

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 | ANDRES | | |
| FIRST NAME | DALISAY | NAME EXTENSION (JR., SR) N/A | |
| MIDDLE NAME | FORNES | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 10/24/1968 | 16. CITIZENSHIP | <input 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 |
| 5. SEX | <input type="checkbox"/> Male <input type="checkbox"/> Female | | Pls. indicate country: |
| 6 CIVIL STATUS | <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS | A. BONIFACIO ST. |
| 7. HEIGHT (m) | 1.55 m | ZIP CODE | House/Block/Lot No. Street |
| 8. WEIGHT (kg) | 57 kg | | Subdivision/Village Barangay |
| 9. BLOOD TYPE | "O" | | BAYBAY CITY LEYTE |
| 10. GSIS ID NO. | 68102402093 | | City/Municipality Province |
| 11. PAG-IBIG ID NO. | 1700-0024-0484 | | 6521 |
| 12. PHILHEALTH NO. | 13-000014960-9 | 18. PERMANENT ADDRESS | A. BONIFACIO ST. |
| 13. SSS NO. | 06-1221131-3 | ZIP CODE | House/Block/Lot No. Street |
| 14. TIN NO. | 140-031-458 | | Subdivision/Village Barangay |
| 15. AGENCY EMPLOYEE NO. | V000040 | | BAYBAY CITY LEYTE |
| | | | City/Municipality Province |
| | | | 6521 |
| | | 19. TELEPHONE NO. | 563-0600 local 1004 |
| | | 20. MOBILE NO. | 0917-634-1498 |
| | | 21. E-MAIL ADDRESS (if any) | dollandres36@gmail.com / dalisay.andres@vsu.edu.ph |

II. FAMILY BACKGROUND

| | | | | |
|--------------------------|---------------|--------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME | ANDRES | | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | NELSON | NAME EXTENSION (JR., SR) | DANEL AURA F. ANDRES | 4/25/2003 |
| MIDDLE NAME | JUNTILLA | | | |
| OCCUPATION | SELF-EMPLOYED | | | |
| EMPLOYER/BUSINESS NAME | N/A | | | |
| BUSINESS ADDRESS | N/A | | | |
| TELEPHONE NO. | N/A | | | |
| 24. FATHER'S SURNAME | FORNES | | | |
| FIRST NAME | ANANIAS | NAME EXTENSION (JR., SR) | | |
| MIDDLE NAME | BOHOLST | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | VILLARUEL | | | |
| FIRST NAME | EPIFANIA | | | |
| MIDDLE NAME | VINCULADO | | | |

(Continue on separate sheet if necessary)

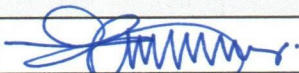
III. EDUCATIONAL BACKGROUND

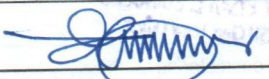
| 26. LEVEL | NAME OF SCHOOL (Write in full) | BASIC EDUCATION/DEGREE/COURSE (Write in full) | PERIOD OF ATTENDANCE | | HIGHEST LEVEL/ UNITS EARNED (if not graduated) | YEAR GRADUATED | SCHOLARSHIP/ ACADEMIC HONORS RECEIVED |
|-------------------------|---|---|----------------------|------|--|----------------|---------------------------------------|
| | | | From | To | | | |
| ELEMENTARY | FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION | PRIMARY EDUCATION | 1975 | 1981 | | 1981 | HIGH SCHOLASTIC |
| SECONDARY | FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION | HIGH SCHOOL | 1981 | 1985 | | 1985 | |
| VOCATIONAL/TRADE COURSE | | | | | | | |
| COLLEGE | FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION | BACHELOR OF SCIENCE IN COMMERCE - MAJOR IN ACCOUNTING | 1985 | 1989 | | 1989 | |
| | FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION | BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION | 1999 | 2001 | 15 UNITS | | |
| GRADUATE STUDIES | COLLEGE OF MAASIN | MASTERS IN PUBLIC ADMINISTRATION | 2019 | 2022 | | 2022 | |
| SIGNATURE | | | DATE | | 5/9/2024 | | |

| 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 |
| | CSC Sub-Professional | 81.69 | 06/29/1997 | Cebu City | 96-249505 07/10/1997 |
| | Stenographer | 88.71 | 10/28/2000 | Palo, Leyte | 800041 11/06/2000 |
| | NC II - Bread and Pastry Production | | N/A | Baybay City, Leyte | 19083702016648 08/17/2019 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

| 28. | INCLUSIVE DATES (mm/dd/yyyy) | | POSITION TITLE (Write in full/Do not abbreviate) | DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate) | MONTHLY SALARY | SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format"00-0")/ INCREMENT | STATUS OF APPOINTMENT | GOV'T SERVICE (Y/ N) |
|---|---------------------------------|---|---|---|----------------|---|-----------------------|----------------------|
| | From | To | | | | | | |
| | 08/01/2023 | | Administrative Assistant II | Visayas State University | 20,104.00 | 8-3 | Permanent | Y |
| | 01/01/2023 | | Administrative Assistant II | Visayas State University | 19,923.00 | 8-2 | Permanent | Y |
| | 01/01/2022 | | Administrative Assistant II | Visayas State University | 19,170.00 | 8-2 | Permanent | Y |
| | 01/01/2021 | | Administrative Assistant II | Visayas State University | 18,417.00 | 8-2 | Permanent | Y |
| | 08/01/2020 | | Administrative Assistant II | Visayas State University | 17,663.00 | 8-2 | Permanent | Y |
| | 01/01/2020 | 07/31/2020 | Administrative Assistant II | Visayas State University | 17,505.00 | 8-1 | Permanent | Y |
| | 01/01/2019 | | Administrative Assistant II | Visayas State University | 16,758.00 | 8-1 | Permanent | Y |
| | 01/01/2019 | | Administrative Assistant II | Visayas State University | 16,758.00 | 8-1 | Permanent | Y |
| | 01/01/2018 | 12/31/2018 | Administrative Assistant II | Visayas State University | 16,282.00 | 8-1 | Permanent | Y |
| | 08/01/2017 | 12/31/2017 | Administrative Assistant II | Visayas State University | 15,818.00 | 8-1 | Permanent | Y |
| | 01/01/2017 | 07/31/2017 | Administrative Aide VI | Visayas State University | 14,347.00 | 6-5 | Permanent | Y |
| | 01/01/2017 | | Administrative Aide VI | Visayas State University | 14,096.00 | 6-3 | Permanent | Y |
| | 05/10/2016 | 12/31/2016 | Administrative Aide VI | Visayas State University | 13,630.00 | 6-3 | Permanent | Y |
| | 01/01/2016 | 05/09/2016 | Administrative Aide VI | Visayas State University | 13,504.00 | 6-2 | Permanent | Y |
| | 03/25/2013 | 12/31/2015 | Administrative Aide VI | Visayas State University | 13,050.00 | - | Permanent | Y |
| | 06/01/2012 | 03/24/2013 | Administrative Aide VI | Visayas State University | 12,921.00 | - | Permanent | Y |
| | 06/01/2011 | 05/31/2012 | Administrative Aide VI | Visayas State University | 11,992.00 | - | Permanent | Y |
| | 06/24/2010 | 05/31/2011 | Administrative Aide VI | Visayas State University | 11,062.00 | - | Permanent | Y |
| | 03/25/2010 | 06/23/2010 | Administrative Aide VI | Visayas State University | 10,133.00 | - | Permanent | Y |
| | 07/01/2009 | 03/24/2010 | Administrative Aide IV | Visayas State University | 8,713.00 | - | Permanent | Y |
| | 07/01/2008 | 06/30/2009 | Administrative Aide IV | Visayas State University | 7,891.00 | - | Permanent | Y |
| | 07/01/2007 | 06/30/2008 | Administrative Aide III | Visayas State University | 6,808.00 | - | Permanent | Y |
| | 05/17/2007 | 06/30/2007 | Administrative Aide III | Visayas State University | 6,189.00 | - | Permanent | Y |
| | 12/01/2004 | 05/16/2007 | Administrative Aide III | Visayas State University | 6,039.00 | - | Permanent | Y |
| | 05/17/2004 | 11/30/2004 | Clerk I | Visayas State University | 6,039.00 | - | Permanent | Y |
| | 07/01/2001 | 05/16/2004 | Clerk I | Visayas State University | 274.50 | - | Casual | Y |
| PLEASE SEE ATTACHMENT A | | | | | | | | |
| (Continue on separate sheet if necessary) | | | | | | | | |
| SIGNATURE | |  | | | DATE | | 05/09/2024 | |

| 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 | | | |
| | Catholic Charismatic Renewal Movement Baybay Chapter - Baybay City | 11/05/2016 | 11/06/2016 | 16 | Attendance to the 2nd Regional Catholic Charismatic Conf. | |
| | Barangay Pedro de Veyra Pedro de Veyra, Zone-14, Baybay City | 05/22/2016 | 05/22/2016 | 4 | Volunteer - Feeding Program | |
| | Barangay Pedro de Veyra Pedro de Veyra, Zone - 14, Baybay City | 05/21/2016 | 05/21/2016 | 4 | Served as Catechist | |
| | Barangay Pedro de Veyra Pedro de Veyra, Zone-14, Baybay City | 05/08/2016 | 05/08/2016 | 4 | Volunteer - Feeding Program | |
| | Barangay Pedro de Veyra Baybay City, Leyte | 05/07/2016 | 05/07/2016 | 4 | Served as Catechist | |
| PLEASE SEE ATTACHMENT B | | | | | | |
| (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 | | | |
| | Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO) | 02/23/2024 | 02/23/2024 | 8 | Technical | Administrative Services Office, VSU |
| | HRIS Software Onboarding | 12/06/2023 | 12/06/2023 | 4 | Technical | Visayas State University |
| | Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University | 11/29/2023 | 11/29/2023 | 8 | Technical | Visayas State University |
| | ISO 9001:2015 Awareness & Re-awareness Webinar | 08/29/2023 | 08/29/2023 | 4 | Technical | Office of the Quality Assurance Center |
| | GPPB Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016 for Visayas State University* | 08/22/2023 | 08/24/2023 | 24 | Technical | Visayas State University |
| | Gender Sensitivity Orientation for VSU Faculty and Staff | 07/11/2023 | 07/11/2023 | 4 | Technical | VSU Gender Resource Center |
| | Philippine Procurement Systems & Updates and Property Appraisal & Disposal in Government | 06/28/2023 | 06/30/2023 | 24 | Technical | Government Financial Management Innovators Circle (GRMIC), Inc. & Philippine Schools, Universities and Colleges Computer Education and System Society (PSUCCESS), Inc. |
| | Layo na, pero layo pa: Conversations on Creating a Gender-Equal and Socially-Inclusive University | 03/08/2023 | 03/08/2023 | 4 | Instruction | Gender Resource Center |
| | Training-Workshop on Risk Assessment | 11/24/2022 | 11/25/2022 | 16 | Instruction | Office of the Vice-President for Planning, Resource Generation and Auxiliary Services |
| | Training-Workshop on Root Cause Analysis | 11/17/2022 | 11/17/2022 | 4 | Instruction | Office of the Director for Quality Assurance, Visayas State University |
| | Training on Attaining Work-Life Balance and Productivity | 11/09/2022 | 11/11/2022 | 24 | Instruction | Personnel Officers Association of the Philippines, Inc. (POAP) |
| | Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines | 09/07/2022 | 09/07/2022 | 8 | Instruction | Quality Assurance Center, Visca, Baybay City, Leyte |
| | Online Training entitled "Technology Forum on Disaster Risk Reduction and Management" during the 2022 Eastern Visayas Regional Science and Technology Week | 08/25/2022 | 08/25/2022 | 4 | Instruction | DOST Regional Office 8 |
| | In-House Training on Public Financial Management | 08/03/2022 | 08/05/2022 | 24 | Instruction | Department of Budget and Management Regional Office VIII |
| | 33rd Sustainable Share Growth Seminar "The Philippine Construction Industry and Directly Unproductive Extra Costs: A Regional Perspective" | 07/18/2022 | 07/18/2022 | 4 | Research | College of Public Affairs and Development of UPLB & Sekiguchi Global Research Association of the Atsumi International Foundation |
| | Typhoon Awareness and Calamity Readiness | 06/29/2022 | 06/29/2022 | 4 | Instruction | Department of Meteorology |
| | Seminar on the Application of Virtual Reality to Agriculture, Land Use and Transportation Plans | 06/22/2022 | 06/22/2022 | 4 | Instruction | International Affairs Office |
| PLEASE SEE ATTACHMENT C | | | | | | |
| (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) | |
| | N/A | | N/A | | BEST ADMINISTRATIVE SUPPORT STAFF AWARD | |
| | | | | | VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA) | |
| | | | | | Visayas State University Credit Cooperative | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| (Continue on separate sheet if necessary) | | | | | | |
| SIGNATURE | |  | | DATE | 05/09/2024 | |

CS FORM 212 (Revised 2017), Page 3 of 4

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,

a. within the third degree?

b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES

☒ NO

☐ YES

☒ NO

If YES, give details:

35. a. Have you ever been found guilty of any administrative offense?

b. Have you been criminally charged before any court?

☐ YES

☒ NO

☐ YES

☒ NO

If YES, give details:

Date Filed:

Status of Case/s:

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES

☒ NO

If YES, give details:

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?

☐ YES

☒ NO

If YES, give details:

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?

☐ YES

☒ NO

☐ YES

☒ NO

If YES, give details:

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES

☒ NO

If YES, give details (country):

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group?

b. Are you a person with disability?

c. Are you a solo parent?

☐ YES

☒ NO

If YES, please specify:

☐ YES

☒ NO

If YES, please specify ID No

☐ YES

☒ NO

If YES, please specify ID No

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

| NAME | ADDRESS | TEL. NO. |
|-----------------------|--------------------------|-------------|
| Ma. Salome B. Bulayog | Maasin City | 09055384190 |
| Dilberto O. Ferraren | Visayas State University | 09176341488 |
| Beatriz S. Belonias | VSU | 0917311309 |

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.



DALISAY F. ANDRES

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

Government Issued ID: N/A

ID/License/Passport No.: N/A

Date/Place of Issuance: N/A

Signature (Sign inside the box)

05/09/2024

Date Accomplished

Right Thumbmark


SUBSCRIBED AND SWORN to before me this 17 MAY 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSANE L. GUINOCOR

VSU Chief Legal Officer

Person Administering Oath

Attachment B

| 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 | | |
| | Immaculate Conception Parish Baybay City, Leyte | 02/27/2016 | 02/27/2016 | 6 | Volunteer - Assists during Confirmation Rites |
| | Blackwood Filipino-Australian Group Baybay City, Leyte | 01/02/2015 | 01/02/2015 | 8 | Volunteer Packing/Repacking and distribution of relief goods |
| (Continue on separate sheet if necessary) | | | | | |
| SIGNATURE | |  | | DATE | 05/09/2024 |

Attachment C.1

| 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 | | | |
| | Disaster Risk Reduction and Management (DRRM) Training for LGU - Baybay City, Leyte | 06/04/2022 | 06/04/2022 | 8 | Technical | PHILKOFA and KOICA, Philippines |
| | Philippine Government Electronic Procurement System (PhilGEPS) Online Training for Buyers | 05/30/2022 | 05/31/2022 | 16 | Instruction | PhilGEPS & e-Blackboards Learning and Solutions Inc. |
| | Webinar on "My Changing Body" | 05/02/2022 | 05/02/2022 | 4 | Instruction | USHER, VSU |
| | Virtual Data Privacy Act of 2012 Awareness Seminar | 04/07/2022 | 04/07/2022 | 8 | Instruction | Visayas State University |
| | A Webinar on Menopause and other Common Gynecologic Problems | 03/31/2022 | 03/31/2022 | 4 | Instruction | VSU Gender Resource Center |
| | Women Inspiring Women | 03/07/2022 | 03/07/2022 | 7 | Instruction | VSU Gender Resource Center |
| | Women's Reproductive Health: Breast Cancer and Gynecological Cancers | 10/07/2021 | 10/07/2021 | 3 | Instruction | Office of the Chief of University Services for Health, Emergency, and Rescue |
| | Re-Orientation of Employees' Duties and Responsibilities and Customer Services | 09/23/2021 | 09/23/2021 | 4 | Instruction | Office of the Director for Human Resource Management |
| | Correcting Corrective Actions | 05/28/2021 | 05/28/2021 | 1 | Instruction | AGF Consulting Group, Philippines |
| | Virtual Training on RA 9184 and its Revised Implementing Rules and Regulations | 05/17/2021 | 05/21/2021 | 40 | Technical | Government Procurement Policy Board - Technical Support Office |
| | Research Forum: Discover the World of Public Administration | 05/08/2021 | 05/08/2021 | 4 | Research | Grad. Colloquium Class of 2021, College of Maasin |
| | Webinar on ISO DOCUMENT CONTROL - Explained | 04/30/2021 | 04/30/2021 | 1 | Instruction | AGF Consulting Group, Philippines |
| | Webinar on "How to Conduct a Process Audit" | 04/16/2021 | 04/16/2021 | 1 | Instruction | AGF Consulting Group, Philippines |
| | Webinar on "Best Practices in Writing and Publishing Your Research Paper" | 04/16/2021 | 04/16/2021 | 3 | Research | ELSEVIER Research Academy On-Campus & DOST |
| | Webinar on "Internal Quality Audit Best Practice "Do's and Don'ts in IQA" | 03/26/2021 | 03/26/2021 | 1 | Instruction | AGF Consulting Group, Philippines |
| | Webinar on "How to Conduct Documents and Records Audit" | 03/19/2021 | 03/19/2021 | 1 | Instruction | AGF Consulting Group, Philippines |
| | Rebuilding the Economy from the COVID-19 Pandemic: The Role of SUCs and HEIs | 03/05/2021 | 03/05/2021 | 2 | Instruction | College of Management and Economics, Visayas State University |
| | Gender Climate and Disaster Resilience: Challenges of Equity and Sustainability | 03/01/2021 | 03/01/2021 | 4 | Instruction | CCARPH & NRC, Ateneo de Manila |
| | Webinar on "How to Speak on a Digital Stage and Capture the Limelight" | 02/23/2021 | 02/23/2021 | 2 | Instruction | College of Education, Visayas State University and United States of America Peace Corps |
| | Webinar on "Sexual Orientation & Gender Identity: Understanding the Coping Mechanisms of the Filipino Youth" | 02/17/2021 | 02/17/2021 | 2 | Instruction | National Academy of Science and Technology (NAST), DOST |
| | Webinar on "Control your Records Before they Control You: The Basics of Records Management and Records Control" | 01/27/2021 | 01/27/2021 | 4 | Instruction | "Visayas State University (VSU), Visca, Baybay City, Leyte " |
| | FY 2021 Procurement Forum Plenary Session and Breakout Session on Early Procurement Activities and the 2022 National Elections | 01/20/2021 | 01/20/2021 | 8 | Instruction | Department of Budget and Management, Region 8 |
| | Webinar on "How to Handle a Difficult Audit" | 01/15/2021 | 01/15/2021 | 1 | Instruction | AGF Consulting Group, Philippines |
| | Webinar on "How to be an Internal Quality Auditor" | 01/08/2021 | 01/08/2021 | 1 | Instruction | AGF Consulting Group, Philippines |
| | Webinar on "How to Develop Internal Quality Audit Trails" | 12/18/2020 | 12/18/2020 | 1 | Instruction | AGF Consulting Group, Philippines |
| | Webinar on "How to Conduct Internal Quality Audit" | 12/11/2020 | 12/11/2020 | 1 | Instruction | AGF Consulting Group, Philippines |
| | Virtual Client Connection: A PS-DBM Online Learning Engagement | 12/09/2020 | 12/09/2020 | 4 | Instruction | DBM, Procurement Service |
| | Webinar on "Sustainable Procurement Based on ISO 20400:2017" | 12/04/2020 | 12/04/2020 | 1 | Instruction | AGF Consulting Group, Philippines |
| | ISO 9001:2015 Awareness/ Re-awareness Webinar | 11/27/2020 | 11/27/2020 | 4 | Instruction | VSU Quality and Assurance Committee |
| | Webinar on "ISO 55001:2014 Asset Management Foundation" | 11/27/2020 | 11/27/2020 | 1 | Instruction | AGF Consulting Group, Philippines |
| | Webinar on "Document Tracking System" | 11/13/2020 | 11/13/2020 | 3 | Technical | Human Resource Information System, Visayas State University |
| (Continue on separate sheet if necessary) | | | | | | |
| SIGNATURE | |  | | | DATE | 05/09/2024 |

Attachment C.2

| 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 | | | |
| | Data Driven Governance Training | 11/09/2020 | 11/13/2020 | 20 | Technical | "Visayas State University (VSU), Visca, Baybay City, Leyte " |
| | Webinar on "Information Security and Document Control in Conformance with ISO 27001:2013" | 11/06/2020 | 11/06/2020 | 1 | Instruction | AGF Consulting Group, Philippines |
| | Webinar on Understanding Sustainable Procurement in Conformance with ISO 20400:2017 | 10/30/2020 | 10/30/2020 | 1 | Instruction | AGF Consulting Group, Philippines |
| | Operational Planning Workshop and Reframing of the Strategic Plan | 10/05/2020 | 10/07/2020 | 24 | Instruction | "Office of the Vice President for Research and Extension (OVPRE), VSU, Visca, Baybay, City " |
| | Workshop on the Assessment of Accomplishment and Target Settings of the Strategic Plan | 09/30/2020 | 09/30/2020 | 8 | Instruction | Office of the Vice-President for Planning, Resource Generation & Auxiliary Services |
| | Training on Identification of Proper and Complete Items Technical Specification and Parameters and Orientation of the Purchase Request (PR) Module of the Supply Properties Procurement Management Information system (SPPMIS) | 08/28/2020 | 08/28/2020 | 8 | Technical | Supply, Procurement and Property Management Information System (SPPMIS), VSU |
| | Workshop on Listing and Categorization of Items for the PPMP | 08/20/2020 | 08/20/2020 | 8 | Technical | Supply, Procurement and Property Management Information System (SPPMIS), VSU |
| | Webinar Series on Government Procurement Under the New Normal | 07/24/2020 | 07/24/2020 | 8 | Instruction | DBM, GPPB, R08, Technical Support Office |
| | Cyber Security Training | 12/18/2019 | 12/19/2019 | 16 | Technical | Human Resource Information System, Visayas State University |
| | Introduction to Cyber Security | 09/02/2019 | 09/03/2019 | 16 | Technical | Department of Information and Communication Technology - Manila |
| | Bread and Pastry Production NC II | 07/24/2019 | 08/16/2019 | 120 | Technical | Technical Education and Skills Development Authority |
| | Philippine Government Electronic Procurement System (PhilGEPS) | 07/17/2019 | 07/18/2019 | 16 | Technical | Philippine Government Electronic Procurement System (PhilGEPS) |
| | In-House Training on Republic Act 9184 and the 2016 Revised Implementing Rules and Regulations | 06/10/2019 | 06/12/2019 | 24 | Instruction | Department of Budget and Management, Region 8 |
| | Development Effective Work Teams | 05/07/2019 | 05/10/2019 | 32 | Instruction | Personnel Officers Association of the Philippines, Inc. (POAP) |
| | Seminar-Workshop on Implementation Ready Project Proposal Preparation | 03/15/2019 | 03/15/2019 | 8 | Research | Visayas State University |
| | Seminar Workshop on Open Data Kit | 03/07/2019 | 03/07/2019 | 8 | Instruction | Department of Statistics, Visayas State University |
| | Target Setting Workshop | 08/20/2018 | 08/21/2018 | 16 | Instruction | Visayas State University |
| | Performance Targeting Workshop | 07/31/2018 | 07/31/2018 | 8 | Instruction | Visayas State University |
| | Workshop on Review and Revision of Existing VSU Organizational Structure | 07/30/2018 | 07/30/2018 | 8 | Instruction | Visayas State University |
| | Implementing Gender-Responsive Research and Extension Programs | 03/14/2018 | 03/14/2018 | 8 | Instruction | Visayas State University |
| | Ambisyon Natin 2040 | 03/01/2018 | 03/02/2018 | 8 | Instruction | Visayas State University |
| | Data Science Jobs in the Industry: What to Look For | 01/26/2018 | 01/26/2018 | 8 | Research | Visayas State University |
| | Outcome-Based Education (OBE) Workshop on Syllabus Preparation | 01/10/2018 | 01/10/2018 | 8 | Instruction | Visayas State University |
| | Lecture-Seminar on Project Feasibility Study | 11/16/2017 | 11/16/2017 | 8 | Research | Visayas State University |
| | Orientation on Basic Customer Service and Work Values | 09/05/2017 | 09/05/2017 | 8 | Instruction | Visayas State University |
| | Sixteenth Young Economists' University | 07/14/2017 | 07/15/2017 | 16 | Instruction | Department of Agricultural Engineering & Applied Mathematics, Visayas State College of Agriculture |
| | Entrepreneurship and Export Competitiveness Seminar | 03/17/2017 | 03/17/2017 | 4 | Instruction | College of Management and Economics, Visayas State University |
| | Department of Economics Strategic Planning and Workshop | 02/27/2017 | 02/28/2017 | 16 | Instruction | Department of Economics, Visayas State University |
| | HIV in the Workplace Seminar | 12/09/2016 | 12/09/2016 | 4 | Instruction | VSU Hospital |
| | Procurement Planning Workshop | 09/13/2016 | 09/13/2016 | 8 | Instruction | Visayas State University |
| | Procurement Act Orientation | 09/09/2016 | 09/09/2016 | 8 | Instruction | Visayas State University |
| (Continue on separate sheet if necessary) | | | | | | |
| SIGNATURE | |  | | DATE | 05/09/2024 | |

Attachment C.3

| 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 | | | |
| | Training Workshop on Transforming Thesis Output into Publishable Article | 06/21/2016 | 06/24/2016 | 40 | Technical | Civil Service Commission - Region 8 |
| | Gender Sensitivity Training and Anti-Sexual Harassment Orientation for CME Faculty and Staff | 04/27/2016 | 04/27/2016 | 4 | Instruction | Gender and Development, Visayas State University |
| | Climate Change Challenge to Industrial Development in the Philippines | 03/04/2016 | 03/04/2016 | 5 | Instruction | Civil Service Commission - Region 8 |
| | Financial Literacy and Innovation Seminar | 03/03/2016 | 03/03/2016 | 4 | Instruction | Organic Agriculture Society of the Philippines (OASP) and Visayas State University (VSU) |
| | Developing an IPM System: Process and Tools and Pesticides - Tools or Toxins? | 02/23/2016 | 02/23/2016 | 8 | Technical | Office of the Vice-President for Research and Extension, Visayas State University |
| | Seminar on the Sacrament of Confirmation | 02/13/2016 | 02/13/2016 | 4 | Technical | Immaculate Conception Parish-Baybay |
| | Planning Workshop: On the Preparation & Processing of Documents Relative to Procurement | 05/27/2015 | 05/27/2015 | 8 | Instruction | Supply, Property and Procurement Management Office, Visayas State University |
| | Advance Data Management: Getting Started with Custom Tables in SPSS for Window | 02/11/2015 | 02/11/2015 | 8 | Technical | Department of Economics, Visayas State University |
| | Promoting Public Awareness on Economic Issues through Social Actions | 11/26/2014 | 11/26/2014 | 8 | Instruction | Young Economists Society, Visayas State University |
| | Value Added Tax Seminar | 03/21/2014 | 03/21/2014 | 4 | Instruction | Visayas State University |
| | Energy Efficiency and Conservation Seminar | 03/13/2013 | 03/13/2013 | 8 | Technical | Department of Energy, Manila |
| | Seminar on Intellectual Rights (IPR) | 03/06/2013 | 03/06/2013 | 8 | Instruction | DCST VSU |
| | Briefing of Staff Involved in the Conduct of Evaluation of Academic Staff by the Students | 01/14/2013 | 01/14/2013 | 8 | Instruction | Visayas State University |
| | Personality Development Seminar for Frontliners | 09/20/2012 | 09/20/2012 | 4 | Instruction | Visayas State University |
| | Value Added Tax Seminar | 09/20/2012 | 09/20/2012 | 4 | Instruction | Young Economists Society, Visayas State University |
| | Entrepreneurship Forum | 03/09/2012 | 03/09/2012 | 8 | Instruction | DCST VSU |
| | Reorientation Seminar of Frontliners | 07/07/2011 | 07/07/2011 | 8 | Instruction | Visayas State University |
| | Seminar on Managing Perspectives for Success | 03/04/2011 | 03/04/2011 | 8 | Instruction | College of Management and Economics, Visayas State University |
| | Training on RA 9184 and Its Revised IRR (Modules I, II and V) | 07/29/2010 | 07/29/2010 | 8 | Instruction | Visayas State University |
| | Training on Total Quality Management among Administrative Personnel | 11/13/2009 | 11/14/2009 | 16 | Instruction | DCST VSU |
| | Seminar on Customer Service and Implementation of the Citizen's Charter | 09/22/2009 | 09/22/2009 | 8 | Instruction | Visayas State University |
| | Training on Mental Health Education Program | 10/24/2007 | 10/25/2007 | 16 | Instruction | Family Link Philippines |
| | Training on Office Productivity Tools | 05/07/2007 | 05/11/2007 | 40 | Technical | Department of Computer Science & Technology, Leyte State University |
| | Orientation-Seminar on Reproductive Health, Adolescent Reproductive Health and Gender | 04/04/2006 | 04/04/2006 | 8 | Instruction | Department of Business and Management, Visayas State University |
| | Orientation and Briefing on Faculty Workload Computation & Teacher's Evaluation | 06/20/2005 | 06/20/2005 | 8 | Instruction | Department of Business and Management, Visayas State University |
| | Networking Productivity Tools Utilization | 06/10/2003 | 06/11/2003 | 16 | Technical | ICTU, Leyte State University |
| | Career and Personality Development for Clerks & Other Administrative Staff | 05/21/2003 | 05/22/2003 | 16 | Instruction | Leyte State University |
| | Training on the Development of Audiovisual Aids for Classroom Use | 08/16/2002 | 08/16/2002 | 8 | Instruction | Multi-Media Development Center, Visayas State College of Agriculture |
| | Computer Training Program on Microsoft Word '97 | 06/07/1999 | 06/09/1999 | 24 | Instruction | Commission on Higher Education Region VIII |
| | Computer Training Program on Microsoft Excel '97 | 11/04/1998 | 11/06/1998 | 24 | Instruction | Department of Agricultural Engineering & Applied Mathematics, Visayas State College of Agriculture |
| | Values Orientation Workshop (VOW) | 08/17/1998 | 08/19/1998 | 24 | Instruction | Commission on Higher Education Region VIII |
| (Continue on separate sheet if necessary) | | | | | | |
| SIGNATURE | |  | | DATE | 05/09/2024 | |

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: August 1, 2017 – present
 - Position: Administrative Assistant II
 - Name of Office/Unit: Office of the Vice-President for Planning, Resource Generation and Auxiliary Services
 - Immediate Supervisor: Dr. Dilberto O. Ferraren
 - Name of Agency/Organization and Location: Visayas State University
Visca, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Provided administrative and support management.
 - Provided efficient planning and monitoring services.
 - Summary of Actual Duties
 - Assists the Vice-President in the collection, keeping, updating and maintaining all data related to planning, generation, Housing Commission and other activities by the Office and perform other related functions assigned by the Vice-President.
-
- Duration: – December 1, 2004 - July 31, 2017
 - Position: Administrative Aide
 - Name of Office/Unit: Department of Economics
 - Immediate Supervisor: Dr. Moises Neil V. Serião & Dr. Pedro T. Armenia
 - Name of Agency/Organization and Location: Visayas State University
Visca, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Able to provide efficient recording and monitoring of office documents.
 - Performed efficient services to faculty, staff and students.
 - Summary of Actual Duties
 - Responsible in performing administrative and technical tasks e.g., preparation of government standard forms; preparation of policies, issuances and correspondence; In-charge in the information and records management; and performs other related functions.

- Duration: November 2, 1989- November 30, 2004
- Position: Clerk I
- Name of Office/Unit: Department of Plant Breeding and Genetics
- Immediate Supervisor: Dr. Othello B. Capuno
- Name of Agency/Organization and Location: Leyte State University
Visca, Baybay, Leyte

- List of Accomplishments and Contributions (if any)
 - Provided effective and effective secretariat services.
 - Complied in the preparation of Government standard forms.

- Summary of Actual Duties
 - Provide administrative and support services to faculty and staff of the Department of Plant Breeding and Genetics. And perform other functions assigned by the Department Head.



DALISAY F. ANDRES

(Signature over Printed Name
of Employee/Applicant)

Date: May 17, 2024