

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	VALENZONA			
FIRST NAME	DIVINA	NAME EXTENSION (JR., SR)		
MIDDLE NAME	LUCHAVEZ			
3. DATE OF BIRTH (mm/dd/yyyy)	02/15/1985	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization	
4. PLACE OF BIRTH	ORMOC CITY	If holder of dual citizenship, please indicate the details.		
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Philippines	
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	APT. 19 KILBOURNE House/Block/Lot No. Street VISCA PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521-A	
7. HEIGHT (m)	1.53	18. PERMANENT ADDRESS	APT. 19 KILBOURNE House/Block/Lot No. Street VISCA PANGASUGAN Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521-A	
8. WEIGHT (kg)	65		ZIP CODE	
9. BLOOD TYPE	"A"			
10. GSIS ID NO.	85021500068			
11. PAG-IBIG ID NO.	1700-0030-3092			
12. PHILHEALTH NO.	13-000074984-3	ZIP CODE	6521-A	
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A	
14. TIN NO.	937-624-622	20. MOBILE NO.	09051561631	
15. AGENCY EMPLOYEE NO.	V000528	21. E-MAIL ADDRESS (if any)	divina.valenzona@vsu.edu.ph	

II. FAMILY BACKGROUND

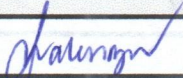
22. SPOUSE'S SURNAME	VALENZONA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JORGE	NAME EXTENSION (JR., SR)	ELEONA ZOE L. VALENZONA	02/09/2010
MIDDLE NAME	SANTONIA		ZURIELLE ZOE L. VALENZONA	02/02/2012
OCCUPATION	INSTRUCTOR		JESHAIAH ZOE L. VALENZONA	08/10/2016
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	VISCA, PANGASUGAN, BAYBAY CITY, LEYTE			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	LUCHAVEZ			
FIRST NAME	BIENVENIDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	DOMINGUITO			
25. MOTHER'S MAIDEN NAME				
SURNAME	MONTE			
FIRST NAME	VICENTA			
MIDDLE NAME	MALAZARTE			

(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	LIBERTAD ELEMENTARY SCHOOL	PRIMARY EDUCATION	1991	1997		1997	SALUTATORIAN
SECONDARY	ORMOC CITY NATIONAL HIGH SCHOOL	HIGH SCHOOL	1997	2001		2001	NA
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	LEYTE STATE UNIVERSITY	BS IN SECONDARY EDUCATION	2001	2005		2005	CUM LAUDE
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MA IN MATHEMATICS EDUCATION	2005	2009		2009	NA
	PHILIPPINE NORMAL UNIVERSITY	PHD IN MATHEMATICS EDUCATION	2016	present	51 UNITS		NA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/20/2022	CS FORM 212 (Revised 2017), Page 1 of 4
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## 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
	LICENSURE EXAMINATION FOR TEACHERS (LET)	80.00%	AUGUST, 2005	TACLOBAN CITY	03307759	01/12/06
	CAREER SERVICE PROFESSIONAL	PD 907- HONOR GRADUATE		VISAYAS STATE UNIVERSITY		


(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.

[illegible]

(Continue on separate sheet if necessary)

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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		
	NATIONAL AUXILLARY CHAPLAINCY PHILIPPINES, INC.		03/31/2016	6.0	CHAPLAIN (NACPHIL VALUES FORMATION OFFICER)
	KABALIKAT CIVICOM NETWORK OF RESPONSIBLE COMMUNICATORS	09/28/20	PRESENT		OPERATIVE

(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 AND RE-AWARENESS SEMINAR	08/30/2022	08/31/2022	4	N/A	VISAYAS STATE UNIVERSITY
	INTRODUCTION TO LATEX AND LYX	03/04/2022	03/04/2022	8	TECHNICAL	VSU DMATH
	3rd NATIONAL GRADUATE TEACHER EDUCATION SEMINAR-WORSHOP	02/25/2022	02/27/2022	24	INSTRUCTION	PHILIPPINE ASSOCIATION OF GRADUATE STUDENTS IN TEACHER EDUCATION, INC.
	INTERNATIONAL SEMINAR-TRAINING ON PEDAGOGICAL RESILLIENCE, INNOVATIVE ASSESSMENT PRACTICES FOR SPECIFIC DISCIPLINE, AND LEARNING	08/13/2021	08/15/2021	24	INSTRUCTION	INTERNATIONAL ORGANIZATION OF EDUCATORS AND RESEARCHERS, INC.
	2ND NATIONAL GRADUATE TEACHER EDUCATION SEMINAR-WORSHOP	05/01/2021	05/03/2021	24	INSTRUCTION	PHILIPPINE ASSOCIATION OF GRADUATE STUDENTS IN TEACHER EDUCATION, INC.
	ECHO-WEBINAR ON THE TIEC-CHED FLEXIBLE LEARNING FOUNDATION VIRTUAL CONFERENCE	03/15/2021	03/16/2021	16	INSTRUCTION	VISAYAS STATE UNIVERSITY
	INTERNATIONAL GRADUATE TEACHER EDUCATION SUMMIT 2021	03/13/2021	03/14/2021	16	INSTRUCTION	PHILIPPINE NORMAL UNIVERSITY IN COLLABORATION WITH INT'L ORGANIZATION OF EDUCATORS AND RESEARCHERS
	VSU E-LEARNING ENVIRONMENT TRAINING WORKSHOP SERIES	12/15/2020	12/15/2020	8	INSTRUCTION	VISAYAS STATE UNIVERSITY
	CREATING MOBILE APP FOR SCIENCE AND MATHEMATICS INSTRUCTION USING MIT APP INVENTOR	12/04/2020	12/04/2020	4	INSTRUCTION	VISAYAS STATE UNIVERSITY
	WEBINAR ON TABLE OF SPECIFICATIONS AND TEST ITEM ANALYSIS	11/12/2020	11/12/2020	8	INSTRUCTION	VISAYAS STATE UNIVERSITY
	WEBINAR ON INTRODUCTION TO COPYRIGHT AND FAIR USE FOR EDUCATORS	08/28/2020	08/28/2020	3	TECHNICAL	VISAYAS STATE UNIVERSITY
	WEBINAR ON SCIENCE AND TECHNOLOGY TEACHING CONFERENCE	06/22/2020	06/22/2020	8	INSTRUCTION	CARL BALITA REVIEW CENTER
	WEBINAR ON SCIENCE AND TECHNOLOGY TEACHING CONFERENCE	06/22/2020	06/22/2020	8	INSTRUCTION	CARL BALITA REVIEW CENTER
	TRAINING WORKSHOP ON *COURSE MODULES PRODUCTION FOR FLEXIBLE LEARNING IN HIGHER EDUCATION INSTITUTIONS (HEIs)	06/11-12/2020	06/15-19/2020	56	INSTRUCTION	EASTERN VISAYAS HIGHER INSTITUTIONS FLEXIBLE LEARNING MANAGEMENT SYSTEM CONSORTIUM

(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 SKILLS		N/A		KABALIKAT CIVICOM NETWORK OF RESPONSIBLE COMMUNICATORS
	SINGING, PLAYING GUITAR AND UKULELE				STATE UNIVERSITIES AND COLLEGES TEACHER EDUCATORS ASSOCIATION
					THE PHILIPPINE ASSOCIATION FOR GRADUATE EDUCATION
					VISAYAS STATE UNIVERSITY FACULTY ASSOCIATION
					THE MATHEMATICS TEACHERS ASSOCIATION OF THE PHILS.
					PHILIPPINE ASSOCIATION FOR TEACHER EDUCATION
					THE GIDEONS INTERNATIONAL IN THE PHILIPPINES

(Continue on separate sheet if necessary)

SIGNATURE

DATE

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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 style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>DR. RENE BELECINA</td> <td>PHILIPPINE NORMAL UNIVERSITY</td> <td>9985730905</td> </tr> <tr> <td>DR. REMBERTO A. PATINDOL</td> <td>VISCA, BAYBAY CITY, LEYTE</td> <td>rap85@yahoo.com</td> </tr> <tr> <td>DR. EUSEBIO R. LINA</td> <td>VISCA, BAYBAY CITY, LEYTE</td> <td>eusebio.lina@vsu.edu.ph</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	DR. RENE BELECINA	PHILIPPINE NORMAL UNIVERSITY	9985730905	DR. REMBERTO A. PATINDOL	VISCA, BAYBAY CITY, LEYTE	rap85@yahoo.com	DR. EUSEBIO R. LINA	VISCA, BAYBAY CITY, LEYTE	eusebio.lina@vsu.edu.ph
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DR. EUSEBIO R. LINA	VISCA, BAYBAY CITY, LEYTE	eusebio.lina@vsu.edu.ph											
<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>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td style="padding: 2px;">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td style="padding: 2px;">Government Issued ID: <b>FACULTY ID</b></td> </tr> <tr> <td style="padding: 2px;">ID/License/Passport No.: <b>V000528</b></td> </tr> <tr> <td style="padding: 2px;">Date/Place of Issuance: <b>VISCA, BAYBAY CITY, LEYTE</b></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: <b>FACULTY ID</b>	ID/License/Passport No.: <b>V000528</b>	Date/Place of Issuance: <b>VISCA, BAYBAY CITY, LEYTE</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 10px;">             Signature (Sign inside the box)  <b>09/20/2022</b>            Date Accomplished         </td> </tr> </table>	 Signature (Sign inside the box) <b>09/20/2022</b> Date Accomplished						
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Date/Place of Issuance: <b>VISCA, BAYBAY CITY, LEYTE</b>													
 Signature (Sign inside the box) <b>09/20/2022</b> Date Accomplished													
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 45%;"> <p>SUBSCRIBED AND SWORN to before me this <b>21 SEP 2022</b></p> </div> <div style="width: 50%; text-align: right;"> <p>affiant exhibiting his/her validly issued government ID as indicated above.</p> </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="width: 45%; text-align: center;"> <p><b>ATTY. RYSAN C. GUINOCOR</b> VSU Chief Legal Officer</p> </div> <div style="width: 50%; text-align: right;"> <p>Person Administering Oath</p> </div> </div>													

**Divine L. VALENZONA**



## 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: July 1 2019 – Present
- Position: Assistant Professor I
- Name of Office/Unit: Department of Mathematics
- Immediate Supervisor: Eusebio R. Lina Jr.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  
- List of Accomplishments and Contributions (if any)
  - Prepared and revised course outline, syllabus and instructional materials
  - Prepared and maintained virtual classrooms
  
- Summary of Actual Duties
  - Teaches assigned subjects and performs other related functions, among other.
  - Prepares and revises materials/guides and submit to department head
    - Prepares and gives examinations to students
    - Checks test papers and return to students within a reasonable period of time
    - Submits grade sheets to the Registrar within the prescribed period
    - Makes himself available for students' consultation during the scheduled consultation hours
    - Performs functions related to committee membership and other ad hoc assignments including related to quality assurance and other accreditation functions.
    - Performs other functions assigned by the Department Head, College Dean, Vice-President and University President

- Duration: August 1, 2016 – June 30, 2019
- Position: Instructor III
- Name of Office/Unit: Department of Mathematics and Physics
- Immediate Supervisor: Climaco D. Espina Jr.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  
- List of Accomplishments and Contributions (if any)
  - Prepared and revised course outline, syllabus and instructional materials
  
- Summary of Actual Duties
  - Teaches assigned subjects and performs other related functions, among other.
  - Prepares and revise materials/guides to students



- Prepares and gives examinations to students
- Checks test papers and return to students within a reasonable period of time.
- Submits grade sheets to the Registrar within the prescribed period.
- Makes himself available for students' consultation during the scheduled consultation hours.
- Performs functions related to committee membership and other ad hoc assignments including related to quality assurance and other accreditation functions.
- Performs other functions assigned by the Department Head, College Dean, Vice-President and University President

- Duration: January 1, 2015 – July 31, 2016
- Position: Instructor III
- Name of Office/Unit: Department of Mathematics, Physics and Statistics
- Immediate Supervisor: Remberto Patindol, Climaco Espina Jr.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Prepared and revised course outline, syllabus and instructional materials

- Summary of Actual Duties

- Teaches assigned subjects and performs other related functions, among other.
- Prepares and revise materials/guides to students
  - Prepares and gives examinations to students
  - Checks test papers and return to students within a reasonable period of time.
  - Submits grade sheets to the Registrar within the prescribed period.
  - Makes himself available for students' consultation during the scheduled consultation hours.
  - Performs functions related to committee membership and other ad hoc assignments including related to quality assurance and other accreditation functions.
  - Performs other functions assigned by the Department Head, College Dean, Vice-President and University President

- Duration: June 1, 2013 – December 31, 2014
- Position: Instructor I
- Name of Office/Unit: Department of Mathematics, Physics and Statistics
- Immediate Supervisor: Remberto A. Patindol
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Prepared and revised course outline, syllabus and instructional material

- Summary of Actual Duties

- Teaches assigned subjects and performs other related functions, among other.
- Prepares and revise materials/guides to students
  - Prepares and gives examinations to students
  - Checks test papers and return to students within a reasonable period of time.
  - Submits grade sheets to the Registrar within the prescribed period.
  - Makes himself available for students' consultation during the scheduled consultation hours.
  - Performs functions related to committee membership and other ad hoc assignments including related to quality assurance and other accreditation functions.
  - Performs other functions assigned by the Department Head, College Dean, Vice-President and University President

- Duration: November 8, 2006 – May 31, 2013
- Position: Instructor I
- Name of Office/Unit: VSU Laboratory High School
- Immediate Supervisor: Virginita Albarico, Nelen P. Lambert, Rolando Arpilleda, Jr.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Prepared and revised course outline, syllabus and instructional material

- Summary of Actual Duties

- Teaches assigned subjects and performs other related functions, among other.
- Prepares and revise materials/guides to students
  - Prepares and gives examinations to students
  - Checks test papers and return to students within a reasonable period of time.
  - Submits grade sheets to the Registrar within the prescribed period.
  - Makes himself available for students' consultation during the scheduled consultation hours.
  - Performs functions related to committee membership and other ad hoc assignments including related to quality assurance and other accreditation functions.
  - Performs other functions assigned by the Department Head, College Dean, Vice-President and University President

- Duration: June 16, 2005 – October 30, 2006
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Mathematics, Physics and Statistics
- Immediate Supervisor: Remberto A. Patindol
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Prepared and revised course outline, syllabus and instructional material



- Summary of Actual Duties
  - Teaches assigned subjects and performs other related functions assigned by the immediate supervisor.

  
DIVINA L. VALENZONA

(Signature over Printed Name  
of Employee/Applicant)

Date: 10/06/2022