

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 box () 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	VALENCERINA		
FIRST NAME	SUSAN	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MORENO		
3. DATE OF BIRTH (mm/dd/yyyy)	22/10/1961	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	BRGY. GABAS, BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	
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	
7. HEIGHT (m)	1.55m	House/Block/Lot No.	Street
8. WEIGHT (kg)	62kg.	ZONE-1	NAGA
9. BLOOD TYPE	A	Subdivision/Village	Barangay
10. GSIS ID NO.	N/A	BAYBAY	LEYTE
11. PAG-IBIG ID NO.	121109601616	City/Municipality	Province
12. PHILHEALTH NO.	13-025010572-0	ZIP CODE	6521
13. SSS NO.	09-1110748-7	19. TELEPHONE NO.	N/A
14. TIN NO.	926-679-694	20. MOBILE NO.	09982525798
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	susan.valencerina@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	VALENCERINA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	EDGAR	NAME EXTENSION (JR., SR)	EDMUND MORENO VALENCERINA	19/03/1988
MIDDLE NAME	SACUROM		LESTER MORENO VALENCERINA	14/05/1989
OCCUPATION	Brgy. Councilor			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	MORENO			
FIRSTNAME	RAYMUNDO			
MIDDLE NAME	LORETO			
25. MOTHER'S MAIDEN NAME	ESCUADRA			
FIRSTNAME	SOLEDAD			
MIDDLE NAME	POLEA			

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 East Central School Baybay, Leyte	Elementary	1968	1974	N/A	1974	N/A
SECONDARY	Franciscan College of the Immaculate Conception, Baybay, Leyte	Secondary	1974	1978	N/A	1978	N/A
COLLEGE	Southwestern University, Cebu City	Bachelor of Science in Commerce Major in Accounting	1978	1982	N/A	1982	N/A
VOCATIONAL / TRADE COURSE	System Technology Institute Ormoc City	Basic Computer "Power Pack 1.7"	Oct.2001	Oct. 2001	N/A		

(Continue on separate sheet if necessary)

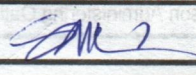
SIGNATURE		DATE	December 15, 2022
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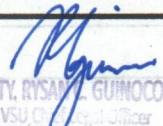
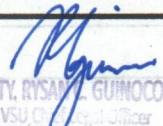
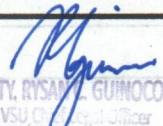
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V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	<u>December 15, 2022</u>
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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			
	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			
	Laws & Rules of Government Expenditures	9/13/22	9/16/22	4 days	Technical	COA, Palo, Leyte
	ISO 9001:2015 Awareness & Re-Awareness	8/30/22	8/30/22	4 Hours	Technical	Dr. Edgardo E. Tulin
	Conference on Gender & Disaster Risk Governance	7/27/22	7/27/22		Technical	Dr. Eduardo Mangoang
	Trair Training Online Payroll Deductions	7/24/22	7/24/22	2 Hours	Technical	VSU-HRIS Staff
	Webinar: RA11313 Safe Space Act	12/10/2020	10/12/2020	3 Hours	Technical	VSU-ISRDS
	Webinar ISO 9001:2015 Awareness/Re-awareness Webinar	11/27/2020	27/11/2020	4 Hours	Technical	Ms. Elvira E. Ongy
	Orientation Workshop Among JO, Clerk & Lab. Tech.	1/15/2019	15/01/2019	8 Hours	Technical	Dr. Lourdes B. Cano
	Frontline Orientation Customer & Work Values	09/09/2019	09/09/2019	8 Hours	Technical	Dr. Lourdes B. Cano
	Target Setting Workshop (IPCR)	20/08/2018	21/08/2018	16 Hours	Technical	Dr. Lourdes B. Cano
	Orientation Basic Customer Service	05/09/2017	05/09/2017	8 Hours	Technical	Dr. Lourdes B. Cano
	ISO Orientation and Writeshop	21/09/2015	21/09/2015	8 Hours	Technical	Dr. Lourdes B. Cano
	Service Staff Training (OFW)	Dec. 8, 1991	Dec. 12, 1991	5 Days	Technical	International Center Services Corp.
	Pre-departure Orientation Seminar (OFW)	March 6,1991	March 6,1991	4 Hours	Technical	OWWA, Manila, Philippines
	Training and Seminar At National Census Office	03/05/1985	07/05/1985	5 days	Technical	NCSO Tacloban City
(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		N/A		N/A	
	Typing					
	Cooking					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	December 15, 2022	

<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 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%;">POSITION/ADDRESS</th><th style="width: 30%;">TEL. NO.</th></tr></thead><tbody><tr><td>Ms. Louella C. Ampac</td><td>Director of Finance, VSU Baybay City</td><td>9175423297</td></tr><tr><td>Mr. Nick Freddy R. Bello</td><td>OIC-Head, Accounting Office, VSU, Baybay City</td><td>9292255015</td></tr><tr><td>Ms. Wilma V. Napiere</td><td>Administrative Assistant II Accounting Office, VSU, Baybay City</td><td>9359633220</td></tr></tbody></table>		NAME	POSITION/ADDRESS	TEL. NO.	Ms. Louella C. Ampac	Director of Finance, VSU Baybay City	9175423297	Mr. Nick Freddy R. Bello	OIC-Head, Accounting Office, VSU, Baybay City	9292255015	Ms. Wilma V. Napiere	Administrative Assistant II Accounting Office, VSU, Baybay City	9359633220
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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>													
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<p>SUBSCRIBED AND SWORN to before me this <u>25 June 2023</u>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center; height: 50px;"> ATTY. RYSAL GUINOCOR VSU, Baybay City Person Administering Oath</td></tr></table>		 ATTY. RYSAL GUINOCOR VSU, Baybay City Person Administering Oath											
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PHOTO



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