

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	Alba		
FIRST NAME	Doreen	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Bartolini		
3. DATE OF BIRTH (mm/dd/yyyy)	10/08/1985	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: Philippines
4. PLACE OF BIRTH	Baybay City, 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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Zone 6 House/Block/Lot No. Street Guadalupe (Utod) Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.52	ZIP CODE	6521
8. WEIGHT (kg)	60.00		
9. BLOOD TYPE	AB+	18. PERMANENT ADDRESS	Zone 6 House/Block/Lot No. Street Guadalupe (Utod) Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	0211694144	ZIP CODE	6521
11. PAG-IBIG ID NO.	1211904690		
12. PHILHEALTH NO.	1302515464		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	4666255250	20. MOBILE NO.	928-366-4408
15. AGENCY EMPLOYEE NO.	V00947	21. E-MAIL ADDRESS (if any)	doreen.alba@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	Alba			
FIRST NAME	Arturo	NAME EXTENSION (JR., SR) Sr.		
MIDDLE NAME	Esguerra			
25. MOTHER'S MAIDEN NAME	Herminia Pabroquez Bartolini			
SURNAME	Alba			
FIRST NAME	Herminia			
MIDDLE NAME	Bartolini		(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 Elementary School	Elementary	1992	1998		1998	N/A
SECONDARY	Baybay National High School	High School	1998	2002		2002	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Hotel and Restaurant Management	2002	2009		2009	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY (MAIN CAMPUS)	Master in Business Management	2019		36		N/A

(Continue on separate sheet if necessary)

SIGNATURE	DATE	01/09/2025
-----------	------	------------

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 Examination Professional Level	80.04	03/17/2019	Ormoc City	N/A	N/A
	Civil Service SubProfessional Eligibility	80.32	04/06/2014	Tacloban City	N/A	N/A

(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.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format"00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
01/01/2024	PRESENT	Administrative Aide VI	Visayas State University	18,255.00	6-1	Permanent	Y
08/01/2023		Administrative Aide VI	Visayas State University	17,553.00	6-1	Permanent	Y
08/01/2023		Administrative Aide VI	Visayas State University	17,553.00	6-1	Permanent	Y
01/01/2023		Administrative Aide III	Visayas State University	15,586.00	4-1	Permanent	Y
01/01/2022		Administrative Aide IV	Visayas State University	14,993.00	4-1	Permanent	Y
08/02/2021		Administrative Aide IV	Visayas State University	14,400.00	4-1	Permanent	Y
01/01/2021		Administrative Aide III	Visayas State University	13,888.00	3-4	Permanent	Y
01/01/2021		Administrative Aide III	Visayas State University	13,677.00	3-2	Permanent	Y
01/03/2020		Administrative Aide III	Visayas State University	13,119.00	3-2	Permanent	Y
01/03/2020		Administrative Aide III	Visayas State University	13,119.00	3-2	Permanent	Y
01/01/2020		Administrative Aide III	Visayas State University	13,019.00	3-1	Permanent	Y
01/01/2019	12/31/2019	Administrative Aide III	Visayas State University	12,466.00	3-1	Permanent	Y
01/01/2018	12/31/2018	Administrative Aide III	Visayas State University	11,914.00	3-1	Permanent	Y
01/03/2017	12/31/2017	Administrative Aide III	Visayas State University	10,883.00	3-1	Permanent	Y
01/03/2017		Administrative Aide III	Visayas State University	11,387.00	3-1	Permanent	Y
11/01/2011	11/30/2012	CUSTOMER SERVICE ASSOCIATES (CSA)	GIORDANO ORIGINAL(S) PTE. LTD. - SINGAPORE	25,000.00	-	Contractual	N
10/20/2008	04/20/2009	RESTAURANT SERVICE STAFF	SELETAR COUNTRY CLUB - SINGAPORE (ON-THE-JOB TRAINING)	15,000.00	-	Contractual	N

(Continue on separate sheet if necessary)

SIGNATURE

DATE

01/09/2025

Attachment A.1

[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		
	N/A	N/A	N/A	N/A	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			
	Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulation Act of 2016	11/26/2024	11/28/2024	24	Technical	DBM RO8 with VSU
	Public Financial Management Workshop 2024 (In-House)	09/18/2024	09/20/2024	24	Technical	Department of Budget and Management Regional Office VIII
	Seminar Workshop on Basic Records and Archives Management (BRAM)	07/30/2024	07/31/2024	16	Technical	National Archives of the Philippines (NAP)
	From Policy to Practice: EODB, DPA of 2012, and PIA Reorientation for Visayas State University (VSU) Personnel	07/29/2024	07/29/2024	8	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Insurance Orientation for Property and Budget Officers/ Administrator	07/26/2024	07/26/2024	4	Technical	GSIS Maasin
	BASIC LIFE SUPPORT AND FIRST AID TRAINING	05/22/2024	05/24/2024	24	Technical	DOH (So.Leyte) and Visayas State University (USHER)
	Digital Transformation in the Government: "Navigating to the New Frontier"	05/07/2024	05/10/2024	32	Supervisory	Government Financial Management Innovators Circle (GFMIC), Inc.
	Financial Transactions Forum	03/20/2024	03/20/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	"Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)"	02/23/2024	02/23/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Design Thinking Workshop	12/13/2023	12/14/2023	16	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	HRIS Software Onboarding	12/06/2023	12/06/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University	11/29/2023	11/29/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	ISO 9001:2015 Awareness & Re-awareness Webinar	08/29/2023	08/29/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	One-Time Cleansing of Property, Plant and Equipment Account Balances of Government Agencies (COA Circular No. 2020-006 dated January 31, 2020)	07/27/2023	07/28/2023	16	Supervisory	Government Financial Management Innovators Circle (GFMIC), Inc.
	Philippine Procurement Systems & Updates and Property Appraisal & Disposal in Government	06/28/2023	06/30/2023	24	Supervisory	Government Financial Management Innovators Circle (GFMIC), Inc.
	Personality Development and Developing Customer Satisfaction	06/13/2023	06/16/2023	32	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
	ISO 9001:2015 Awareness/Re-awareness Seminar	08/30/2022	08/31/2022	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "

PLEASE SEE ATTACHMENT A

(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)
	Entertainment		N/A		Visayas State University Administrative Personnel Association
	Driving two/four wheels vehicles				
	Design using Adobe Photoshop				
	Capacity to be adaptable in a work environment and collaborate with others				
	- Basic computer literacy skills - Time Management skills - Positive and can work independently				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	01/09/2025
-----------	--	------	------------

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:

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.
Lourdes B. Cano	Brgy. San Isidro, Baybay Ctiy, Leyte	09176341502
Alicia M. Flores	VSU - Budget Office, Visca, Baybay City, Leyte	09464928865
Ivy Ann F. Mojado	DPWH, Hipusngo, Baybay City, Leyte	09176285108

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.

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

Government Issued ID: VSU ID

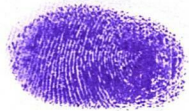
ID/License/Passport No.: V00947

Date/Place of Issuance: 04/29/2024 / VSU, Baybay City, Leyte

Signature (Sign inside the box)

01/09/2025

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 10 JAN 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABIGAIL S. MONTERON

Person Administering Oath

Right Thumbmark

CS FORM 212 (Revised 2017), Page 4 of 4

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: August 1, 2023 – December 31, 2024
 - Position: Administrative Aide VI
 - Name of Office/Unit: Supply and Property Office (SPO)
 - Immediate Supervisor: Vivian V. Balbarino
 - Name of Agency/Organization and Location: Visayas State University (VSU)

 - List of Accomplishments and Contributions (if any)

 - Summary of Actual Duties
 - Handles all the Property Acknowledgment Receipt (PAR) and Inventory Custodian Slip (ICS) of all faculty and staff of the university.
 - Updates and maintains the Property Card.
 - Act as Disposal Secretary, assists the inspection and disposal of VSU unserviceable properties and disposal or sale of death animals owned by the university.
 - BAC Secretariat, responsible for the preparation and printing of all Purchase Orders awarded by the Bids and Awards Committee (BAC) – Public Bidding.
 - Designated as the Property Custodian of Culture and the Arts Center (CAC).
 - Designated as Deputy Document Record Controller (aDRC), prepares all the documents related to ISO and other relevant documents in the office.
 - Assigned as Inspector for all delivered Office Equipment and Supplies.
-
- Duration: August 2, 2021 – July 31, 2023
 - Position: Administrative Aide IV
 - Name of Office/Unit: Supply and Property Office (SPO)
 - Immediate Supervisor: Alicia M. Flores
 - Name of Agency/Organization and Location: Visayas State University (VSU)

 - List of Accomplishments and Contributions (if any)

 - Summary of Actual Duties
 - Handles all the Property Acknowledgment Receipt (PAR) and Inventory Custodian Slip (ICS) of all faculty and staff of the university.

- Updates and maintains the Property Card.
- Manages and supervise the over-all operation of Warehouse 1 (SME's Bodega).
- Conducts physical inventory and tagging of all equipment.
- Act as Disposal Secretary, assists the inspection and disposal of VSU unserviceable properties and disposal or sale of death animals owned by the university.
- BAC Secretariat, responsible for the preparation and printing of all Purchase Orders awarded by the Bids and Awards Committee (BAC) – Public Bidding.
- Designated as the Property Custodian of Culture and the Arts Center (CAC).
- Designated as Deputy Document Record Controller (aDRC), prepares all the documents related to ISO and other relevant documents in the office.

- Duration: January 3, 2017– August 1, 2021
- Position: Administrative Aide III
- Name of Office/Unit: Property Management Office
- Immediate Supervisor: Alicia M. Flores
- Name of Agency/Organization and Location: Visayas State University (VSU)
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Prepares and prints supporting documents for Procurement of S/M/E for sealed canvass: Purchase Order (PO); Budget Utilization Request and Status (BURS) / Obligation Request and Status (ORS).
 - Prepares and prints Voucher and other supporting documents for alternative Method of Procurement: Acknowledgement Receipt; Disbursement Voucher; 2307 & 2306.
 - Evaluate specifications of items in the Purchase Request of different offices/departments/centers.
 - Perform other related tasks as may be assigned from time to time (e.g. Purchase Requests, Trip Tickets, and other related documents needed by higher offices.


DOREEN B. ALBA

(Signature over Printed Name
of Employee/Applicant)

Date: 1/4/25