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

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. 1. CS ID No. Print legibly. Tick appropriate boxes () a use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. (Do not fill up. For CSC use only) **VERGIS** 2 SURNAME NAME EXTENSION (JR., SR) NONE FIRST NAME VALERIE MIDDLE NAME YAMON 3. DATE OF BIRTH 05/19/1992 16 CITIZENSHIP ☐ Dual Citizenship (mm/dd/yyyy) ☑ Filipino by birth ☐ by naturalization BAYBAY LEYTE 4 PLACE OF BIRTH Pls. indicate country: If holder of dual citizenship, please indicate the details. 5 SEX ☐ Male ☑ Female ☐ Single ☑ Married 17. RESIDENTIAL ADDRESS R. MAGSAYSAY AVENUE 6 CIVIL STATUS ☐ Widowed House/Block/Lot No ☐ Separated Street POBLACION ZONE 16 to bealf ent to a: Other/s: Subdivision/Village Barangay BAYBAY CITY 7. HEIGHT (m) 1.56 City/Municipality Province 60 8 WEIGHT (kg) TIP CODE 6521 DIA PHILIPPINES BROSCHE 30 DE DECIEMBRE STREET 18 PERMANENT ADDRESS 466 9. BLOOD TYPE B+ House/Block/Lot No Street PORI ACION TONE 11 CRN-021-1441-8106-2 10. GSIS ID NO. Subdivision/Village Barangay BAYBAY CITY LEYTE 11. PAG-IBIG ID NO 121102322549 City/Municipality Province 12. PHILHEALTH NO 13-000110982-1 ZIP CODE PHILIPPINES 13. SSS NO. NONE NONE 19. TELEPHONE NO. 14. TIN 429-465-902-000 +63 9308048018 20 MOBILE NO 15. AGENCY EMPLOYEE NO. V00821 21. E-MAIL ADDRESS (if any) valerie.vergis@vsu.edu.ph / valerieyamon@gmail.com FAMILY BACKGROUND **VERGIS** 22. SPOUSE'S SURNAME 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) NONE ALBERT FIRST NAME THEO EZEKIEL Y. VERGIS 07/09/2021 MUAÑA MIDDLE NAME OCCUPATION NONE EMPLOYER/BUSINESS NAME NA **BUSINESS ADDRESS** N.A +63 9967114987 TELEPHONE NO 24. FATHER'S SURNAME YAMON NAME EXTENSION (JR., SR) FIRST NAME VICENTICO (DECEASED) MIDDLE NAME BALTAZAR 5 MOTHER'S MAIDEN NAME SURNAME **VALENZONA** FIRST NAME **VIOLETA** ARDIENTE (Continue on separate sheet if necessary) **EDUCATIONAL BACKG** SCHOLARSHIP HIGHEST LEVEL UNITS EARNED PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE ACADEMIC I FVFI (Write in full) (Write in full) GRADUATED HONORS (if not graduated) From To ELEMENTARY **BAYBAY II SOUTH CENTRAL SCHOOL** PRIMARY EDUCATION 2000 2004 Diploma 2004 VISAYAS STATE UNIVERSITY SECONDARY HIGH SCHOOL 2004 2008 2008 Diploma LABORATORY HIGH SCHOOL VOCATIONAL / N/A N/A N/A N/A N/A TRADE COURSE **VISAYAS STATE UNIVERSITY** COLLEGE **BS in Agribusiness** 2008 2012 Diploma 2012 Master of Management in Agribusiness VISAYAS STATE UNIVERSITY GRADUATE STUDIES 2014 40 units earned N/A N/A present Management January 2023 SIGNATURE alunis" DATE

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8/1/2016	10/31/2018		SAYBAY	Dept. of Agricultural Engineering		13,807.00	aa 1	Regular	Yes
8/1/2013	7/31/2016	Admin. Aide III	Dept. of Agricultural Engin				00	Casual	Yes
10 /01/2012	3/30/2013	Research Assistant	466	Dept. of Business	and Management	11,000.00	+8	Job Order	Yes
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29. NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy) From To		NUMBER OF HOURS	e apopointed,	POSITION / NATURE OF WORK	
Singles for Christ - Immaculate Conception Parish	D YES	04 / 27 / 2014	05 / 26 /2016	N/A	Facilitator / Hou	usehold 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 Par	ish	05 / 01 / 2011	05 / 31 /2013	N/A	President/ Planning, Leading, Organizing, Controlling		
outh Catechist Leader- Immaculate Conception Pa	arish ZEVAL	01 / 01 / 2013	05 / 31 /2013	N/A	President/ Planning, Leading, Organizing, Controlling		
Commission on Youth-Immaculate Conception Par	rish	01 / 01 /2008	04 / 31 /2011	N/A	Treasurer		
Couples for Christ - Immaculate Conception Parish	EBV []	11 / 01 /2021	present	N/A	Member / Assis	sting, participating organization activity	
Kabalikat Civicom - 938 Station, Baybay Chapter	ais0	06 / 01 /2018 present		N/A	Member / Assisting, participating organization activity		
VII. LEARNING AND DEVELOPMENT (L&D) IN						12 40 h John (a) Transi Java co / evs/1	
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENT PROGRAMS (Write in 1)	TIONS/TRAINING		OF ATTENDANCE	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
SO 9001:2015 Awareness/Re-awareness Seminar	vp.SEYN	09/01/2022	09/01/2022	ion, epd of te	Quality Training	RDE Hall, VSU MOT beggoth inchester	
Vebinar on the Guidelines on Gender-Based Sexual Hara Education Institutions	assment in Higher	08/03/2022	08/03/2022	4	Safety Training	Webinar thru Zoom	
Hands-only Cardiopulmonary Resuscitaton	D VES	07/21/2022	07/22/2022	16	Safety Training	Barangay election)? wuisennasuv	
Nebinar on Revenue Issuances in relation to Income Tax	Filing	03/11/2021	03/11/2021	icing tige three	Onboarding	Webinar thru Zoom with BIR Ormoc Branch	
Webinar "RA 11313 Safe Spaces Act"	- 44ES-g-	12/10/2020	'12/10/2020	8	Safety Training	Webinar thru Zoom	
Vebinar ISO 9001-2015 Awareness/Re-awareness	H VES olv	11/27/2020	'11/27/2020	nanent resider	Quality Training	Webinar thru Zoom	
Strategic Planning Workshop- Finance Management Office	ce ce	7/22/2020	7/24/2022	24	Soft skills	OVPAF, VSU	
raining on Geographic Information System using QGIS		06/06/2016	06/08/2016	24	development Technical skills	Paristic (e) Indigenous Temple VSV, 7277) and fot Solo Paristic USV, 7277)	
Seminar-Workshop on Research, Development and Exter	nsion (RDE)	02/12/2015	02/13/2015	16	development Technical skills	RERC- CoE, VSU	
Proposal Preparation Outcomes-Based Education (OBE) Workshop	tr VES, please	01/22/2015	01/23/2015	16	development Technical skills	College of Engineering VSII	
Re-orientation Seminar on Customer Service, Work Value	es and Anti-Red	09/10/2014	09/10/2014	8	development Onboarding	G/F CCE Bldg, VSU	
Tape Law	8.7 E		07/20/2014	13 sundays	Soft skills	Baybay City, Leyte	
	바 Yes, please	04/27/2014		-	development Technical skills	College of Engineering, VSU	
Research, Development & Extension In-House Review		06/03/2014	06/04/2014	nongs\ tasoilags	development Soft skills	REFERENCES (Person not related by consand	
1st Young Professionals' Congress	TEL NO.	8/2/2013	8/4/2013	3days	development Soft skills	Bato Leyte (Parish)	
Facilitator's Workshop and Training	335-2654	04/ /2013	V 04/ 5 /2013 V	MSA 8	development	Saint Joseph College, Maasin City Tabli M. To	
Leadership Training	335-2624	02/ /2012 vi	02/ /2012	USV2days	Soft skills development	Baybay City, Leyte prodosT if writhA de	
Seminar on Personality Development	583-9075	9/24/2011	9/24/2011	spoin 8	Soft skills development	Visayas State University M 18 volume 2 17 N	
Seminar on Clear and Effective Writing	iue, correct an	9/20/2011	9/20/2011	aliedahis Per	Technical skills development	Visayas State University O (1900) 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Seminar on Commercializing Innovations	s stated herein	9/4/2011	9/4/2011	repre8entauve	Technical skills development	Visayas State University 1996 1996 1996	
Managing Perspective for Success by Mr. F. J. Kong	se the hing o	03/ /2011	03/ /2011	document el	Soft skills development	Visayas State University	
VIII. OTHER INFORMATION		(Continue on	separate sheet if nec	essary)			
	32.	NON-ACADE	MIC DISTINCTIONS / I	RECOGNITION	te engliste visionistical Assembly become relativistic	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATIO	
		(Write in full) (wod ski) slovent ngrić) slovent NONE				Leyte State University Administrative	
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Energetic Performer, Quick Study, Positive					ein) er	Visayas State University Alumni (College)	
Attitude Dancing	The second secon					Visayas State University Alumni (High Scho	
		(Continue o	n separate sheet if ne	cessary)			
SIGNATURE	Vale	wiger Talmimb	A noare9		DATE	18 January 2023	

34. Are you related by consanguinity or affinity to the app chief of bureau or office or to the person who has imr					
Bureau or Department where you will be apppointed,		ACC ACC ACC			
a. within the third degree?		☐ YES ☑ NO			
b. within the fourth degree (for Local Government Un	it - Career Employees)?		Singles for Christ - Immeculate Concord		
Member / Assisting participating organization activity	(1200) 04/26/2014 N/A	If YES, give details:			
35, a. Have you ever been found guilty of any administration	tive offense?	☐ YES ☑	NO		
Prasident/Planning, Leading, Organizing, Controlling	1 / 2013 05 / 31 / 2013 NA		rauto Cetachet Loady. Intragrote Go		
Teasurer		Secretary Control of the Control of	Jodan Eston da Yodin- (mmaculate Con		
b. Have you been criminally charged before any cour	t i i 2021 present NA St	☐ YES ☑ If YES, give details:	Jour es for Christ - immaguists CON [
Member / Assisting, pericipating organization ectivity	1 /2018 present WA	Date Filed:			
	Aussesse y teors als sedes an enaged	Status of Case/s:	oden, o engapsuopularinissa perperiode 100,000 oo dipply siivas en 11, saattale oli üles Sains va		
86. Have you ever been convicted of any crime or violation	on of any law, decree, ordinance or	☐ YES ☐	I NO		
regulation by any court or tribunal?	ISIVE DICIES OF ATTEMPORITE (IDIADRYW) (SAMERICH WAS	If YES, give details:			
7. Have you ever been separated from the service in an			□ NO		
retirement, dropped from the rolls, dismissal, termina phased out (abolition) in the public or private sector?		10	If YES, give details: me? cascons and flores no sover it for minu		
e a sea	ARREST ASSESS	AND DESCRIPTION OF THE PROPERTY OF THE PROPERT	ct as research assistant		
a. Have you ever been a candidate in a national or lo Barangay election)?		If YES, give details: NO endurant materials and street materials.			
b. Have you resigned from the government service d		the YES MER X & T SMOOTH	Abbitrarion Pavarnice insurances D ON D o Income Tax Pilings		
last election to promote/actively campaign for a natio	If YES, give details:	If YES, give details:			
99. Have you acquired the status of an immigrant or perr	nanent resident of another country?	☐ YES	☐ YES ☑ NO		
Quality (mislog: Wobinser thru Zeom	9 27/27/2020 9	If YES, give details (country):		
Are you a person with disability? Are you a person with disability? Are you a solo parent?	2/2015 02/13/2015 16 2/2015 01/23/2015 16 10/2014 09/10/2014 8 27/2014 07/20/2014 13 sundays	If YES, please specify: YES If YES, please specify If YES	ON STREET SERVICE ON STREET ON STREE		
Technical shifts	1100				
REFERENCES (Person not related by consanguinity or affinity to		No.			
(re NAME vs.) oses same observe	ADDRESS	TEL. NO.			
rof. Nilda T. Amestoso resided diseases and	VSU, Visca Baybay City	335-2654			
rof. Arthur It. Tambong	VSU, Visca Baybay City	335-2624	(272)		
ev. Fr. Stanley B. Mepico	Diocese of Maasin, Southern L	eyte 563-9075			
2. I declare under oath that I have personally accomp complete statement pursuant to the provisions of p Philippines. I authorize the agency head/authorized I agree that any misrepresentation made in this administrative/criminal case/s against me.	pertinent laws, rules and regulations representative to verify/validate the	of the Republic of the contents stated herein.	VALERIQ Y. VERGIS		
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc. PLEASE INDICATE ID Number and Date of Issuance		O DIEV ZEIGE DER TOTAL SER ZEIGE GEGEN VERSTEN VON AUGUST DER TOTAL SER SEIGE GEGEN VERSTEN VON AUGUST DER TOTAL SEIGE GEGEN VERSTEN VON AUGUST DER TOTAL SEIGE GEGEN VERSTEN VERS			
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ID/License/Passport No.: CRN-021-1441-8106-2	inside the box)	AC Office Progra			
Date/Place of Issuance: Maasin City	Date Accor		Right Thumbmark		
SUBSCRIBED AND SWORN to before me this	2 / JAN 2023	fiant exhibiting his/her validly issued	Covernment ID on inclinated		
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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 16, 2022 present
- Position: Administrative Aide IV (Posting of Payroll In-charge)
- Name of Office/Unit: Office of the Head of Accounting
- 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)
 - o 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.
- Duration: November 1, 2018 March 15, 2022
- Position: Administrative Aide IV (Remittance In-Charge)
- Name of Office/Unit: Office of the Head of Accounting
- 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)
 - o 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: 18 January 2023