOTAL ENGLA !   | M S TONE HIND  | 31.00 - 97                        | 21 M981 E.S                       | 12 / K 1 / K | 1,200  |                  |
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| Marie Paris Security (1999)  | ent an annual constant constant   |  | ·   | ontinue on separate shee   | t if necessary)                   |                                   | Constitution of the second of  |  |                  |
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| VI. VOLUNTARY WORK OR INVOLVEME  | NT IN CIVIC / NON-GOVERNMENT  | /PEOPLE/V   | OLUNTARY O                              | RGANIZATION              | /s   |   |  |
|--|---|---|---|--------------------------|--|---|--|
| 29. NAME & ADDRESS   | OF ORGANIZATION   | INCLUSIVE DATES   |   |                          |  |   |  |
| (Will  | e in full)  | From  | n/dd/yyyy)<br>To                        | NUMBER OF HOUR           |  | POSITION / NATURE OF WORK   |  |
| VSU Ultimate F   | risbee Club   |   | T. German                               |                          | S topacie, v   | Adviser   |  |
|  | diamo evig jady III. j  |   |   |                          |  |   |  |
|  |   |   |   | 2 33 2                   | Majame .   | i, ng ghag ti man mana tako ng mbani ng   |  |
|  | (Cc   | entinue on separat  | e sheet if necessa                      | ny)                      |  |   |  |
| VII. LEARNING AND DEVELOPMENT (Learning the most recent L&D training program and   | LD) INTERVENTIONS/TRAINING PR<br>include only the relevant L&D/training taken for   | OGRAMS AT   | TENDED ears for Division (              | Chief/Executive/Man      | acerial positions)   |   |  |
| 30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)  |   | INCLUSIVE DATES OF<br>ATTENDANCE<br>(mm/dd/yyyy)<br>From To |   | NUMBER OF HOURS          | Type of LD<br>(Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full)  |  |
| Workshop on Process Harmonization for Financ<br>Visayas State University   | ial Management System (FMS) for   | 10/3,   | 4,7/2024                                | 7/2024 24 HOURS TECHNICA |  | VISAYAS STATE UNIVERSITY  |  |
| Employee Skill Enhancement: A Supervisory De   | velopment Seminar   | 6/13/2023   | 6/16/2023                               | 32 HOURS                 | SUPERVISORY  | PERSONNEL OFFICERS ASSOCIATION OF TH<br>PHILIPPINES, INC. (POAP INC.), A & A PLAZA<br>HOTEL, PUERTO PRICESA CITY, PALAWAN |  |
| AGAP Convention-Seminar: NAVIGATING THE C<br>TECHNOLOGY AND DIGITAL TRANSFORMATION   | HALLENGES OF FINANCIAL  | 8/19/2022   | 8/22/2022                               | 32 HOURS                 | TECHNICAL  | ASSOCIATION OF GOVERNMENT ACCOUNTAN OF THE PHILIPPINES, INC. (AGAP), BAGUIO COUNTRY CLUB, BAGUIO CITY                     |  |
| KNOW YOUR MONEY AND COUNTERFEIT DETE   | CTION   | 2/26/2021   | 2/26/2021                               | 6 HOURS                  | TECHNICAL  | BANKERS INSTITUTE OF THE PHILIPPINES, INC   |  |
| CASH MANAGEMENT AND CONTROL SYSTEM   |   | 7/22/2019   | 7/24/2019                               | 24 HOURS                 | TECHNICAL  | COMMISSION ON AUDIT, PALO LEYTE   |  |
| TARGET SETTING WORKSHOP  | sistem of the   | 8/20/2018   | 8/21/2018                               | 16 HOURS                 | TECHNICAL  | VISAYAS STATE UNIVERSITY  |  |
| STRATEGIC MARKETING FOR INCLUSIVE AND S  |   | 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 PRACTICE FARMERS' AND FISHERFOLKS ASSOCIATION (B.   | S OF BARANGAY HIPUSNGO<br>AHIFFA)   | 8/8/2017  | 8/8/2017                                | 8 HOURS                  | TECHNICAL  | VISAYAS STATE UNIVERSITY  |  |
| SUCC 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 E   | THICS SEMINAR   | 9/14/2013   | 9/14/2013                               | 8 HOURS                  |  | COLLEGE OG MGMT. AND ECONOMICS, VSU   |  |
| BUSINESS FORUM WITH GUEST SPEAKER "SAN   | DY JAVIER" OF ANDOKS  | 3/7/2012  | 3/7/2012                                | 8 HOURS                  |  | COLLEGE OG MGMT. AND ECONOMICS, VSU   |  |
| COMPREHENSIVE AGRARIAN REFORM PROGRA   | W SEMINAR   | 12/13/2011  | 12/13/2011                              | 8 HOURS                  |  | COLLEGE OG MGMT. AND ECONOMICS, VSU   |  |
| Brown petrod   |   | TOTAL STORES  | 013208                                  |                          |  | RUMOJA MAIDIUA  |  |
|  | \$ 100 mm and 100 mm an |   |   |                          | to announce  |   |  |
| /III. OTHER INFORMATION  | (Conti  | inue on separate s  | heet if necessary)                      |                          |  |   |  |
| 31. SPECIAL SKILLS and HOBBIES   | 32. NON-/   |   | CTIONS / RECOGN                         | NITION                   |  | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)  |  |
| COMPUTER LITERATE  |   | NONI  | E                                       |                          | # 31   | VSU-AdPA  |  |
| BUSINESS SKILLS  |   |   |   |                          |  | VSUCC   |  |
| DRIVING SKILLS (MOTOR BIKE)  |   |   |   |                          |  | VSU Ultimate Frisbee Club   |  |
| GARDENING  |   |   |   |                          | and the second second  | 3.03 p. 1445 pp. speciel co   |  |
| DANCING  |   |   | *************************************** | 2 8 NOW                  |  |   |  |
| any pany code, a sala a sala a sala a  | The second secon  | manus Va II   | 2707                                    | *01.0                    |  |   |  |
|  | /Conti  | nue on separate s   | heet if necessarul                      |                          |  |   |  |
| SIGNATURE  | (Continue on separate sheet if ne   |   |   | DA                       | re l   | November 20, 2024   |  |

| 34                   | Are you related by consanguinity or affinity to the appoir chief of bureau or office or to the person who has immed  | nting or recommending authority, or to the   |  |  |  |  |
|----------------------|--|--|--|--|--|--|
|                      | Bureau or Department where you will be appointed,  | diate supervision over you in the Office,  |  |  |  |  |
|                      | a. within the third degree?  | ☐ YES ☑ NO   |  |  |  |  |
|                      | b. within the fourth degree (for Local Government Unit -   | ☐ YES ☑ NO   |  |  |  |  |
|                      |  | If YES, give details:  |  |  |  |  |
| 35.                  | a. Have you ever been found guilty of any administrative   | ☐ YES ☑ NO   |  |  |  |  |
|                      |  |  | If YES, give details:  |  |  |  |
|                      | b. Have you been criminally charged before any court?  |  | ☐ YES ☑ NO   |  |  |  |
|                      | A control of the cont |  | If YES, give details:  |  |  |  |
|                      |  |  | Date Filed: Status of Case/s:  |  |  |  |
| 36.                  | Have you ever been convicted of any crime or violation of  |  |  |  |  |  |
|                      | any court or tribunal?   | ☐ YES ☑ NO If YES, give details:   |  |  |  |  |
| 27                   | Annual Communication of the Co | 1030 cm 1 4707 C 400   | With the second state.   |  |  |  |
| 31.                  | Have you ever been separated from the service in any of retirement, dropped from the rolls, dismissal, termination, (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 Barangay election)?   | election held within the last year (except   | ☐ YES ☑ NO If YES, give details:   |  |  |  |
|                      | b. Have you resigned from the government service during election to promote/actively campaign for a national or local control of the control  | ☐ YES ☑ NO If YES, give details:   |  |  |  |  |
| 39.                  | Have you acquired the status of an immigrant or permane  | ent resident of another country?   | ☐ YES ☑ NO   |  |  |  |
|                      |  | If YES, give details (country):  |  |  |  |  |
| 40.                  | Pursuant to: (a) Indigenous People's Act (RA 8371); (b) N  |  | THE STATE OF THE S |  |  |  |
|                      | 7277); and (c) Solo Parents Welfare Act of 2000 (RA 897  | 2), please answer the following items:   | Policina de la cincilia de la cultura de la compresa del compresa de la compresa de la compresa del compresa de la compresa del la compresa del la compresa de la compresa del la compresa de la compresa del la compresa del la compresa de la compre |  |  |  |
| а.                   | Are you a member of any indigenous group?  |  | ☐ YES ☑ NO If YES, please specify:   |  |  |  |
| ).                   | Are you a person with disability?  |  | YES VO   |  |  |  |
|                      |  |  | If YES, please specify ID No:  |  |  |  |
|                      | Are you a solo parent?   |  | ☐ YES ☑ NO If YES, please specify ID No:   |  |  |  |
| 41.                  | REFERENCES (Person not related by consanguinity or affinity to applica   | int /appointee)  |  |  |  |  |
|                      | NAME   | ADDRESS  | TEL. NO.   |  |  |  |
|                      | QUEEN-EVER Y. ATUPAN   | CASH OFFICE, VSU   | (565) 0600-1011  |  |  |  |
| 11.00                | LOUELLA C. AMPAC   | OFFICE OF THE DIRECTOR OF FINANCE,<br>VSU  | (565) 0600-1009  |  |  |  |
| The same of the last | ALICIA M. FLORES   | BUDGET OFFICE, VSU   | (565) 0600-1009  |  |  |  |
|                      | I declare under oath that I have personally accomplish complete statement pursuant to the provisions of per Philippines. I authorize the agency head/authorized repre agree that any misrepresentation made in this do administrative/criminal case/s against me.  | tinent laws, rules and regulations of the I<br>sentative to verify/validate the contents state | Republic of the VALERIE C. VALENZONA   |  |  |  |
| Go<br>PL             | evernment Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  EASE INDICATE ID Number and Date of Issuance  | $\bigcirc$ . I   |  |  |  |  |
| Go                   | vernment Issued ID: PHILHEALTH   |  |  |  |  |  |
| ID/I                 | License/Passport No.: 13-025360778-6   | Signature (Sign inside the bo  |  |  |  |  |
| Dat                  | e/Place of Issuance: BAYBAY CITY, LEYTE  |  |  |  |  |  |
| 1                    | CURCODIFF AND OWORKS   | Date Accomplished  | Right Thumbmark  |  |  |  |
|                      | SUBSCRIBED AND SWORN to before me this   | 8 NOV 2024 , affiant exhibiting  | g his/her validly issued government ID as indicated above.   |  |  |  |
|                      |  | ATTY TO AN C. GUINOCOR   |  |  |  |  |
|                      |  | 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.
- 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 (PACSVAL) 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