

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	FLORES		
FIRST NAME	ALICIA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MUAÑA		
3. DATE OF BIRTH (mm/dd/yyyy)	December 31, 1968	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Davao Oriental	If holder of dual citizenship, please indicate the details.	Philippines ▼
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	#1385 ZONE 4 House/Block/Lot No. Street BARANGAY GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	ZIP CODE	6521
7. HEIGHT (m)	5'4"	18. PERMANENT ADDRESS	#1385 ZONE 4 House/Block/Lot No. Street BARANGAY GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
8. WEIGHT (kg)	69 Kilos	ZIP CODE	6521
9. BLOOD TYPE	"B"	19. TELEPHONE NO.	NONE
10. GSIS ID NO.	68123101654	20. MOBILE NO.	09464928865
11. PAG-IBIG ID NO.	1700-0024-9451	21. E-MAIL ADDRESS (if any)	alicia.flores@vsu.edu.ph
12. PHILHEALTH NO.	13-000015661-3		
13. SSS NO.	06-1380134-0		
14. TIN NO.	142-747-847		
15. AGENCY EMPLOYEE NO.	V000216		

II. FAMILY BACKGROUND

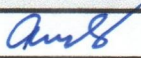
22. SPOUSE'S SURNAME	FLORES		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	GUILLERMO	JR.	JEFF STEVEN M. FLORES	8/23/1994
MIDDLE NAME	ABAPO		CHARLES M. FLORES	10/9/1997
OCCUPATION	Government Employee			
EMPLOYER/BUSINESS NAME	LEYTE PROVINCIAL JAIL			
BUSINESS ADDRESS	LEYTE SUB- PROVINCIAL JAIL, HILONGOS, LEYTE			
TELEPHONE NO.	(053)3363344			
24. FATHER'S SURNAME	MUAÑA			
FIRST NAME	FORTUNATO	SR		
MIDDLE NAME	BORJA			
25. MOTHER'S MAIDEN NAME				
SURNAME	MONTILLANO			
FIRST NAME	JOSEFINA			
MIDDLE NAME	PIAMONTE			

(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	GUADALUPE COMMUNITY SCHOOL	PRIMARY EDUCATION	1975	1981	Graduated	1981	Valedictorian
SECONDARY	VISCA EXPERIMENTAL RURAL HIGH SCHOOL (ERHS)	HIGH SCHOOL	1981	1985	Graduated	1985	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	FRANCISCAN COLLEGE OF IMMACULATE CONCEPTION (FCIC), BAYBAY, LEYTE	BS COMMERCE-ACCOUNTING	1987	1991	Graduated	1991	N/A
GRADUATE STUDIES	WESTERN LEYTE COLLEG (WLC), ORMO CITY	Ma.ED- MAJOR IN PUBLIC ADMINISTRATION	2000	2002	36 units		N/A

(Continue on separate sheet if necessary)


SIGNATURE		DATE	6/22/22
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27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMEN T	PLACE OF EXAMINATION / CONFERMEN T	LICENSE (if applicable)	
				NUMBER	Date of Validity*
CAREER SERVICE PROFESSIONAL	80.73%	Nov. 29, 1992	ORMOC CITY		

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

(Continue on separate sheet if necessary)

6/22/22

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			
	N/A					
(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			
	2021 Membership Conference of GFMIC with a Theme: "Financial Trends and Transformation in the New Normal"	11/18/2021	11/19/2021	16	Technical	Government Financial Management Innovators Circle, Inc.
	Webinar on "National GAD Planning and Budgeting: From Preparation to GAD Funds Audit"	10/07/2021	10/07/2021	4	Technical	Phillipine Commission on Women
	Awareness/Re-awareness Webinar on ISO 9001:2015	9/13/2021	9/13/2021	4	Technical	Visayas State University
	WEBINAR FOUNDATION COURSE ON INFORMATION SECURITY MANAGEMENT SYSTEM (ISMS)	9/14/2020	9/14/2020	8	Technical	AGF CONSULTING GROUP
	Seminar on the Revised Implementing Rules and Regulations (IRR) of the Republic Act 9184	3/20/2019	3/22/2019	24	Technical	GPPB TSO Recognized Trainer
	Seminar Workshop on Procurement: Rationalizing the Process and Impact to SUCs	3/5/2019	3/7/2019	24	Technical	PASUC-Phil. Association of State Universities and Colleges
	AGAP-Convention Seminar "Maginhawa, Matatag at Panatag na Buhay; Ambisyon Nating Tunay"	10/17/2018	10/20/2018	32	Technical	AGAP-Association of Government Accountants 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	2/22/2018	2/23/2018	16	Supervisory	Visayas State University
	Seminar on the Preparation of Project Procurement Management Plan and Annual Procurement Plan	11/14/2017	11/17/2017	32	Technical	SCCE Training Center
	Seminar/Workshop on the PHILIPPINE BIDDING DOCUMENTS	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- 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 University
	Seminar-Workshop on 5S & Records Management	2/18/2017	2/18/2017	8	Supervisory	Dr. Roberto C. Guarte/ Visayas State University
	OVPAP Strategic Planning Workshop	2/15/2017	2/16/2017	16	Supervisory	Dr. Lourdes B. Cano/ Visayas State University
	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	06 /07/2016	06/09/2016	24	Technical	Commission On Audit Region XI
	Training on RA 9184 or Government Procurement Reform Act (GPRA) with updates on APCPI abd OPPCIS	04/11/2016	04/12/2016	16	Technical	DEVELOPMENT ACADEMY OF THE PHILIPPINES (DAP)
	Change Management- Workshop	09/22/2015	09/24/2015	24	Supervisory	Civil Service Commission Region VIII
	ISO 9001:2008 Quality Management Systems Documentation Course	08/17/2015	08/18/2015	16	Supervisory	SGS Philippines, Inc.
	ISO 9001:2008 Quality Management Systems Internal Audit Course	08/19/2015	08/20/2015	16	Supervisory	SGS Philippines, Inc.
	Training Program- Unified Accounts Code Structure (UACS) Application	11/4/2014	11/6/2014	24	Technical	Department of Budget & Management/Visayas State University
	Philippine Government Electronic Procurement System (PhilGEPS) v1.1 Training for Buyers	09/3/2014	09/4/2014	16	Technical	Philippine Government Electronic Procurement System (PhilGEPS)
	GACPA:"Sustaining Public Trust through Accountability, Credibility and Transparency"	05/21/2014	05/24/2014	32	Technical	Government Association of Certified Public Accountants (GACPA)
	ICT Resource Acquisition Seminar (Project terms of Reference)	07/29/2013	08/2/2013	40	Technical	DOST/National Computer Institute
	Full Length Training on RA 9184 and its Revised IRR	07/22/2013	07/24/2013	24	Technical	Department of Budget & Management (DBM)/ Government Procurement Policy Board
	AGAP: "Accounting, Budgeting and Calculating Risks: Factors which Government Must Deal With"	10/24/2012	10/27/2012	32	Technical	ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHIL.(AGAP)
(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)		
	Bookkeeping	N/A		N/A		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	6/22/22	

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

☐ YES☒ NO

If YES, give details:

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

☐ YES☒ NO

If YES, give details:

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

☐ YES☒ NO

☐ YES☒ NO

If YES, please specify:

If YES, please specify ID No:

If YES, please specify ID No:

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

NAME	ADDRESS	TEL. NO.
REMBERTO A. PATINDOL	Visca, Baybay City, Leyte	9176341454
ROBERTO C. GUARTE	Visca, Baybay City, Leyte	9173108078
LOURDES B. CANO	Visca, Baybay City, Leyte	9176341502

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.

ALICIA M. FLORES
PHOTO

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

Government Issued ID: Agency ID (VSU)

GSIS ID No.: V000216

Date/Place of Issuance: 08/14/2019/ Visca Baybay City, Leyte

Signature (Sign inside the box)

June 22, 2022

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 29 JUN 2022, 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: **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)**
 - 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)**

- 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
- 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)
- Check, review, and sign administrative and financial documents
- 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
 - 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: _____