

CS Form No. 212
Revised 2017

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 () 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	VERGIS		
FIRST NAME	VALERIE	NAME EXTENSION (JR., SR) NONE	
MIDDLE NAME	YAMON		
3. DATE OF BIRTH (mm/dd/yyyy)	05/19/1992	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY LEYTE	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	1.56	17. RESIDENTIAL ADDRESS	R. MAGSAYSAY AVENUE
8. WEIGHT (kg)	60		House/Block/Lot No. Street
9. BLOOD TYPE	B+		POBLACION ZONE 16
10. GSIS ID NO.	CRN-021-1441-8106-2		Subdivision/Village Barangay
11. PAG-IBIG ID NO.	121102322549		BAYBAY CITY LEYTE
12. PHILHEALTH NO.	13-000110982-1		City/Municipality Province
13. SSS NO.	NONE	18. PERMANENT ADDRESS	466 30 DE DICIEMBRE STREET
14. TIN NO.	429-465-902-000		House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V00821		POBLACION ZONE 11
		19. TELEPHONE NO.	6521 PHILIPPINES
		20. MOBILE NO.	466 30 DE DICIEMBRE STREET
		21. E-MAIL ADDRESS (if any)	Subdivision/Village Barangay
			BAYBAY CITY LEYTE
			City/Municipality Province
			6521 PHILIPPINES

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	VERGIS	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ALBERT	THEO EZEKIEL Y. VERGIS	07/09/2021
MIDDLE NAME	MUAÑA		
OCCUPATION	FACULTY		
EMPLOYER/BUSINESS NAME	FRANCISCAN COLLEGE OF IMMACULATE CONCEPTION		
BUSINESS ADDRESS	FCIC, BAYBAY CITY, LEYTE		
TELEPHONE NO.	+63 9967114987		
24. FATHER'S SURNAME	YAMON		
FIRST NAME	VICENTICO (DECEASED)		
MIDDLE NAME	BALTAZAR		
25. MOTHER'S MAIDEN NAME			
SURNAME	VALENZONA		
FIRST NAME	VIOLETA		
MIDDLE NAME	ARDIENTE		

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	BAYBAY II SOUTH CENTRAL SCHOOL	PRIMARY EDUCATION	2000	2004	N/A	2004	Diploma
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	HIGH SCHOOL	2004	2008	N/A	2008	Diploma
VOCATIONAL / TRADE COURSE	NONE	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS in Agribusiness	2008	2012	N/A	2012	Diploma
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master of Management in Agribusiness Management	2014	present	40 units earned	N/A	N/A
	THE COLLEGE OF MAASIN	Master in Public Administration	2024	present	0 units earned	N/A	N/A

SIGNATURE

DATE

07/08/2024

IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable) *	
					NUMBER	Date of Validity
	Civil Service Eligibility (Professional Level)	83%	05/03/2015	Tacloban City	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

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

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/12/2024
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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		
Singles for Christ - Immaculate Conception Parish	04 / 27 / 2014	05 / 26 / 2016	n/a	Facilitator / Household Leader
Singles for Christ - Immaculate Conception Parish	08 / 01 / 2009	04 / 26 / 2014	n/a	Member / Assisting, participating organization activity
Commission on Youth- Immaculate Conception Parish	05 / 01 / 2011	05 / 31 / 2013	n/a	President/ Planning, Leading, Organizing, Controlling
Youth Catechist Leader- Immaculate Conception Parish	01 / 01 / 2013	05 / 31 / 2013	n/a	President/ Planning, Leading, Organizing, Controlling
Commission on Youth- Immaculate Conception Parish	01 / 01 / 2008	04 / 31 / 2011	n/a	Treasurer
Couples for Christ - Immaculate Conception Parish	11 / 01 / 2021	present	n/a	Member / Assisting, participating organization activity
Kabalikat Civicom - 938 Station, Baybay Chapter	06 / 01 / 2018	present	n/a	Member / Assisting, participating organization activity

(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			
AGAP Convention-Seminar "Inclusive and Innovative Finance: What Finance Managers Need to Know"	10/18/2023	10/21/2023	32	Soft skills development	SMX Convention Center, Bacolod City
Accounting for Non-Accountants	09/11/2023	09/14/2023	32	Technical skills development	Training Center, COA RO No. VIII, Candahug, Palo Leyte
GPPB Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016 for VSU	08/22/2023	08/24/2023	24	Technical skills development	PhilRootcrops Training Hall, VSU
Laws and Rules on Government Expenditures	10/25/2022	10/28/2022	32	Onboarding	Mini-Theater, COA RO No. VIII, Candahug, Palo Leyte
ISO 9001:2015 Awareness/Re-awareness Seminar	08/30/2022	08/31/2022	16	Quality Training	RDE Hall, VSU
Webinar on the Guidelines on Gender-Based Sexual Harassment in Higher Education Institutions	08/03/2022	08/03/2022	4	Safety Training	Webinar thru Zoom
Hands-only Cardiopulmonary Resuscitaton	07/21/2022	07/22/2022	16	Safety Training	VSU Gymnasium
Webinar on Revenue Issuances in relation to Income Tax Filing	03/11/2021	03/11/2021	8	Onboarding	Webinar thru Zoom with BIR Ormoc Branch
Webinar "RA 11313 Safe Spaces Act"	12/10/2020	12/10/2020	8	Safety Training	Webinar thru Zoom
Webinar ISO 9001-2015 Awareness/Re-awareness	11/27/2020	11/27/2020	8	Quality Training	Webinar thru Zoom
Strategic Planning Workshop- Finance Management Office	22/07/2020	24/07/2022	24	Soft skills development	OVPAF, VSU
Training on Geographic Information System using QGIS	06/06/2016	06/08/2016	24	Technical skills development	DCST, VSU
Seminar-Workshop on Research, Development and Extension (RDE) Proposal Preparation	02/12/2015	02/13/2015	16	Technical skills development	RERC- CoE, VSU
Outcomes-Based Education (OBE) Workshop	01/22/2015	01/23/2015	16	Technical skills development	College of Engineering, VSU
Re-orientation Seminar on Customer Service, Work Values and Anti-Red Tape Law	09/10/2014	09/10/2014	8	Onboarding	G/F CCE Bldg, VSU
Research, Development & Extension In-House Review	06/03/2014	06/04/2014	16	Technical skills development	College of Engineering, VSU
1st Young Professionals' Congress	02/08/2013	04/08/2013	3days	Soft skills development	Bato Leyte (Parish)
Facilitator's Workshop and Training	04/ /2013	04/ /2013	8	Soft skills development	Saint Joseph College, Maasin City
Leadership Training	02/ /2012	02/ /2012	2days	Soft skills development	Baybay City, Leyte

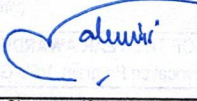
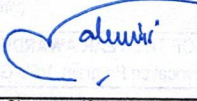
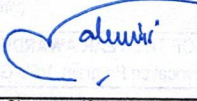
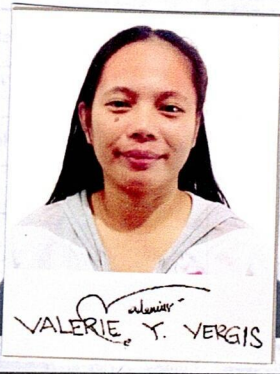
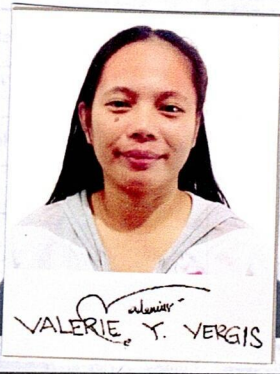
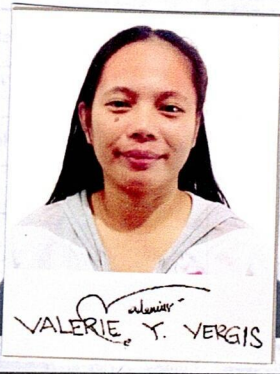






(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Computer Literate on MS Office Programs	MODEL CLERK OF THE YEAR AWARDEE given at 99th VSU founding Anniversary Convocation Program, VSU Gymnasium on 27 April 2023	Leyte State University Administrative Personnel Association (LSU-AdPA)
Basic Sales, Marketing, and Accounting Skills	LOYALTY AWARD recognition of ten (10) years of continuous and dedicated service to VSU (August 2, 2013-August 1, 2023) given at RDE Hall, VSU on September 29, 2023.	Visayas State University Graduate School
Energetic Performer, Quick Study, Positive Attitude	n/a	Visayas State University Alumni (College)
Dancing	n/a	Visayas State University Alumni (High School)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/08/2024
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ N/A												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: N/A <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ Date Filed: _____ N/A Status of Case/s: _____ N/A												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: N/A												
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?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: _____ finished contract as research assistant												
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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ N/A <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ N/A												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____ N/A												
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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ N/A <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ N/A <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ N/A												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table border="1"><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Prof. Nilda T. Amestoso</td><td>VSU, Visca Baybay City</td><td>335-2654</td></tr><tr><td>Prof. Arthur It. Tambong</td><td>VSU, Visca Baybay City</td><td>335-2624</td></tr><tr><td>Rev. Fr. Stanley B. Mepico</td><td>Diocese of Maasin, Southern Leyte</td><td>563-9075</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	Prof. Nilda T. Amestoso	VSU, Visca Baybay City	335-2654	Prof. Arthur It. Tambong	VSU, Visca Baybay City	335-2624	Rev. Fr. Stanley B. Mepico	Diocese of Maasin, Southern Leyte	563-9075
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Rev. Fr. Stanley B. Mepico	Diocese of Maasin, Southern Leyte	563-9075											
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.													
<table border="1"><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: GSIS UMID</td></tr><tr><td>ID/License/Passport No.: CRN-021-1441-8106-2</td></tr><tr><td>Date/Place of Issuance: Maasin City</td></tr></table>	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: GSIS UMID	ID/License/Passport No.: CRN-021-1441-8106-2	Date/Place of Issuance: Maasin City	<table border="1"><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>Date Accomplished 07/08/2024</td></tr></table>		Signature (Sign inside the box)	Date Accomplished 07/08/2024					
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Right Thumbmark													
SUBSCRIBED AND SWORN to before me this 10 JUL 2024 , affiant exhibiting his/her validly issued government ID as indicated above.													
<table border="1"><tr><td></td></tr><tr><td>Person Administering Oath</td></tr></table>			Person Administering Oath										
													
Person Administering Oath													

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: March 01, 2024 - present
 - Position: **Administrative Aide VI (Pre-auditor of Financial Documents)**
 - Name of Office/Unit: Accounting Office
 - Immediate Supervisor: Mr. Nick Freddy R. Bello
 - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Digitalized Financial Document Index using google drive sheets (Travel Indexes)
 - Summary of Actual Duties
 - Review and process payrolls, remittances and other Personal Services (PS) as to validity, accuracy and completeness of supporting documents; Implement and maintain standard operating procedures for transaction processing;
 - Maintain indexing of travel and petty cash advances, reimbursements, replenishments and liquidations;
 - Respond to queries and performs other related functions
 - Other task: Project Procurement Management Plan (PPMP) and Purchase Request (PR) in-charge from March 2023 to present.
-
- Duration: March 16, 2022 - February 29, 2024
 - Position: **Administrative Aide VI** (January 3, 2023 - present) (**Posting of Payroll In-charge**) / **Administrative Aide IV** (March 16, 2022 - January 2, 2023) (**Posting of Payroll In-charge**)
 - Name of Office/Unit: Accounting Office
 - Immediate Supervisor: Mr. Nick Freddy R. Bello
 - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Computed and systematized Withholding tax of each employee
 - Computed and systematized liabilities of scholars who pursued MS/Doctorate degree reinstated but not yet graduated
 - Summary of Actual Duties
 - Responsible for the posting of salaries, honorarium, representation and transportation allowances (RATA) and other financial transactions of each employee, journalizing accounting entry in financial documents (e.g. vouchers and payrolls), updating/controlling the employees' records (i.e. loans, salary increases, etc.), preparing the Report on Salaries and Allowances Received (ROSA) to be submitted to Commission on Audit (CoA), responds to queries and performs other related functions.
 - Other task: Project Procurement Management Plan (PPMP) and Purchase Request (PR) in-charge from March 2023 to present.

- Duration: November 1, 2018 - March 15, 2022
- Position: **Administrative Aide IV (Remittance In-Charge)**
- Name of Office/Unit: Accounting Office
- Immediate Supervisor: Mr. Nick Freddy R. Bello
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Created a masterlist of all remittances with official receipts
- Summary of Actual Duties
 - Responsible for the preparation of remittances in GSIS, Philhealth, Pagibig, BIR and other deductions in the monthly payroll, journalizing accounting entry in the remittance vouchers, preparing the BIR monthly, quarterly and annual reports, and recording/monitoring the different remittances, respond to queries and performs other related functions.

- Duration: July 1, 2022 - present
- Position: **Bookkeeper**
- Name of Office/Unit: Leyte State University Administrative Personnel Association (LSU-AdPA)
- Immediate Supervisor: Ms. Connel D. Antipaso
- Name of Agency/Organization and Location: LSU-AdPA, Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible for the preparation of financial reports, journalizing, recording and controlling of financial matters and disbursing of payable financial assistance (loan) and other benefits in the association, respond to queries and performs other related functions.

- Duration: June 2016 - October 30, 2018 / November 1, 2022 - present
- Position: **deputy Documents and Records Controller**
- Name of Office/Unit: Department of Agricultural Engineering / Office of the Head of Accounting
- Immediate Supervisor: Prof. Arthur It. Tambong / Mr. Nick Freddy R. Bello
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Assisted in creating the procedure manuals and innovation in the office
- Summary of Actual Duties
 - Responsible for controlling, monitoring and recording of all documents in our office and preparing a report for ISO 9001:2015 related matters to be submitted to the University Documents and Records Controller (UDRC), respond to queries and performs other related functions.

- Duration: August 1, 2013 - October 30, 2018
- Position: **Administrative Aide III**
- Name of Office/Unit: Department of Agricultural Engineering
- Immediate Supervisor: Prof. Arthur It. Tambong
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible for performing administrative tasks e.g. preparation of workloads, preparation of minutes of meetings, monitoring of trainings conducted, respond to queries and performs other related functions


VALERIE Y. VERGIS
(Signature over Printed Name
of Employee/Applicant)
Date: July 08, 2024