

# 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	NAPIERE		
FIRST NAME	WILMA	n/a	
MIDDLE NAME	VALIENTE		
3. DATE OF BIRTH (mm/dd/yyyy)	7/21/1966	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BULA, CAMARINES SUR	If holder of dual citizenship, please indicate the details.	Philippines
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	House/Block/Lot No. Street <b>Zone 2</b> <b>Guadalupe</b> Subdivision/Village Barangay <b>Baybay City</b> <b>Leyte</b> City/Municipality Province
7. HEIGHT (m)	1.57 m	ZIP CODE	6521
8. WEIGHT (kg)	59.8 KG		
9. BLOOD TYPE	"O +"	18. PERMANENT ADDRESS	House/Block/Lot No. Street <b>Zone 2</b> <b>Guadalupe</b> Subdivision/Village Barangay <b>Baybay City</b> <b>Leyte</b> City/Municipality Province
10. GSIS ID NO.	000-3948-8550-4	ZIP CODE	6521
11. PAG-IBIG ID NO.	1700-0020-4934		
12. PHILHEALTH NO.	19-000815360-8	19. TELEPHONE NO.	none
13. SSS NO.	03-9488550-4	20. MOBILE NO.	09289233747
14. TIN NO.	186-643-855	21. E-MAIL ADDRESS (if any)	<a href="mailto:wilma.napiere@vsu.edu.ph">wilma.napiere@vsu.edu.ph</a>
15. AGENCY EMPLOYEE NO.	V00753		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NAPIERE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ELMER	n/a	Ted Jonathan V. Napiere	12/20/1994
MIDDLE NAME	BALDEA		Rico Jomer V. Napiere	5/16/2002
OCCUPATION	J.O.		Eloisa Jean V. Napiere	4/3/2006
EMPLOYER/BUSINESS NAME	Ugsang Poultry Farm			
BUSINESS ADDRESS	Matalom, Leyte			
TELEPHONE NO.	none			
24. FATHER'S SURNAME	VALIENTE (deceased)			
FIRST NAME	LUIS	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ROMAN	n/a		
25. MOTHER'S MAIDEN NAME				
SURNAME	BUSTAMANTE (deceased)			
FIRST NAME	JOSEFINA			
MIDDLE NAME	AGUILAR			

(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	BULA CENTRAL SCHOOL	Primary Education	1973	1979	graduated	1979	n/a
SECONDARY	CAMARINES SUR NATIONAL HIGH SCHOOL	High School	1979	1983	graduated	1983	n/a
VOCATIONAL /	none	n/a					
COLLEGE	ATENEO DE NAGA UNIVERSITY	BACHELOR OF SCIENCE IN COMMERCE- Accounting	1983	1987	graduated	1987	n/a
GRADUATE STUDIES	none	n/a					

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/18/2024
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#### IV. CIVIL SERVICE ELIGIBILITY

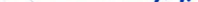
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
CS Professional	80.54%	02/16/1997	Iriga Central School, Iriga City	n/a	n/a
CS Sub-Professional	75.00%	08/03/1986	Naga City	n/a	n/a

(Continue on separate sheet if necessary)

#### V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/18/2024
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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 OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	n/a	n/a	n/a	n/a	n/a

(Continue on separate sheet if necessary)

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

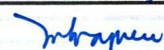
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Workshop on Process Harmonization for Financial Management System(FMS) for VSU	10/03/2024	10/07/2024	24.0	Technical	Management Center
	Strategic Planning Training Workshop	07/22/2024	07/26/2024	40.0	Technical	Visayas State University
	Strategic Foresight-Scenario Building Training Workshop	07/15/2024	07/19/2024	40.0	Technical	Visayas Development Academy of The Philippines
	Appraisal and Disposal of Government Properties	11/13/2023	11/15/2023	24.0	Technical	Commission on Audit RO No. VIII
	Climate Change Expenditure Tagging (CCET) Training	10/23/2023	10/23/2023	8	Technical	VSU Regional Climate Change Research and Development Center
	GPPB Basic Course Training on RA 9184 and its Revised Implementing Rules and Regulations	08/22/2023	08/24/2023	24.0	Technical	Visayas State University
	Navigating Challenges Of Financial Technology and Digital Transformation	10/19/2022	10/22/2022	32.0	Technical	Association of Government Accountants of the Phils., Inc.(AGAP)
	In-House Training on Public Financial Management	08/3/2022	08/5/2022	24.0	Technical	Department of Budget and Management Regional Office VIII
	Financial Trends and Transformation in the New Normal	11/18/2021	11/19/2021	12.0	Technical	Government Financial Management Innovators Circle (GFMIC), Inc.
	*COA's Digitization:The Road Towards and Integrated Financial Management Information System					
	*Auditing of Government funds during the New Normal					
	*The National ID: Its Significance in the Life of the Filipino					
	*Philhealth Benefit Updates					
	ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	11/27/2020	3.0	Technical	Visayas State University
	Strategic Planning Workshop-Finance Management Office	7/22/2020	7/24/2020	24.0	Technical	visayas State University-Office of the Director for Administration and Human Resource Development (ODAHRD)
	Laws and Rules on Government Expenditures	10/1/2019	10/4/2019	32.0	Technical	Commission on Audit RO No. VIII
	Introduction to Cyber Security	9/2/2019	9/3/2019	16.0	Technical	Department of Information and Communication Technology(DICT)
	RA 9184 and the 2016 Revised Implementing Rules and Regulations	6/10/2019	6/12/2019	24.0	Technical	GPPB-TSO/Visayas State University
	Maginhawa, Matatag at Panatag na Buhay: Ambisyon Nating Tunay	10/17/2018	10/20/2018	32.0	Technical	Association of Government Accountants of the Phils., Inc.(AGAP)
	Gender Sensitivity Training for Administrative and Support Staff		09/11/2018	8.0	Technical	Commission on Audit RO No. VIII
	Target Setting Workshop	8/20/2018	8/21/2018	16.0	Technical	Visayas State University
	Induction/Orientation Program of Newly Hired Faculty & Staff Into the VSU System	9/4/2017	9/4/2017	40.0	Technical	Commission on Audit RO No. VIII
	Implementation on the Use of Government Accounting Manual (GAM) for National Government Agencies	8/15/2016	8/19/2016	40.0	Technical	Commission on Audit RO No. VIII
	Philippine Public Sector Accounting Standards and the Revised Chart of Accounts	8/1/2016	8/5/2016	40.0	Technical	Commission on Audit RO No. VIII

(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)
	bookkeeping		Best Administrative Support Staff		Visayas State University Credit Cooperative
	cashiering				Administrative Personnel Association
	reading				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/18/2024
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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: <u>resignation</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: 35%;">NAME</th><th style="width: 35%;">ADDRESS</th><th style="width: 30%;">TEL. NO.</th></tr></thead><tbody><tr><td>NICK FREDDY R. BELLO</td><td>Bgy. Nahulid, Libagon, So. Leyte</td><td>9353256803</td></tr><tr><td>LOUELLA C. AMPAC</td><td>Baybay City, Leyte</td><td>9175423297</td></tr><tr><td>ERLINDA S. ESGUERRA</td><td>Brgy. Gaas, Baybay city, Leyte</td><td>09176341538</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	NICK FREDDY R. BELLO	Bgy. Nahulid, Libagon, So. Leyte	9353256803	LOUELLA C. AMPAC	Baybay City, Leyte	9175423297	ERLINDA S. ESGUERRA	Brgy. Gaas, Baybay city, Leyte	09176341538
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<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.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td style="padding: 2px;">Government Issued ID: <b>VSU ID V00753</b></td></tr><tr><td style="padding: 2px;">ID/License/Passport No.: <b>n/a</b></td></tr><tr><td style="padding: 2px;">Date/Place of Issuance: <b>Jan.2,2012/VSU 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>VSU ID V00753</b>	ID/License/Passport No.: <b>n/a</b>	Date/Place of Issuance: <b>Jan.2,2012/VSU Baybay City, Leyte</b>	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="height: 60px; text-align: center; vertical-align: middle;"></td></tr><tr><td style="text-align: center;">Signature (Sign inside the box)</td></tr><tr><td style="text-align: center;"><b>October 18, 2024</b></td></tr><tr><td style="text-align: center;">Date Accomplished</td></tr></table> <div style="text-align: center; margin-top: 10px;"><p>Right Thumbmark</p></div>		Signature (Sign inside the box)	<b>October 18, 2024</b>	Date Accomplished				
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Government Issued ID: <b>VSU ID V00753</b>													
ID/License/Passport No.: <b>n/a</b>													
Date/Place of Issuance: <b>Jan.2,2012/VSU Baybay City, Leyte</b>													
Signature (Sign inside the box)													
<b>October 18, 2024</b>													
Date Accomplished													
<p>SUBSCRIBED AND SWORN to before me this <b>05 NOV 2024</b>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;"><p><b>ATTY. RYSAN C. GUINOCOR</b> VSU Chief Legal Officer</p><p>Person Administering Oath</p></div>													



## 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, 2023 to present
- Position: Administrative Officer II
- Name of Office/Unit: Visayas State University/Accounting Office
- Immediate Supervisor: Nick Freddy R. Bello
- Location: Brgy. Pangasugan, Baybay City, Leyte
- Summary of Actual Duties
  - In charge of monitoring externally funded projects (Research) from different funding agencies
  - Focal person for CHED FHE (Free Higher Education / UniFAST TES-TDP) and preparation of billings

- Duration: May 16, 2016 to July 31, 2023
- Position: from Administrative Aide III to IV to VI and to Administrative Asst. II
- Name of Office/Unit: Visayas State University/Accounting Office
- Immediate Supervisor: Nick Freddy R. Bello
- Location: Brgy. Pangasugan, Baybay City, Leyte
- Summary of Actual Duties
  - In charge of bookkeeping of Fund: 07-Trust Receipts then to Fund 101 RAF or GF
  - Counter checking of paid documents before submission to COA
  - Posting of entries to BAOM System
  - Preparation of Financial Reports and Statements

- Duration: January 2, 2012-May 15, 2016
- Position: Administrative Aide III
- Name of Office/Unit: Visayas State University/Accounting Office
- Immediate Supervisor: Erlinda S. Esguerra
- Location: Brgy. Pangasugan, Baybay City, Leyte
- Summary of Actual Duties
  - In charge of obligation, recording, processing, monitoring and control of budget releases for research projects
  - Counter checking of documents before obligation

- Duration: February 4, 2006-May 31, 2010
- Position: Finance Officer
- Name of Office/Unit: Reggie Realty Development Corporation
- Immediate Supervisor: Federico A. Flores, Jr.
- Location: Abucay, Tacloban City
- Summary of Actual Duties
  - In charge of auditing all documents pertaining to procurement of construction supplies and materials (bill of materials, purchase requests, purchase orders, delivery receipts)
  - Review payrolls and remittances to BIR, SSS, Philhealth, Pag-ibig before payment



- Duration: April 24-March 31, 2000
- Position: Credit and Collection Officer
- Name of Office/Unit: OPSIS, Inc./Admin. & Finance
- Immediate Supervisor: Federico A. Flores, Jr.
- Location: Unit 808 Ferros Bel-Air Tower, 30 Polaris St., Makati City

- Summary of Actual Duties

- In charge of auditing all documents pertaining to credit and collections, review of supporting documents for billing such as accomplishment reports, performance bond and surety bond and delivery receipts before preparation of Sales Invoice for clients

- Duration: May 15, 1998 – May 31, 2000
- Position: Bookkeeper
- Name of Office/Unit: Nestle Employees Multi-Purpose Cooperative
- Immediate Supervisor: Ardel Sumague
- Name of Agency/Organization and Location: Nestle Employees Cooperative, Cabuyao City, Laguna

- Summary of Actual Duties

- Cross checking of all documents pertaining to employee membership, loans and loan applications and members savings accounts (for member-savings operations)
- Computation of Dividends and Patronage refund
- Computation of Interest on savings deposits based on ADB (average daily balance)

- Duration: 1992 – 1994
- Position: F & B Cashier
- Name of Office/Unit: Daiichi Hotel Saipan Beach
- Location: Saipan, Commonwealth of Northern Micronesia, USA

- Summary of Actual Duties

- As Cashier: In-charge of preparation of reports, review of dockets issued to guests, orders, charge slips and cash payments
- Time-keeper of all cashiers

- Duration: 1988 – 1992
- Position: F & B Cashier
- Name of Office/Unit: The Westin Philippine Plaza Hotel
- Immediate Supervisor: Joey S. Andaya and Aiza Cancio
- Location: CCP Complex, Roxas Blvd., Pasay City

- Summary of Actual Duties

- As Cashier: In-charge of preparation of reports, review of dockets issued to guests orders, charge slips and cash payments
- As Reliever in Accounting Office for staff on leave:
  - \*Assigned in the Accounts Payable Dept.-assists in cross checking of documents such as purchase request, purchase order, delivery receipts and sales invoices/official receipts before voucher preparation
  - \*Assigned in the Credit and Collection Dept.-assists in credit card billings, review of credit card charge slips

  
WILMA V. NAPIERE

(Signature over Printed Name  
of Employee/Applicant)

Date: 10/18/2024