

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.

I. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	VALENCIA		
FIRST NAME	APRIL GAYLE	NAME EXTENSION (JR., SR) NA	
MIDDLE NAME	NAPIERE		
3. DATE OF BIRTH (mm/dd/yyyy)	4/19/1991	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	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	
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	Zone 2 House/Block/Lot No. Street Guadalupe Subdivision/Village Barangay Baybay Leyte City/Municipality Province 6521
7. HEIGHT (m)	1.5748 m	18. PERMANENT ADDRESS	Zone 2 House/Block/Lot No. Street Guadalupe Subdivision/Village Barangay Baybay Leyte City/Municipality Province 6521
8. WEIGHT (kg)	78kg		
9. BLOOD TYPE	A+		
10. GSIS ID NO.	2005461938		
11. PAG-IBIG ID NO.	NA		
12. PHILHEALTH NO.	13-02515450-3	ZIP CODE	6521
13. SSS NO.	06-3431459-9	19. TELEPHONE NO.	053 563-1430
14. TIN NO.	279-504-166	20. MOBILE NO.	+63 917 533 9495
15. AGENCY EMPLOYEE NO.	NA	21. E-MAIL ADDRESS (if any)	aprilgayle.valencia@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME	NA			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	NA			
TELEPHONE NO.	NA			
24. FATHER'S SURNAME	VALENCIA			
FIRST NAME	MODESTO	NAME EXTENSION (JR., SR)	NA	
MIDDLE NAME	SOLAS			
25. MOTHER'S MAIDEN NAME	BALDEA			
SURNAME	VALENCIA			
FIRST NAME	SHEILAH			
MIDDLE NAME	NAPIERE			

(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	Visca Foundation Elementary School	NA	June 1998	March 2004	NA	2004	NA
SECONDARY	Visayas State University Laboratory HS	NA	June 2004	March 2008	NA	2008	NA
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN HOTEL, RESTAURANT AND TOURISM MANAGEMENT	June 2008	March 2012	NA	2012	Cum Laude
GRADUATE STUDIES	DE LA SALLE- COLLEGE OF SAINT BENILDE	MASTER OF SCIENCE IN TOURISM AND HOSPITALITY MANAGEMENT	September 2013	April 2017	NA	2017	NA

(Continue on separate sheet if necessary)

SIGNATURE	DATE	CS FORM 212 (Revised 2017), Page 1 of 4
-----------	------	-----------------------------------------

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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

[illegible]

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		
	Philippine Misereor Partnership Inc.	6/19/2019	6/22/2019	32.0	Resource Person

(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			
	Ecotourism Development Orientation and Preliminary Site Evaluation	6/19/2019	6/22/2019	32.0		Philippine Misereor Partnership Inc.
	MICE 101 Forum	5/30/2019	5/30/2019	8.0		Department of Tourism
	Lecture on Travel Package costing, itinerary making and issues encountered in travel and tours operation	4/8/2019	4/8/2019	8.0		World of Adventures Travel and Tours
	Training-Workshop on Events Management	3/11/2019	3/13/2019	24.0		International Skills Reublic Academy, Inc.
	Training-Workshop on Tourism Promotion	3/10/2019	3/10/2019	8.0		International Skills Reublic Academy, Inc.
	Travel and Tour Operations	3/9/2019	3/9/2019	8.0		International Skills Reublic Academy, Inc.
	Regional Tourism Crisis Management Symposium	12/7/2018	12/17/2018	8.0		Department of Tourism
	24th Course on Food Safety	10/22/2018	10/26/2018	40.0		College of Public Health, University of the Philippines Manila
	Practicing Attention Toward Awareness	3/17/2017	03/17/017	8.0		Pacific Asia Travel Association Philippine Chapter
	Maximizing your Brain to Manage Better	10/5/2016	10/5/2016	8.0		Pacific Asia Travel Association Philippine Chapter
	Pinoy Chikka: Global Trends and Challenges	8/23/2016	8/23/2016	8.0		Pacific Asia Travel Association Philippine Chapter
	District Rotaract and Interact Assembly (DRIA) 2015	8/1/2015	8/1/2015	8.0		Rotary Club District 3830
	Seminar-Workshop on Sampling Methods & Techniques & Research Instrument Development & Validation	7/30/2015	7/30/2015	8.0		Arellano University – Research and Publications Department
	Seminar-Workshop on Analysing Quantitative Data Using SPSS	7/23/2015	7/23/2015	8.0		Arellano University – Research and Publications Department
	ICOMOS PH Heritage Talk Series	6/25/2015	6/25/2015	8.0		International Council on Monuments and Sites Philippines
	Test Construction and Item Analysis	5/23/2015	5/23/2015	8.0		Arellano University – Research and Publications Department
	Softtel Overview: front Office and housekeeping Seminar	5/7/2015	5/7/2015	8.0		Softtel Luxury Hotels
	Log In – Travel and Tours Ticketing System	2/7/2015	2/7/2015	8.0		Professional Review Network, Inc.
	Hotel Industry Foundations and Introduction	1/22/2015	1/22/2015	8.0		Council of Hotel and Restaurant Educators of the Philippines and Supporting Hotel-related Academic Research & Education



(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)
	Event coordination		Trainer Methodology Certificate 1 Holder		Eastern Visayas Travel Association
	Itinerary planning		National Certificate III Events Management Holder		Visayas State University Faculty Association
	Cooking and Baking		National Certificate III Food and Beverage Holder		
	Travelling		National Certificate II Housekeeping Holder		
			National Certificate II Cookery Holder		
			National Certificate II Food and Beverage Holder		
			National Certificate II Bread and Pastry Holder		

(Continue on separate sheet if necessary)

SIGNATURE	<i>A. Galano</i>	DATE	06/30/2019	CS FORM 212 (Revised 2017), Page 3 of 4
-----------	------------------	------	------------	-----------------------------------------

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)?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div> <div></div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div> <div></div> <div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, give details:</div><div>Date Filed: _____</div><div>Status of Case/s: _____</div></div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div> <div></div>												
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?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div> <div>F= _____</div>												
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?	<div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, give details:</div><div></div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, give details:</div><div></div></div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country):</div> <div></div>												
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?	<div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, please specify:</div><div></div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No:</div><div></div><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>If YES, please specify ID No:</div><div></div></div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Randy G. Omega</td><td>Baybay City, Leyte</td><td>9159753834</td></tr><tr><td>Nancy V. Dumaguing</td><td>VSU, Baybay City, Leyte</td><td>9268014558</td></tr><tr><td>Francisco Gabunada</td><td>VSU, Baybay City, Leyte</td><td>9175322196</td></tr></table>		NAME	ADDRESS	TEL. NO.	Randy G. Omega	Baybay City, Leyte	9159753834	Nancy V. Dumaguing	VSU, Baybay City, Leyte	9268014558	Francisco Gabunada	VSU, Baybay City, Leyte	9175322196
NAME	ADDRESS	TEL. NO.											
Randy G. Omega	Baybay City, Leyte	9159753834											
Nancy V. Dumaguing	VSU, Baybay City, Leyte	9268014558											
Francisco Gabunada	VSU, Baybay City, Leyte	9175322196											
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.													
<div>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: NP Driver's License</div> <div>ID/License/Passport No.: H12-09-001194</div> <div>Date/Place of Issuance: 07/30/2018</div>	<div><div>Signature (Sign inside the box)</div><div>June 30, 2019</div><div>Date Accomplished</div></div> <div><div> APRIL GAYLE N. VALENCIA</div><div> Right Thumbmark</div></div>												
SUBSCRIBED AND SWORN to before me this 9 AUG 2019, affiant exhibiting his/her validly issued government ID as indicated above.													
<div>ATTY. RYSAN C. GUINOCOR VSU LEGAL OFFICER Person Administering Oath</div>													

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

- Duration: January 3, 2019 – present
- Position: OIC Manager
- Name of Office/Unit: VSU Hostel
- Immediate Supervisor: Ms. Argina M. Pomida
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Responsible in managing the whole operations of VSU Hotel from the personnel, operations, inventory and financial reports.

- Duration: April 1, 2017 – June 30, 2018
- Position: Tourism Operations Officer I
- Name of Office/Unit: Office of Product and Market Development
- Immediate Supervisor: Ms. Gina Marie Liberty Esmaña
- Name of Agency/Organization and Location: Department of Tourism, Jupiter St, Bel-Air, Makati

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Responsible for performing administrative and technical tasks e.g., preparing cruise port calls in the Philippines, facilitating fund transfers to market representatives and regional offices.

- Duration: September 1, 2016 – December 1, 2017
- Position: Secretariat
- Name of Office/Unit: Pacific Asia Travel Association Philippine Chapter
- Immediate Supervisor: Mr. Roberto Z. Zozobrado
- Name of Agency/Organization and Location: Pacific Asia Travel Association
DOT Building, Jupiter St, Bel-Air, Makati

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Responsible for performing administrative and technical tasks e.g., documenting monthly board meeting and preparing minutes and reports. Responsible in organizing all events of the organization.

April Gatle N. Valencia
APRIL GATLE N. VALENCIA

(Signature over Printed Name
of Employee/Applicant)

Date: Aug 11 2019