

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                    | ASALDO  |   |  |
| FIRST NAME                    | HAZELLE   | NAME EXTENSION (JR., SR) N/A                                |  |
| MIDDLE NAME                   | VILLA   |   |  |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 04/03/1974  | 16. CITIZENSHIP   | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country:<br>Philippines |
| 4. PLACE OF BIRTH             | DUMAGUETE CITY  | If holder of dual citizenship, please indicate the details. |  |
| 5. SEX                        | <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female  |   |  |
| 6 CIVIL STATUS                | <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married<br><input type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input type="checkbox"/> Other/s: |   |  |
| 7. HEIGHT (m)                 | 1.55 m  | 17. RESIDENTIAL ADDRESS                                     | ACERO APARTMENT VELOSO<br>House/Block/Lot No. Street<br>N/A SAN ROQUE<br>Subdivision/Village Barangay<br>SOGOD SOUTHERN LEYTE<br>City/Municipality Province  |
| 8. WEIGHT (kg)                | 75 kg   | ZIP CODE  | 6606   |
| 9. BLOOD TYPE                 | Type "O"  | 18. PERMANENT ADDRESS                                       | N/A MAGSAYSAY<br>House/Block/Lot No. Street<br>N/A POBLACION<br>Subdivision/Village Barangay<br>ZAMBOANGUITA NEGROS ORIENTAL<br>City/Municipality Province   |
| 10. GSIS ID NO.               | 74040300973 2000230269  | ZIP CODE  | 6218   |
| 11. PAG-IBIG ID NO.           | 170000285377  | 19. TELEPHONE NO.   | N/A  |
| 12. PHILHEALTH NO.            | 13-000055568-2  | 20. MOBILE NO.  | 09173485766  |
| 13. SSS NO.                   | N/A   | 21. E-MAIL ADDRESS (if any)                                 | hazevilla3@gmail.com   |
| 14. TIN NO.                   | 932-529-910   |   |  |
| 15. AGENCY EMPLOYEE NO.       | 197   |   |  |

|                          |         |                             |   |                            |
|--------------------------|---------|-----------------------------|---|----------------------------|
| II. FAMILY BACKGROUND    |         |                             |   |                            |
| 22. SPOUSE'S SURNAME     | ASALDO  |                             | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | CESAR   | NAME EXTENSION (JR., SR) NA | CEZ AUBREY VILLA                                    | 01/14/1999                 |
| MIDDLE NAME              | DANIEL  |                             | DANIELLE VILLA ASALDO                               | 04/20/2000                 |
| OCCUPATION               | N/A     |                             | YMARI NICOLE VILLA ASALDO                           | 8/27/ 2005                 |
| EMPLOYER/BUSINESS NAME   | N/A     |                             | CHARLIZE AIDEN VILLA ASALDO                         | 04/10/2015                 |
| BUSINESS ADDRESS         | N/A     |                             | N/A   |                            |
| TELEPHONE NO.            | N/A     |                             |   |                            |
| 24. FATHER'S SURNAME     | VILLA   |                             |   |                            |
| FIRST NAME               | FLORITO | NAME EXTENSION (JR., SR) NA |   |                            |
| MIDDLE NAME              | REYES   |                             |   |                            |
| 25. MOTHER'S MAIDEN NAME |         |                             |   |                            |
| SURNAME                  | BANGAY  |                             |   |                            |
| FIRST NAME               | AIDA    |                             |   |                            |
| MIDDLE NAME              | TROPA   |                             | (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                                | SAN AGUSTIN ELEMENTARY SCHOOL          | PRIMARY EDUCATION                             | 1981                 | 1987 | GRADUATED                                      | 1987           | THIRD HONORS                          |
| SECONDARY                                 | ST. LOUIS SCHOOL-DON BOSCO             | HIGH SCHOOL                                   | 1987                 | 1991 | GRADUATED                                      | 1991           | MERIT AWARDEE                         |
| VOCATIONAL / TRADE COURSE                 | N/A                                    | N/A   | N/A                  | N/A  | N/A  | N/A            | N/A                                   |
| COLLEGE                                   | SILLIMAN UNIVERSITY                    | BACHELOR OF SCIENCE MAJOR IN BIOLOGY          | 1991                 | 1996 | GRADUATED                                      | 1996           | N/A                                   |
| GRADUATE STUDIES                          | DEVELOPMENT ACADEMY OF THE PHILIPPINES | MASTER IN DEVELOPMENT MANAGEMENT              | 2019                 | 2020 | GRADUATED                                      | 2020           | N/A                                   |
| (Continue on separate sheet if necessary) |  |   |                      |      |  |                |                                       |
| SIGNATURE                                 |  |   | DATE                 |      | APRIL 30, 2024                                 |                |                                       |

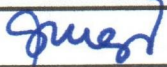


| IV. CIVIL SERVICE ELIGIBILITY  |                           |                                  |                                   |                         |                  |
|--|---------------------------|----------------------------------|-----------------------------------|-------------------------|------------------|
| 27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE | RATING<br>(If Applicable) | DATE OF EXAMINATION / CONFERMENT | PLACE OF EXAMINATION / CONFERMENT | LICENSE (if applicable) |                  |
|  |                           |                                  |                                   | NUMBER                  | Date of Validity |
| CAREER SERVICE PROFESSIONAL  | 83.24%                    | 11/28/2000                       | CEBU CITY, PHILIPPINES            |                         |                  |
|  |                           |                                  |                                   |                         |                  |
|  |                           |                                  |                                   |                         |                  |
|  |                           |                                  |                                   |                         |                  |
|  |                           |                                  |                                   |                         |                  |
|  |                           |                                  |                                   |                         |                  |
|  |                           |                                  |                                   |                         |                  |

(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<br>(mm/dd/yyyy)  |            | POSITION TITLE<br>(Write in full/Do not abbreviate) | DEPARTMENT / AGENCY / OFFICE / COMPANY<br>(Write in full/Do not abbreviate) | MONTHLY SALARY | SALARY/ JOB/ PAY GRADE (if applicable)& STEP<br>(Format "00-0")/ INCREMENT | STATUS OF APPOINTMENT | GOVT SERVICE (Y/ N) |
| From   | To         |   |   |                |  |                       |                     |
| 01/01/2023   | 04/30/2024 | ADMINISTRATIVE OFFICER V                            | SOUTHERN LEYTE STATE UNIVERSITY   | 48,253.00      | 18-4   | PERMANENT             | YES                 |
| 01/01/2023   | -          | ADMINISTRATIVE OFFICER V                            | SOUTHERN LEYTE STATE UNIVERSITY   | 46,731.00      | 18-4   | PERMANENT             | YES                 |
| 01/01/2022   | 12/31/2022 | ADMINISTRATIVE OFFICER V                            | SOUTHERN LEYTE STATE UNIVERSITY   | 46,216.00      | 18-3   | PERMANENT             | YES                 |
| 01/01/2021   | 12/31/2021 | ADMINISTRATIVE OFFICER V                            | SOUTHERN LEYTE STATE UNIVERSITY   | 44,694.00      | 18-3   | PERMANENT             | YES                 |
| 01/01/2020   | 12/31/2020 | ADMINISTRATIVE OFFICER V                            | SOUTHERN LEYTE STATE UNIVERSITY   | 43,172.00      | 18-3   | PERMANENT             | YES                 |
| 01/01/2020   | -          | ADMINISTRATIVE OFFICER V                            | SOUTHERN LEYTE STATE UNIVERSITY   | 41,650.00      | 18-3   | PERMANENT             | YES                 |
| 01/01/2019   | 12/31/2019 | ADMINISTRATIVE OFFICER V                            | SOUTHERN LEYTE STATE UNIVERSITY   | 41,140.00      | 18-2   | PERMANENT             | YES                 |
| 01/01/2018   | 12/31/2018 | ADMINISTRATIVE OFFICER V                            | SOUTHERN LEYTE STATE UNIVERSITY   | 38,543.00      | 18-2   | PERMANENT             | YES                 |
| 01/01/2017   | 12/31/2017 | ADMINISTRATIVE OFFICER V                            | SOUTHERN LEYTE STATE UNIVERSITY   | 36,111.00      | 18-2   | PERMANENT             | YES                 |
| 01/01/2016   | 12/31/2016 | ADMINISTRATIVE OFFICER V                            | SOUTHERN LEYTE STATE UNIVERSITY   | 33,452.00      | 18-1   | PERMANENT             | YES                 |
| 01/01/2014   | 12/31/2015 | ADMINISTRATIVE OFFICER V                            | SOUTHERN LEYTE STATE UNIVERSITY   | 31,351.00      | 18-1   | PERMANENT             | YES                 |
| 02/01/2013   | 12/31/2013 | ADMINISTRATIVE ASSISTANT II                         | SOUTHERN LEYTE STATE UNIVERSITY   | 15,081.00      | 08-2   | PERMANENT             | YES                 |
| 06/01/2012   | 01/31/2013 | ADMINISTRATIVE ASSISTANT II                         | SOUTHERN LEYTE STATE UNIVERSITY   | 14,931.00      | 08-2   | PERMANENT             | YES                 |
| 06/01/2011   | 05/31/2012 | ADMINISTRATIVE ASSISTANT II                         | SOUTHERN LEYTE STATE UNIVERSITY   | 13,833.00      | 08-1   | PERMANENT             | YES                 |
| 06/24/2010   | 05/31/2011 | ADMINISTRATIVE ASSISTANT II                         | SOUTHERN LEYTE STATE UNIVERSITY   | 12,735.00      | 08-1   | PERMANENT             | YES                 |
| 02/01/2010   | 06/23/2010 | ADMINISTRATIVE ASSISTANT II                         | SOUTHERN LEYTE STATE UNIVERSITY   | 11,636.00      | 08-1   | PERMANENT             | YES                 |
| 07/01/2009   | 01/31/2010 | ADMINISTRATIVE AIDE VI                              | SOUTHERN LEYTE STATE UNIVERSITY   | 10,338.00      | 06-1   | PERMANENT             | YES                 |
| 06/06/2009   | 06/30/2009 | ADMINISTRATIVE AIDE VI                              | SOUTHERN LEYTE STATE UNIVERSITY   | 9,434.00       | 06-1   | PERMANENT             | YES                 |
| 07/01/2008   | 06/05/2009 | ADMINISTRATIVE AIDE VI                              | SOUTHERN LEYTE STATE UNIVERSITY   | 9,204.00       | 06-1   | PERMANENT             | YES                 |
| 07/01/2007   | 06/30/2008 | ADMINISTRATIVE AIDE VI                              | SOUTHERN LEYTE STATE UNIVERSITY   | 8,367.00       | 06-1   | PERMANENT             | YES                 |
| 06/06/2006   | 06/30/2007 | ADMINISTRATIVE AIDE VI                              | SOUTHERN LEYTE STATE UNIVERSITY   | 7,606.00       | 06-1   | PERMANENT             | YES                 |
| 11/16/2003   | 06/05/2006 | CLERK I   | SOUTHERN LEYTE STATE COLLEGE OF SCIENCE AND TECHNOLOGY                      | 6,039.00       | 03-1   | PERMANENT             | YES                 |
| 10/01/2003   | 11/15/2003 | CLERK I   | SOUTHERN LEYTE STATE COLLEGE OF SCIENCE AND TECHNOLOGY                      | 6,039.00       | 03-1   | CASUAL                | YES                 |
|  |            |   |   |                |  |                       |                     |
|  |            |   |   |                |  |                       |                     |
|  |            |   |   |                |  |                       |                     |
|  |            |   |   |                |  |                       |                     |
|  |            |   |   |                |  |                       |                     |
|  |            |   |   |                |  |                       |                     |

(Continue on separate sheet if necessary)

|           |   |      |                |
|-----------|---|------|----------------|
| SIGNATURE |  | DATE | APRIL 30, 2024 |
|-----------|---|------|----------------|



| 29. | NAME & ADDRESS OF ORGANIZATION<br>(Write in full) | INCLUSIVE DATES<br>(mm/dd/yyyy) |     | NUMBER<br>OF<br>HOURS | POSITION / NATURE OF WORK |
|-----|---|---------------------------------|-----|-----------------------|---------------------------|
|     |   | From                            | To  |                       |                           |
|     | NONE  | N/A                             | N/A | N/A                   | N/A                       |
|     |   |                                 |     |                       |                           |

#### VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

|     |  |   |    |                 |   |  |
|-----|--|---|----|-----------------|---|--|
| 30. | TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS<br>(Write in full) | INCLUSIVE DATES OF ATTENDANCE<br>(mm/dd/yyyy) |    | NUMBER OF HOURS | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full) |
|     |  | From  | To |                 |   |  |

(Continue on separate sheet if necessary)

|  |   |  |
|--|---|--|
|  | NON-ACADEMIC DISTINCTIONS / RECOGNITION | MEMBERSHIP IN ASSOCIATION/ORGANIZATION |
|--|---|--|

(Continue on separate sheet if necessary)

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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,<br>a. within the third degree?<br>b. within the fourth degree (for Local Government Unit - Career Employees)? | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details: _____  |
| 35. a. Have you ever been found guilty of any administrative offense?<br><br>b. Have you been criminally charged before any court?   | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details: _____<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details: _____<br>Date Filed: _____<br>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?   | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>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?  | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>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)?<br><br>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<br>If YES, give details: _____<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details: _____   |
| 39. Have you acquired the status of an immigrant or permanent resident of another country?   | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>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:<br>a. Are you a member of any indigenous group?<br>b. Are you a person with disability?<br>c. Are you a solo parent?  | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, please specify: _____<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, please specify ID No: _____<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, please specify ID No: _____ |

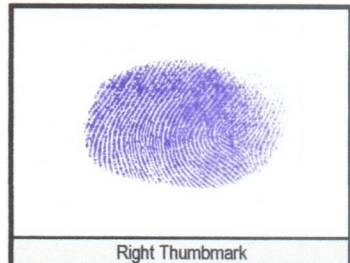
|  |                   |             |
|--|-------------------|-------------|
| 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)   |                   |             |
| NAME   | ADDRESS           | TEL. NO.    |
| NASREEN LOVE JOY BALAJADIA   | DOF, Metro Manila | 09175075085 |
| SUSANA B. CENIZA   | SLSU, Sogod       | 09267129077 |
| JEAN REDI BRIONES  | DILG, Ormoc City  | 09178519388 |
| 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. |                   |             |



PHOTO

|   |                         |
|---|-------------------------|
| Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)<br>PLEASE INDICATE ID Number and Date of Issuance |                         |
| Government Issued ID:   | Philippine Passport     |
| ID/License/Passport No.:  | P1111966B               |
| Date/Place of Issuance:   | MARCH 2019/DFA TACLOBAN |

|                                 |  |
|---------------------------------|--|
|                                 |  |
| Signature (Sign inside the box) |  |
| April 30, 2024                  |  |
| Date Accomplished               |  |



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 30 APR 2024, affiant exhibiting his/her validly issued government ID as indicated above.

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Series of 24

|  |  |
|--|--|
| ATTY. MAE ANGELENE T. SALVA-ALARAS<br>NOTARY PUBLIC<br>RTC 39-NC No. 007-2023, Until Dec. 31, 2024<br>Roll of Attorneys No. 27213<br>IBP No. 426811, January 28, 2024 - Pasig City<br>PTR No. 9989512, January 31, 2024 - Pasig City<br>MCLE Exemption No. Admitted to the Bar, April 4, 2023<br>Bontoc, Southern Leyte, Philippines |  |
|--|--|



## 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: 1/1/2014 – Present
- Position: **Administrative Officer V (Records Officer III)**
- Name of Office/Unit: Records Management Unit
- Immediate Supervisor: Dr. Dewoowoogen P. Baclayon, VPAF/Assistant Executive Officer
- Name of Agency/Organization and Location: Southern Leyte State University, Main Campus, Sogod, Southern Leyte

- List of Accomplishments and Contributions (if any)

- Crafted the **Documents Management and Electronic Systems (DoMES) Governance, Policies and Procedures** (BOR-approved and implemented)
- Created the **SLSU Records Management Manual** (BOR approved and implemented)
- Contributed to the creation of **SLSU Quality Manual, Quality Process and Procedures** (ISO 9001:2008, ISO 9001:2015, BOR-approved and implemented)
- Performed Internal Quality Audit for the SLSU QMS

- Summary of Actual Duties

- Manages the activities carried out by the RMO. These include ascertaining and assigning the length of time records should be kept, monitoring the legal and regulatory environment affecting record keeping, and amending practices accordingly, and monitoring for material that should be transferred to the records & archives center;
- Ensures that records management policies and standards are kept up to date and are relevant to the needs and obligation of the University. Develops organizational policies and strategies for records management, creating records retention schedules, and improving and amending records management systems and filing plans. Communicates procedures and guidance on record keeping and information management within the University through trainings, meetings and workshops;
- Monitors the workflow of recording and re-routing of all the in -coming and out- going communications of the university. Assures the smooth flowing of the re-routed in-coming mails and dispatching of out-going mails, correspondences and email within a day;
- Proper safekeeping of Office Memoranda, Letters of Personnel, Minutes of Meetings, and other pertinent documents for reference. Pictures of the different



activities of the university were uploaded in NAS and are used for documentation and making of reports of the unit, department heads and the top management;

- Determines the problem of the records operation and recommends guidance for the improvement of records administration of the university. Advises Division Chiefs to conduct an inventory & appraisal of records in their division and recommends retention of valuable records and disposal of valueless records.

- Duration: 06/2021 – 01/ 2024
- Designation: **Director, University Human Resource Management and Development / Human Resource Management Officer (Main Campus)**
- Name of Office/Unit: University Human Resource Management and Development Office
- Immediate Supervisor: Dr. Jude A. Duarte, Dr. Prose Ivy G. Yepes
- Name of Agency/Organization and Location: Southern Leyte State University, Main Campus, Sogod, Southern Leyte

- List of Accomplishments and Contributions (if any)

- Developed the **Human Resource Management Information Systems** Implementation and Roll-out (BOR Approved)
- Crafted the **2022-2026 Strategic Continuum for UHRMD** (BOR Approved)
- Consolidated and Presented the **University ROSS** to the BOR and facilitated its approval by DBM
- Proposed the **Implementing Guidelines for the Revised Organization and Staffing Standards in SLSU** (BOR Approved)
- **Category Leader** for Category V during the **Philippine Quality Award (PQA)** assessment and SLSU got Level II award
- Created the **New Employee Onboarding Program** (BOR Approved)
- Revised the **Internal Procedure for SALN Preparation and Submission** (BOR Approved)
- Crafted the revisions of **MSP for Faculty**
- Actively participated in **ISO Re-certification** Surveillance Audit
- Spearheaded the PCSA university-wide activities annually
- Conceptualized/coined the term **GANDILAN Award** for the SLSU PRAISE (Implemented)
- Made amendments to the **Career Enhancement Travel Guidelines** during COVID pandemic (BOR Approved)
- Made adjustments to **Certification Fees** (BOR Approved)
- Proposed amendments to Signing Authorities for Certain Administrative and Personnel Matters (BOR Approved)
- Revised the **HRMD Quality Procedures and Forms** in the QMS (BOR Approved)
- Presented Abolition and Creation of Faculty Items (BOR Approved)
- Proposed and implemented **Learning and Development / Training Courses** for the Faculty and Staff



○ Summary of Actual Duties

Manages University Talents through:

Strategic Human Resource (R-S-P)

- Provide a strategic human resource framework
- Advise and assist university managers on strategic human resource planning
- Recommend and develop policies and procedures related to strategic HRM
- Provide the HR perspective in the strategic planning
- Human Resources Management and Organizational Strategy

Learning and Development

- Foresee significant workplace challenges
- Advise staff and managers on HR policies and practices
- Execute competency and behavior-based Recruitment, Selection and Placement
- Foster skilled workforces and expanded opportunities to use those skills
- Design and develop the Talent Development programs
- Enhance the Diversity of the University's Workforce
- Provide professional development opportunities to further develop service excellence.

Strategic Performance Management System

- Administer Performance Management System
- Provide support on managing complex cases (*performance, health, termination/separation, etc.*)
- Make sure performance expectations – results and process – are well understood by staff
- Administer/maintain reward performance and retain performers

Awards and Recognition

- Manage employee recognition through PRAISE by stressing the importance of the program to employees, and how it can affect organizational goals.

Administrative Efficiency

- Provide a consistent, efficient range of administrative services for university staff (*Appointment Preparation, Termination/Separation, Leave Administration, Attendance Monitoring, etc.*)
- Contribute to the design and implementation of a centralized and comprehensive HR transactional work and services
- Plan and administer Employee Relations Programs

- Duration: 03/2017 – 03/2019
- Designation: **Acting Secretary, Board of Regents and University**
- Name of Office/Unit: Office of the University/Board Secretary
- Immediate Supervisor: Dr. Prose Ivy G. Yepes - University President
- Name of Agency/Organization and Location: Southern Leyte State University, Main Campus, Sogod, Southern Leyte



- List of Accomplishments and Contributions (if any)
  - Initiated the **digitalization** of BOR Minutes of Meeting and Resolutions for easy access and improved productivity
- Summary of Actual Duties
  - Organizes and facilitates the preparation of agenda items for deliberation and appropriate action by the Board of Regents and the Review Committee;
  - Communicates notice of meetings to each member of the Board and Review Committees;
  - Assists the university constituents in identifying issues, problems and concerns that need BOR action;
  - Facilitates the lower administrative bodies on matters requiring their action or endorsement before they are acted upon by the BOR;
  - Disseminates authorized, accurate and timely information regarding pertinent BOR actions;
  - Keeps orderly, accurate and easily retrievable records from damage and unauthorized access;
  - Takes minutes during Administrative and Academic Councils and other meetings conducted by the university.

- Duration: 03/2016 – 03/2018
- Designation: **Head, Information Office**
- Name of Office/Unit: Information Office
- Immediate Supervisor: Dr. Prose Ivy G. Yepes - University President
- Name of Agency/Organization and Location: Southern Leyte State University, Main Campus, Sogod, Southern Leyte

- List of Accomplishments and Contributions (if any)
  - Created the **Terms of Reference (TOR)** for the office
  - Spearheaded the **first Kapihan sa SLSU**
  - Spearheaded the **first Hugyaw SLSU** (University Anniversary activities)
  - Contributed to writing news uploaded in the website
  - Chaired University-wide activities
- Summary of Actual Duties
  - Supervises the effective operation of the Information Office which serves as the University's official communication unit responsible for promotions, education, public relations and corporate events management
  - Develops and implements a customer (client) service platform to serve the university in every aspect.
  - Coordinates with technical group in designing, establishing, and maintain a network infrastructure for local and wide area connectivity and remote access.



- Manages the day-to-day operations of the information office including directing staff, who support the responsibilities of the office such as the web and digital media, publications/promotions, inbox, multi-media production and events management.
- Coordinates with University's Push-Button Committee Chairperson as regards planning, implementation and conduct of university-wide events

- Duration: 2/1/2010 – 12/31/2013
- Position: **Administrative Assistant II**
- Name of Office/Unit: Office of the President
- Immediate Supervisor: Dr. Gloria M. Reyes, University President
- Name of Agency/Organization and Location: Southern Leyte State University, Main Campus, Sogod, Southern Leyte

- List of Accomplishments and Contributions (if any)
  - Acted as **Executive and Council Secretary**
  - Formulated the "**Managing Current Records of Executive Offices: a Procedures Manual**", designed to establish a framework for the creation, management and systematic scheme in handling current records in the executive offices of SLSU.
  - As **Coordinator, External Affairs and International Linkages** - formulated the proposal to set up a **Public Affairs Center** which initially functions for media and community relations.
  - As **Coordinator, RCE Southern Leyte Network** - formulated the proposal to **establish the Regional Center of Expertise for Sustainable Development in Southern Leyte**, a research related network of organizations. Presented the proposal to Dr. Mario Tabucanon of United Nations University-Institute for Advanced Studies in January 2013 at BISU, Tagbilaran City.
  - As **Facilitator, Senior High School Modelling Program** - formulated the activity journal for the SHS Modeling Program; facilitated the activities relative to SHS offering; coordinated with different agencies involved for its establishment in SLSU.
  - **Focal Person for Administration (Area 10)**
  - Chairperson, Special Event Committee for 2012 Lingkod SLSU Program
  - Liaised for the **approval of the offering of Transnational Education**, as the School Representative / Liaison Officer to the Bureau Immigration.
- Summary of Actual Duties
  - Provides Administrative Support to the President;
  - Prepares/drafts office memoranda and correspondence;
  - Schedules meetings of the University President and University Councils;
  - Prepares minutes of proceedings;
  - Handle travel arrangements of the President;
  - Maintains and updates all confidential files of the President.



- Duration: 06/06/2006 – 01/31/2010
  - Position: **Administrative Aide VI**
  - Name of Office/Unit: Office of the Dean, Undergraduate Studies
  - Immediate Supervisor: Dr. Annabelle M. Hufalar, Dean
  - Name of Agency/Organization and Location: Southern Leyte State University, Main Campus, Sogod, Southern Leyte
- List of Accomplishments and Contributions (if any)
    - Performed efficiently the functions as Chairperson to various committees of the university such as Solicitation, Announcing and Emceeing, Ushering and Reception.
    - Chairperson, Special Working Group during the accreditation of academic programs.
    - Elected as 1st Level Representative, Personnel Selection Board. Interview and assess job applicants.
  - Summary of Actual Duties
    - Takes charge of correspondences coming in and out of the office;
    - Sorts, indexes, records & files documents;
    - Prepares reports on prescribed forms, routine communications, memoranda, reports;
    - Records and transcribes minutes of meeting;
    - Prepares testing materials, performs simple computations, preparation and processing of vouchers and travel documents;
    - Monitors the classes of the Department Heads as delegated by the Supervisor;
    - Does public relations work and other related functions.

- Duration: 10/1/2003 – 06/05/2006
  - Position: **Clerk I**
  - Name of Office/Unit: Office of the President / EVCIERD
  - Immediate Supervisor: Dr. Leonardo L. Manalo, University President
  - Name of Agency/Organization and Location: Southern Leyte State University, Main Campus, Sogod, Southern Leyte
- List of Accomplishments and Contributions (if any)
    - Secretary, Eastern Visayas Consortium for Industry and Energy Research and Development (EVCIERD), the extension arm of the Philippine Council for Industry and Energy Research and Development (PCIERD) in Region 8
    - Elected as 1st Level Representative, Personnel Selection Board. Interview and assess job applicants.



- **Summary of Actual Duties**

- In conjunction with the EVCIERD Board of Trustees and Technical Working Group, prepare an agenda for each meeting and distribute it out to the Board, with associated reading materials, in advance of the meeting.
- Facilitates consortium meetings in order to prepare and distribute the meeting minutes.
- Records and transcribes minutes of meeting.
- Safekeeping of records of the consortium records.
- Assist in the communication and correspondence of the Board and TWG.
- Prepares cash advance for Board's and TWG honorarium and travel documents.
- Presents reports (financial, accomplishments, researches) to the Board

  
**HAZELLE VILLA-ASALDO**  
(Signature over Printed Name  
of Employee/Applicant)

Date: April 30, 2024