

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"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	R. MAGSAYSAY AVENUE
		House/Block/Lot No.	Street
		Subdivision/Village	POBLACION ZONE 16
		BAYBAY CITY	Barangay
		City/Municipality	LEYTE
			Province
7. HEIGHT (m)	1.56	ZIP CODE	6521 PHILIPPINES
8. WEIGHT (kg)	60		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	466 30 DE DICIEMBRE STREET
		House/Block/Lot No.	Street
		Subdivision/Village	POBLACION ZONE 11
		BAYBAY CITY	Barangay
		City/Municipality	LEYTE
			Province
10. GSIS ID NO.	CRN-021-1441-8106-2	ZIP CODE	6521 PHILIPPINES
11. PAG-IBIG ID NO.	121102322549		
12. PHILHEALTH NO.	13-000110982-1		
13. SSS NO.	NONE	19. TELEPHONE NO.	NONE
14. TIN	429-465-902-000	20. MOBILE NO.	+63 9308048018
15. AGENCY EMPLOYEE NO.	V00821	21. E-MAIL ADDRESS (if any)	valerie.vergis@vsu.edu.ph / valerieyamon@gmail.com

II. FAMILY BACKGROUND

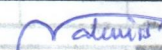
22. SPOUSE'S SURNAME	VERGIS		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ALBERT	NAME EXTENSION (JR., SR) NONE	THEO EZEKIEL Y. VERGIS	07/09/2021
MIDDLE NAME	MUAÑA			
OCCUPATION	NONE			
EMPLOYER/BUSINESS NAME	N.A			
BUSINESS ADDRESS	N.A			
TELEPHONE NO.	+63 9967114987			
24. FATHER'S SURNAME	YAMON			
FIRST NAME	VICENTICO (DECEASED)	NAME EXTENSION (JR., SR) NONE		
MIDDLE NAME	BALTARAR			
25. MOTHER'S MAIDEN NAME				
SURNAME	VALENZONA			
FIRST NAME	VIOLETA			
MIDDLE NAME	ARDIENTE			

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

(Continue on separate sheet if necessary)

SIGNATURE		DATE	18 January 2023
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[illegible]

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

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18 January 2023

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			
	ISO 9001:2015 Awareness/Re-awareness Seminar	09/01/2022	09/01/2022	4	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	7/22/2020	7/24/2022	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
	Single for Christ Christian Life Program (CLP)	04/27/2014	07/20/2014	13 sundays	Soft skills development	Baybay City, Leyte
	Research, Development & Extension In-House Review	06/03/2014	06/04/2014	16	Technical skills development	College of Engineering, VSU
	1st Young Professionals' Congress	8/2/2013	8/4/2013	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
	Seminar on Personality Development	9/24/2011	9/24/2011	8	Soft skills development	Visayas State University
	Seminar on Clear and Effective Writing	9/20/2011	9/20/2011	8	Technical skills development	Visayas State University
	Seminar on Commercializing Innovations	9/4/2011	9/4/2011	8	Technical skills development	Visayas State University
	Managing Perspective for Success by Mr. F. J. Kong	03/ /2011	03/ /2011	8	Soft skills development	Visayas State University

(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		NONE		Leyte State University Administrative Personnel Associaton (LSU-AdPA)
	Basic Sales, Marketing, and Accounting Skills				Visayas State University Graduate School
	Energetic Performer, Quick Study, Positive Attitude				Visayas State University Alumni (College)
	Dancing				Visayas State University Alumni (High School)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10 January 2023
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p>												
<p>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?</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details:</p> <p><u>finished contract as research assistant</u></p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify:</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">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											
<p>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.</p>													
<p>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: GSIS UMID</p> <p>ID/License/Passport No.: CRN-021-1441-8106-2</p> <p>Date/Place of Issuance: Maasin City</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Signature (Sign inside the box) Date Accomplished 16 January 2023 </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Right Thumbmark </div>												
<p>SUBSCRIBED AND SWORN to before me this 27 JAN 2023, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer Person Administering Oath </div>													

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)
 - 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)
 - 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