| CS Form Not 212 Revised 2017       | , 5550  |                 |   | 01   |                              |                | 18 (8) 10 11 14                    |  |  |
|------------------------------------|---|-----------------|---|--|------------------------------|----------------|------------------------------------|--|--|
| *                                  | PERS  | O               | NAL DAT                                 | A SI   | 1EE                          |                |                                    |  |  |
|                                    | ation made in the Personal Data Sheet ar                          | nd the          | Work Experience Sheet st                | all cause the  | filing of adm                | inistrative/   | criminal case/s ag                 | gainst the pe  | erson  |
| concerned. READ THE ATTACHED GUIDE | TO FILLING OUT THE PERSONAL DATA                                  | SHEE            | ET (PDS) BEFORE ACCOMP                  | LISHING THE  | PDS FORM.                    |                |                                    |  | 1  |
|                                    | and use separate sheet if necessary. Indi                         | icate N         | /A if not applicable. DO NOT A          | BBREVIATE.   |                              | 1. CS ID No.   |                                    | (Do not fill u   | p. For CSC use only  |
| I. PERSONAL INFORMATIO             |   |                 |   |  |                              |                |                                    |  |  |
| 2. SURNAME                         | FLORES  |                 |   |  |                              |                | NAME EXTENSION (JR.                | SR)  |  |
| FIRST NAME                         | ALICIA  |                 |   |  |                              |                |                                    |  |  |
| MIDDLE NAME                        | MUAÑA   |                 |   |  |                              |                |                                    |  |  |
| DATE OF BIRTH     (mm/dd/yyyy)     | December 31, 1968 16. CITIZENSHIP                                 |                 |   | ✓ Filipino □ Dual Citizens ✓ by birth  |                              |                | Dual Citizenship                   | hip  Doy naturalization  |  |
| 4. PLACE OF BIRTH                  | Davao Oriental  |                 | If holder of dual citize                | enship,  |                              |                | Pls. indicate co                   | ountry:  |  |
| 5. SEX                             | ☐ Male  | e               | please indicate the                     | details.   | Philippine                   | es             |                                    |  | -  |
| 6 CIVIL STATUS                     | Single  Marrie  | ed              | 17. RESIDENTIAL ADDRESS                 |  | #1385                        |                |                                    | ZONE 4   |  |
|                                    | Widowed Separa  | ated            |   | Ho   | BARANGAY                     | 0.             |                                    | Street<br>GUADALUPE  |  |
| I m home                           | Other/s:  |                 | magazat yanggal tap ya                  | S  | ubdivision/Village           | е              |                                    | Barangay   |  |
| 7. HEIGHT (m)                      | 5'4"  |                 | constraint and the second second        |  | BAYBAY<br>City/Municipality  |                |                                    | Province Province  |  |
| 8. WEIGHT (kg)                     | 69 Kilos  |                 | ZIP CODE                                | 6521   |                              | phone of the s |                                    |  |  |
| 9. BLOOD TYPE                      | "B"   | e office        | 18. PERMANENT ADDRESS                   | H  | #1385<br>ouse/Block/Lot N    | n              | tomat 1 0501                       | ZONE 4<br>Street   | astrois -  |
| 10. GSIS ID NO.                    | 68123101654   | S. 125/7.       | HIGH TRANSPORTS COST V                  |  | BARANGAY                     | applit Cities  | ecianac/ 2693                      | GUADALUPE  | 05160/85   |
| 11. PAG-IBIG ID NO.                | 1700-0024-9451  | sent'd          | Security of the second security of      | S  | ubdivision/Village<br>BAYBAY | е              | about a factor                     | Barangay<br>LEYTE  | norman .   |
|                                    |   | - GAA           | west than some as a different           | 01   | City/Municipality            |                |                                    | Province   |  |
| 12. PHILHEALTH NO.                 | 13-000015661-3  |                 | ZIP CODE                                | 6521   |                              |                | Part day 6100                      | 1970 S.  | Mariono 1  |
| 13. SSS NO.                        | 06-1380134-0  | mulf.           | 19. TELEPHONE NO.                       | NONE   | 1                            | - 11 m/s       |                                    |  |  |
| 14. TIN NO.                        | 142-747-847   | on A            | 20. MOBILE NO.                          | 09464928865  |                              |                |                                    |  |  |
| 15. AGENCY EMPLOYEE NO.            | V000216   | arteld t        | 21. E-MAIL ADDRESS (if any)             | alicia.flor  | es@vsu.e                     | du.ph          |                                    |  |  |
| II. FAMILY BACKGROUND              |   |                 |   |  |                              |                |                                    |  |  |
| 22. SPOUSE'S SURNAME               | FLORES  | inim)           | of the Vice President for Au            |  | HILDREN (Write               |                |                                    | DATE OF B  | RTH (mm/dd/yyyy)   |
| FIRST NAME                         | GUILLERMO   | o min           | JR.                                     | JEFF ST  | EVEN M.                      | FLORES         |                                    | 8/   | 23/1994  |
| MIDDLE NAME                        | ABAPO   |                 | USV.65                                  | CHARLE   | S M. FLO                     | RES            |                                    | 10   | 0/9/1997   |
| OCCUPATION                         | Government Employee   |                 |   | 424  |                              | le Stu A Stell | usini Administr                    | MATER AC   | 12001/2  |
| EMPLOYER/BUSINESS NAME             | LEYTE PROVINCIAL JAIL   |                 |   |  |                              |                | 1,580 4,000                        | DEAT 1 SE  | rivaci   |
| BUSINESS ADDRESS                   | LEYTE SUB- PROVINCIAL JAIL, HILO                                  | ONGO            | S, LEYTE                                |  |                              |                |                                    |  |  |
| TELEPHONE NO.                      | (053)3363344  | sdig            | Ond no knomi & zakon r                  |  |                              |                |                                    |  |  |
| 24. FATHER'S SURNAME               | MUAÑA   |                 |   | 49   |                              |                | The second control                 |  |  |
| FIRST NAME                         | FORTUNATO   |                 | SR.                                     |  |                              |                |                                    |  |  |
| MIDDLE NAME                        | BORJA   |                 |   | The state of the s |                              |                |                                    |  |  |
| 25. MOTHER'S MAIDEN NAME           |   |                 |   |  |                              |                |                                    |  |  |
| SURNAME                            | MONTILLANO  | ran week        |   |  |                              |                |                                    |  |  |
| FIRST NAME                         | JOSEFINA  |                 | Market to a set the as a second to the  |  |                              |                |                                    |  | A STATE OF THE STA |
| MIDDLE NAME                        | PIAMONTE  |                 |   | 20.29 (20.00)  |                              | Continue on s  | eparate sheet if nece              | ssary)   |  |
| III. EDUCATIONAL BACK              | GROUND  |                 |   |  |                              |                |                                    |  |  |
| 26.                                | NAME OF SOLIDON   |                 | PAGIO EDI MATIONIDE O                   | DEE MOUIDOE  | DEBIOD OF                    | ATTENDANCE     | HIGHEST LEVEL/                     | YEAR   | SCHOLARSHIP/   |
| LEVEL                              | NAME OF SCHOOL<br>(Write in full)                                 |                 | BASIC EDUCATION/DEGF<br>(Write in full) |  | PERIOD OF ATTENDANCE From To |                | UNITS EARNED<br>(if not graduated) | GRADUATE<br>D  | ACADEMIC HONOR<br>RECEIVED   |
| ELEMENTARY                         | GUADALUPE COMMUNITY SCHOOL  |                 | PRIMARY EDUCATION                       |  | 1975                         | 1981           | Graduated                          | 1981   | Valedectorian  |
| SECONDARY                          | VISCA EXPERIMENTAL RURAL HIGH SCHOO<br>(ERHS)                     | L               | HIGH SCHOOL                             |  | 1981                         | 1985           | Graduated                          | 1985   | N/A  |
| VOCATIONAL /<br>TRADE COURSE       | N/A   | OF S. ROS       |   | Aug of the last  |                              |                |                                    | A COLUMN TO A COLU |  |
| COLLEGE                            | FRANCISCAN COLLEGE OF IMMACULATE CONCEPTION (FCIC), BAYBAY, LEYTE | - 31/1          | BS COMMERCE-ACCOU                       | NTING  | 1987                         | 1991           | Graduated                          | 1991   | N/A  |
| GRADUATE STUDIES                   | WESTERN LEYTE COLLEG (WLC), CITY                                  | RMOC            | ADMINISTRATION                          |  | 2000                         | 2002           | 36 units                           |  | N/A  |
| SIGNATURE                          | ans   | STREET, SQUARE, | (Continue on separate sheet if n        | ecessary)  | DA                           | ATE            | 6                                  | 122/22   |  |

6 22 22 CS FORM 212 (Revised 2017), Page 1 of 4

| 27. CAREER S<br>LAWS/CE        |                       | (BOARD/BAR) UNDER SPECIAL<br>BARANGAY  | RATING          | DATE OF<br>EXAMINATION /                               | N/ PLACE OF EXAMINATION / CONFERMENT              |                      | MENT                               | LICENSE (if a            | ppiic |
|--------------------------------|-----------------------|--|-----------------|--|---|----------------------|------------------------------------|--------------------------|-------|
| ELIGIBILITY / DRIVER'S LICENSE |                       |  | (If Applicable) | CONFERMENT   |   | TOTAL STATE          |                                    | NUMBER                   |       |
| CAREER SER                     | VICE PROFES           | SIONAL   | 80.73%          | Nov. 29, 1992  | ORM   | ORMOC CITY           |                                    | and the second           |       |
|                                |                       |  |                 | A AND DESCRIPTION                                      | THE WASHINGTON ASSESSMENT                         | W-13-1-3-1           | 8 10 (2.5)                         | 13 19 Carp 11 Av         |       |
| 46F (250)                      | Allendary - Paris Ale | Market Commencer of the |                 |  |   | - 14 Table 1 Table 1 | 45                                 | V                        | 10    |
|                                |                       |  |                 |  |   |                      | 6                                  |                          |       |
|                                |                       |  |                 |  |   |                      |                                    | <u> </u>                 |       |
|                                |                       |  |                 |  |   |                      |                                    |                          |       |
| 10776.06.0.7                   |                       |  | (C              | ontinue on separate she                                | et if necessary)                                  |                      |                                    |                          |       |
|                                | KPERIENCE             | Start from your recent we  | ork) Descriptio | s of duties should b                                   | a indianted in the attack                         |                      |                                    |                          |       |
| 28. INCLU                      | JSIVE DATES           | 29/10/0  |                 |  |   |                      | SALARYI JOBI PAY<br>GRADE (if      |                          |       |
| From                           | m/dd/yyyy) To         | POSITION TITL (Write in full/Do not abl  |                 |  | ENCY / OFFICE / COMPANY<br>II/Do not abbreviate)  | MONTHLY<br>SALARY    | applicable)& STEP (Format *00-0*)/ | STATUS OF<br>APPOINTMENT | SE    |
| 01/01/2022                     | Present               | Administrative Officer III   |                 | Supply and Property                                    | y Management office                               | 32,321.00            | 14-1                               | Permanent                |       |
| 01/01/2021                     | 12/31/2021            | Administrative Officer III   |                 | Supply and Property                                    |   |                      |                                    |                          | -     |
| -                              |                       |  |                 | 7.00   |   | 30,799.00            | 14-1                               | Permanent                |       |
| 12/01/2020                     | 12/31/2020            | Administrative Officer III   |                 | Supply and Property                                    | Management office and Property Management         | 29,277.00            | 14-1                               | Permanent                |       |
| 06/09/2020                     | 11/30/2020            | Administrative Officer II  |                 | office   | 24,082.00   | 11-6                 | Permanent                          | ,                        |       |
| 01/01/2020                     | 06/08/2020            | Administrative Officer II  |                 | Supply Procurement and Property Management office      |   | 23,778.00            | 11-6                               | Permanent                |       |
| 01/01/2019                     | 12/31/2019            | Administrative Officer II  |                 | Supply Procurement and Property Management office      |   | 22,216.00            | 11-4                               | Permanent                |       |
| 01/01/2018                     | 12/31/2018            | Administrative Officer II  |                 | Supply Procurement office                              | 20,963.00   | 11-2                 | Permanent                          |                          |       |
| 06/17/2017                     | 12/31/2017            | Administrative Officer II  |                 | Supply Procurement office                              | Supply Procurement and Property Management office |                      | 11-2                               | Permanent                |       |
| 06/16/2014                     | 06/16/2017            | Administrative Officer II  |                 | Supply Procurement and Property Management office      |   | 19,620.00            | 11-1                               | Permanent                |       |
| 02/01/2013                     | 06/15/2014            | Administrative Officer I   |                 | Office of the Vice President for Admin. &              |   | P17,255.00           | 10-1                               | Permanent                | ļ ,   |
| 03/25/2010                     | 01/31/2013            | Administrative Aide IV   |                 | Finance, VSU Office of the Vice President for Admin. & |   | P11,181.00           | 04-1                               | Permanent                | ,     |
| 12/01/2004                     | 03/24/2010            | Administrative Aide III  | MERRA           | Finance, VSU<br>VSU                                    | to the second second                              | 8,580.00             | 03-3                               | Permanent                |       |
| 10 /01/1998                    | 11/30/2004            | Clerk I  |                 | VSU  |   | 6,189.00             | 03-3                               | Permanent                |       |
| 07/22/1996                     | 09 /30/1998           | Clerk I  | M               | VSU  | AFFEL ZOR POLITICAL                               | 6,039.00             | 03-1                               | Casual                   | ,     |
| 04/05/1991                     |                       | Acctg. Clerk/Bookkeeper  |                 | Wood Builders & Innovators Inc./ Baybay forest         |   |                      |                                    | N                        |       |
| 04/03/1991                     | 06/15/1996            | Accig. Cierk/Bookkeeper  |                 | Products, Inc.   |   | 5,000.00             | AYA                                | Regular                  |       |
|                                |                       |  |                 |  |   |                      | OTAMUTAT                           |                          |       |
|                                |                       |  |                 |  |   |                      | 41.16                              | 1                        |       |
|                                |                       |  |                 |  |   |                      |                                    | 4                        | _     |
| Shark                          |                       |  |                 |  |   |                      | 2017                               |                          |       |
| 4-9                            |                       | - 10 - 2 / 2 / 2 / 2 / 2 / 2 / 2 / 2 / 2 / 2   |                 |  |   |                      | 1-16384                            |                          |       |
|                                |                       |  |                 |  |   |                      |                                    |                          |       |
|                                |                       |  |                 |  |   | 7 7 7 W 9            |                                    |                          |       |
|                                |                       |  |                 |  |   |                      |                                    |                          |       |
| mask siziv                     |                       | N N N N N N N N N N N N N N N N N N N  |                 | KURIADMA   | (9.59879)   | CON W. A. A. A.      |                                    |                          |       |
| A14                            |                       | 180 180 180  |                 | 100  | Market Action                                     |                      | All all all a                      |                          |       |
|                                |                       |  | (C              | ontinue on separate shee                               | et if necessary)                                  |                      |                                    |                          |       |
| SIGNATURE                      |                       | June   |                 | DATE   | ATRICK SEC.                                       | 6/22/                | 22                                 |                          |       |

IV. CIVIL SERVICE ELIGIBILITY

| VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NO  | ON-GOVERNMENT /                   |                                       |                               | GANIZATION/S    |  |   |
|--|-----------------------------------|---------------------------------------|-------------------------------|-----------------|--|---|
| 29.  NAME & ADDRESS OF ORGANIZATION (Write in full)  |                                   | INCLUSIVE DATES (mm/dd/yyyy)  From To |                               | NUMBER OF HOURS |  | POSITION / NATURE OF WORK   |
| N/A  |                                   |                                       | Cisquer                       | Haraca e l      | di kon ev  | enson on seven dhall all visita d   |
|  |                                   |                                       |                               |                 |  | s. as store - Boyler operations of that Autorit 8.                          |
| III. LEARNING AND DEVELOPMENT (L&D) INTERVENT  | IONS/TRAINING PRO                 |                                       | ENDED                         |                 |  |   |
| Start from the most recent L&D/training program and include only the rele  30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TI  (Write in full) |                                   | INCLUSIVE<br>ATTEN<br>(mm/d           | DATES OF<br>DANCE<br>(d/yyyy) | NUMBER OF HOURS | Type of LD ( Managerial/ Supervisory/ Technical/etc) | CONDUCTED/ SPONSORED BY (Write in full)                                     |
| 2021 Membership Conference of GFMIC with a Theme: "Fin   | ancial Trends and                 | From 11/18/2021                       | To 11/19/2021                 | 16              | Technical  | Government Financial Management<br>Innovators Circle, Inc.                  |
| Nebinar on "National GAD Planning and Budgeting: From P  | reparation to GAD                 | 10/07/2021                            | 10/07/2021                    | 4               | Technical  | Phillipine Commission on Women  |
| Awareness/Re-awareness Webinar on ISO 9001:2015 WEBINAR FOUNDATION COURSE ON INFORMATION SECU  | RITY MANAGEMENT                   | 9/13/2021                             | 9/13/2021                     | 8               | Technical<br>Technical                               | Visayas State University  AGF CONSULTING GROUP                              |
| SYSTEM (ISMS) Seminar on the Revised Implementing Rules and Regulation   | s (IRR) of the                    | 3/20/2019                             | 3/22/2019                     | 24              | Technical  | GPPB TSO Recognized Trainer   |
| Republic Act 9184<br>Seminar Workshop on Procurement: Rationalizing the Proce<br>SUCs  | ess and Impact to                 | 3/5/2019                              | 3/7/2019                      | 24              | Technical  | PASUC-Phil. Association of State Universities and Colleges                  |
| AGAP-Convention Seminar "Maginhawa, Matatag at Panata<br>Ambisyon Nating Tunay"  | g na Buhay;                       | 10/17/2018                            | 10/20/2018                    | 32              | Technical  | AGAP-Association of Government Accountant of the Philippines, Inc.          |
| Seminar on Property and Supply management System   |                                   | 9/4/2018                              | 9/7/2018                      | 32              | Technical  | Commission On Audit Region VIII   |
| Seminar -Workshop on Coaching for Effective Performance  | AT L                              | 2/22/2018                             | 2/23/2018                     | 16              | Supervisory  | Visayas State University  |
| Seminar on the Preparation of Project Procurement Manage<br>Annual Procurement Plan  | ment Plan and                     | 11/14/2017                            | 11/17/2017                    | 32              | Technical  | SCCE Training Center  |
| Seminar/Workshop on the PHILIPPINE BIDDING DOCUMEN   | rs                                | 6/28/2017                             | 6/30/2017                     | 24              | Technical  | Association of Government Internal Auditors Inc. (AGIA)                     |
| Training Workshop on the 2016 Revised IRR of Republic Act No. 9184   |                                   | 5/17/2017                             | 5/19/2017                     | 24              | Technical  | Government Procurement Policy Board-<br>Technical Support Office (GPPB-TSO) |
| ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit   |                                   | 3/2/2017                              | 3/3/2017                      | 16              | Supervisory  | Dr. Roberto C. Guarte/ Visayas State<br>University                          |
| Seminar-Workshop on 5S & Records Management  |                                   | 2/18/2017                             | 2/18/2017                     | 8               | Supervisory  | Dr. Roberto C. Guarte/ Visayas State<br>University                          |
| DVPAF Strategic Planning Workshop  | en l                              | 2/15/2017                             | 2/16/2017                     | 16              | Supervisory  | Dr. Lourdes B. Cano/ Visayas State Universit                                |
| Full Awareness Training Course ISO 9001:2015   |                                   | 1/26/2017                             | 1/27/2017                     | 16              | Supervisory  | Paul B. Bagatsing/ AJA Registrars Inc.                                      |
| Appraisal and Disposal of Government Properties  Fraining on RA 9184 or Government Procurement Reform A  | ct (GDPA) with                    | 06 /07/2016                           | 06/09/2016                    | 24              | Technical  | Commission On Audit Region XI DEVELOPMENT ACADEMY OF THE                    |
| ipdates on APCPI abd OPPCIS  | or (or to-) with                  | 04/11/2016                            | 04/12/2016                    | 16              | Technical  | PHILIPPINES (DAP)   |
| Change Management-Workshop   |                                   | 09/22/2015                            | 09/24/2015                    | 24              | Supervisory  | Civil Service Commission Region VIII  |
| SO 9001:2008 Quality Management Systems Documentation  | 7                                 | 08/17/2015                            | 08/18/2015                    | 16              | Supervisory  | SGS Philippines, Inc.   |
| SO 9001:2008 Quality Management Systems Internal Audit   |                                   | 08/19/2015                            | 08/20/2015                    | 16              | Supervisory  | SGS Philippines, Inc.  Department of Budget & Management/Visaya             |
| Fraining Program-Unified Accounts Code Structure (UACS) Philippine Government Electronic Procurement System (Ph                                    |                                   | 11/4/2014                             | 11/6/2014                     | 24              | Technical  | State University  Philippine Government Electronic                          |
| for Buyers  GACPA:"Sustaining Public Trust through Accountability, Ci  | extension and satisfaction of the | 09/3/2014                             | 09/4/2014                     | 16              | Technical  | Procurement System (PhilGEPS) Government Association of Certified Public    |
| Transparency"  | and the Healthair                 | 05/21/2014                            | 05/24/2014                    | 32              | Technical  | Accountants (GACPA)   |
| CT Resource Acquisition Seminar (Project terms of Referen  | ice)                              | 07/29/2013                            | 08/2/2013                     | 40              | Technical<br>Technical                               | DOST/National Comuter Institute  Department of Budget & Management (DBM).   |
| Full Length Training on RA 9184 and its Revised IRR  AGAP: "Accounting, Budgeting and Calculating Risks: Factors which                             |                                   | 10/24/2012                            | 10/27/2012                    | 32              | Technical  | Government Procurement Policy Board ASSOCIATION OF GOVERNMENT               |
| Government Must Deal With"   |                                   | 10/24/2012                            | 10/21/2012                    | 02              | Toomiloa   | ACCOUNTANTS OF THE PHIL.(AGAP)  |
| AN OTHER MECCHANISM  | (Cor                              | ntinue on separate                    | sheet if necessary            | y)              |  |   |
| VIII. OTHER INFORMATION  | NO                                | N-ACADEMIC DISTI                      | NCTIONS / RECOG               | GNITION         |  | MEMBERSHIP IN ASSOCIATION/ORGANIZATION                                      |
| 31. SPECIAL SKILLS and HOBBIES 32.   | NO.                               |                                       | e in full)                    | SITTOR          |  | 33. (Write in full)   |
| Bookkeeping  |                                   | N/A                                   |                               |                 |  |   |
| e som teleste, i ac cii ammir covini ce cii se se  | 2 9 JUN 2022 BEREE                |                                       |                               |                 | earning and an area of the second                    |   |
|  | (Co                               | ntinue on separate                    | sheet if necessar             | y)              |  |   |
| SIGNATURE  |                                   |                                       | La villa                      | D               | ATE  | 6/22/22   |

| 24 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1   | and the second s |   | b 32  |  |  |  |
|--|--|---|---|--|--|--|
| 34. Are you related by consanguinity or affinity to the appointing   |  |   |   |  |  |  |
| chief of bureau or office or to the person who has immediate<br>Bureau or Department where you will be apppointed,   | supervision over you in the Office,  |   |   |  |  |  |
|  | D vec  | T NO  |   |  |  |  |
| a. within the third degree?  |  | NO  |   |  |  |  |
| b. within the fourth degree (for Local Government Unit - Care  |  | NO  |   |  |  |  |
|  |  | If YES, give details:   |   |  |  |  |
|  |  |   |   |  |  |  |
| 35. a. Have you ever been found guilty of any administrative offer   | YES V NO   |   |   |  |  |  |
|  |  | If YES, give details:   |   |  |  |  |
|  |  |   |   |  |  |  |
| and the second s | The second second  | Dyrs [  | V NO  |  |  |  |
| b. Have you been criminally charged before any court?  | The Administration of the Control of | YES If YES, give details:   | V NO  |  |  |  |
|  |  | Date Filed:   |   |  |  |  |
|  | 2007. W  | Status of Case/s:   |   |  |  |  |
| entrative of the contract of t | Tables and the Especial Control  | Otatus of Casers.   |   |  |  |  |
| 36. Have you ever been convicted of any crime or violation of ar   | ly law, decree, ordinance or regulation by   | lancount .  | ✓ NO  |  |  |  |
| any court or tribunal?   | HORSELLE LIBERTONE   | If YES, give details:   |   |  |  |  |
|  | Totalina accasa Indica   | MAN THE TWO MAKES   |   |  |  |  |
| 37. Have you ever been separated from the service in any of the  | e following modes: resignation,  | YES   | ✓ NO  |  |  |  |
| retirement, dropped from the rolls, dismissal, termination, en   |  | If YES, give details:   |   |  |  |  |
| (abolition) in the public or private sector?   | SERVICE PRODUCE  |   |   |  |  |  |
| 38. a. Have you ever been a candidate in a national or local ele-  | ction held within the last year (except  | YES   | ✓ NO  |  |  |  |
| Barangay election)?  |  | If YES, give details:   |   |  |  |  |
| b. Have you resigned from the government service during the  | e three (3)-month period before the last   | YES   | ✓ NO  |  |  |  |
| election to promote/actively campaign for a national or local  |  | If YES, give details:   |   |  |  |  |
| Annual registration of the control o | ag para pagambakan Propinsi kacamatan kemanan kemanan Pendara Propinsi Indonesia Andrews Propinsi Andrews Propinsi   |   |   |  |  |  |
| 39. Have you acquired the status of an immigrant or permanent  | resident of another country?   | YES   | ✓ NO  |  |  |  |
| A Section of the sect | 11000000 110000000   | If YES, give details (country):   |   |  |  |  |
| Mark place interest of the antibered by the market of the contract of the cont | A PONENCY TO BENEVOYAL I   | 40 2 202 22 22  |   |  |  |  |
| 40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag  |  |   |   |  |  |  |
| 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972),   | please answer the following items.   | NAME OF STREET, |   |  |  |  |
| Are you a member of any indigenous group?  | Tropieti Tempeta   | YES If YES, please specify:   | ✓ NO  |  |  |  |
| b. Are you a person with disability?   | Trasans   England  |   |   |  |  |  |
| Are you a person with disability?  |  | YES If YES, please specify II   | ☑ NO  |  |  |  |
| c. Are you a solo parent?  | 100,2001 1021/2007   | YES   | V NO  |  |  |  |
| A ROLLING BUBBLE OF ASSESSMENT OF THE PROPERTY OF THE  | Anthose Johnson as I   | If YES, please specify II   |   |  |  |  |
|  | E TERROTISE T BESCHMAN   |   |   |  |  |  |
| 41. REFERENCES (Person not related by consanguinity or affinity to applicant   | /appointee)  | s popularies services. Significant services resources as a service to see                                       | -   |  |  |  |
| NAME   | ADDRESS  | TEL. NO.  |   |  |  |  |
| REMBERTO A. PATINDOL   | Visca, Baybay City, Leyte  | 9176341454  | EPIST AND       |  |  |  |
|  |  | NAMES INCAMENTAL  |   |  |  |  |
| ROBERTO C. GUARTE  | Visca, Baybay City, Leyte  | 9173108078  | os ab   |  |  |  |
| LOURDES B. CANO  | Visca, Baybay City, Leyte  | 9176341502  | 100 Maria   |  |  |  |
| 42. I declare under oath that I have personally accomplished   | d this Personal Data Sheet which is a tr   | rue, correct and  |   |  |  |  |
| complete statement pursuant to the provisions of pertin  |  |   |   |  |  |  |
| Philippines. I authorize the agency head/authorized represe  | entative to verify/validate the contents state   | ed herein.  | ALICIA TM. FLORES                                   |  |  |  |
| agree that any misrepresentation made in this docu   | ment and its attachments shall cause   | e the filing of   | РНОТО   |  |  |  |
| administrative/criminal case/s against me.   |  |   | and the city installing and the Bittle and the Bark |  |  |  |
|  | CICCOTO L COORDA   |   |   |  |  |  |
| Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)   |  |   |   |  |  |  |
| PLEASE INDICATE ID Number and Date of Issuance   |  |   |   |  |  |  |
|  | 0 11   |   |   |  |  |  |
| Government Issued ID: Agency ID (VSU)  | Glins  |   |   |  |  |  |
| GSIS ID No.: V000216   | Signature (Sign inside the bo  | ox)   |   |  |  |  |
| Date/Place of Issuance: 08/14/2019/ Visca Baybay City, Leyte   | June 22, 2022  |   |   |  |  |  |
|  | Date Accomplished  |   | Right Thumbmark                                     |  |  |  |
| SUBSCRIBED AND SWORN to before me this   | 2 9 JUN 2022 affiant exhibiting  | ng his/her validly issued an  | vernment ID as indicated above.                     |  |  |  |
|  | , amant exhibitor  | randly isourd go  |   |  |  |  |
|  | Man  |   |   |  |  |  |
|  | ATTY, RYSAN C. GUINOCOR  |   |   |  |  |  |
| (00)   | VSU Chief Legal Officer  |   |   |  |  |  |
|  | Person Administering Oat   | h   |   |  |  |  |
|  | -  |   |   |  |  |  |

## **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: October 2021 present
- Position: Administrative Officer III
- Name of Office/Unit: Budget Office
- Immediate Supervisor: Louella C. Ampac
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties (As Designated OIC of the Budget Office)
    - o Supervises, evaluates performance of staff of Budget Office
    - Reviews and certify as to availability of appropriation, PR's, PO's, Contracts for services, Appointments, Vouchers and Payrolls
    - Generates and submits reports monthly, quarterly & Year-end. Financial reports
       (BEDs, & FARs) required by DBM, COA, CHED, PASUC and provides financial data to NEDA & AACCUP & other offices concerned.
    - Prepares reports/actual, current and proposed data for Annual Budget under Regular Agency Fund, Internally Generated Fund and Business Related Fund of the university. Allocates budget per program and prepares sub-allotments to offices, centers, projects and prepares status of all funds.
    - Prepares documents of fund transfer to four (4) external campuses, liquidation of funds and consolidates reports of 4 campuses with the main campus.
    - Prepares communications, certification as to availability of appropriation,
       computation of terminal leave benefits and request for funding.
    - Act as OIC and provide assistance to the Finance Director in the management of the Division's programs and activities and performs other related functions.

- Duration: December 1, 2020 to Present
- Position: Administrative Officer III
- Name of Office/Unit: Supply and Property Management Office (SPMO)
- Immediate Supervisor: Rysan C. Guinocor
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties (Designated head of SPMO)
    - o Directly supervises the operation of Supply and Property Management Office
    - Introduce innovations for effective and efficient supply and property management services
    - Revisits policies on the management and custody of VSU properties
    - Signs official documents
    - Evaluates performance of external providers of goods.
    - Assist the VSU Disposal Committee as member in the conduct of public auction of unserviceable properties
    - o Implements and enforces COA rules and regulations and effective Internal Control
- Duration: February 2015 to June 2020
- Position: Administrative Officer II
- Name of Office/Unit: Supply Procurement and Property Management Office (SPPMO)
- Immediate Supervisor: Remberto A. Patindol
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties (Designated Head of Supply Procurement and Property management office)
    - Supervises, evaluates performance of staff of Supply Procurement and Property Management Office (SPPMO)
    - o Check, review, and sign administrative and financial documents
    - o Prepares reports for submission to COA, ODF and OVPAF
    - Assist the Bids and Awards Committee (BAC) as head of the BAC Secretariat

Duration: 2000 to June 2009

• Position: Administrative Aide III

• Name of Office/Unit: Accounting Office

• Immediate Supervisor: Roberta C. Lemos

- Name of Agency/Organization and Location: Leyte State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Prepares Cash Disbursement Journal
    - o Prepares Journal Entry Voucher
    - Maintains subsidiary ledgers of four Ched Supervise Institutions (External Campuses)
    - Consolidate all Cash Disbursement Journal and make a Summary of Account due to Officers and Employees.

ALICIA M. FLORES

(Signature over Printed Name of Employee/Applicant)

| -     |  |
|-------|--|
| Date: |  |
|       |  |