

## 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	Vega		
FIRST NAME	Maria Lilia	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Pabon		
3. DATE OF BIRTH (mm/dd/yyyy)	04/25/1967	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Baybay City	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	Purok 3 House/Block/Lot No. _____ Street _____ Santa Cruz Subdivision/Village _____ Barangay _____ BAYBAY LEYTE City/Municipality _____ Province _____ ZIP CODE 6521
7. HEIGHT (m)	1.60	18. PERMANENT ADDRESS	House/Block/Lot No. _____ Street _____ Santa Cruz Subdivision/Village _____ Barangay _____ BAYBAY LEYTE City/Municipality _____ Province _____ ZIP CODE 6521
8. WEIGHT (kg)	60.00		
9. BLOOD TYPE	A+		
10. GSIS ID NO.	20011373393		
11. PAG-IBIG ID NO.	121276808072		
12. PHILHEALTH NO.	190000655560		
13. SSS NO.	0630382240	19. TELEPHONE NO.	N/A
14. TIN NO.	21804983500	20. MOBILE NO.	936-841-5245
15. AGENCY EMPLOYEE NO.	V02043	21. E-MAIL ADDRESS (if any)	ma.lilia.vega@vsu.edu.ph

## II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	Vega		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Samuel	NAME EXTENSION (JR., SR)	Junken P. Vega	08/06/1989
MIDDLE NAME	Cabel		Janine P. Vega	05/24/1991
OCCUPATION	N/A		Jerome P. Vega	12/02/1993
EMPLOYER/BUSINESS NAME	N/A		Jemuel P. Vega	05/04/1996
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	None			
24. FATHER'S SURNAME	Pabon			
FIRST NAME	Marcial	NAME EXTENSION (JR., SR) Sr.		
MIDDLE NAME	Tambiling			
25. MOTHER'S MAIDEN NAME	Rosa Hipolito Castil			
SURNAME	Pabon			
FIRST NAME	Rosa			
MIDDLE NAME	Castil			

(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	Bunga Elementary School	Elementary	1974	1979	Valedictorian	1979	N/A
SECONDARY	Bunga National High School	High School	1979	1983	Valedictorian	1983	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Bunga National High School	Bachelor of Science in Development Communication (Major in Community Broadcasting)	1983	1988	Graduated	1988	N/A
GRADUATE STUDIES	Visayas State University	Master of Management	2013	2019	Graduated	2019	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/02/2024
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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 (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

(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			
	AACUP BAYANIHAN 2024 held in Cavite State University, Indang Cavite	11/06/2024	11/08/2024	24	Managerial	Accrediting Agency of Chartered Colleges and Universities of the Philis, Inc. - AACUP
	ISO 9001-2015 Awareness and Re-Awareness Seminar	09/09/2024	09/09/2024	8	Technical	Visayas State University
	Seminar Workshop on Basic Records and Archives on July 30-31, 2024 held at CCE VSU	07/30/2024	07/31/2024	12	Technical	Visayas State University
	Sustaining Culture Quality Assurance and Accreditation on March 20-23, 2024 held in Malate Manila.	03/20/2024	03/22/2024	24	Managerial	Visayas State University
	Orientation of Guidelines and Procedures on Processes/Services of the Offices under ASD	02/23/2024	02/23/2024	8	Technical	Administrative Service Office, Visayas State University
	6th Management Review on QMS ISO 9001-2015	01/22/2024	01/24/2024	24	Instruction	Quality Assurance Center, VSU
	Workshop on Program Accreditation	01/12/2024	01/12/2024	8	Instruction	Quality Assurance Center
	VRIS Software Learning Training	12/06/2023	12/06/2023	8	Instruction	Visayas State University
	5S Revolution for Clerks & Heads	11/29/2023	11/29/2023	4	Supervisory	HRMO Visayas State University
	Working Towards Personality Development	08/22/2023	08/25/2023	32	Technical	Personnel Officer Administrative Program
	ISO 9001-2015 Awareness/Re-awareness Virtual Seminar	02/15/2023	02/15/2023	4	Instruction	Dr. Edgardo E. Tulin President VSU
	Training Workshop on Financial Analysis and Investment Appraisal of Technology	12/27/2022	12/29/2022	24	Managerial	VISERDAC, Visayas State University
	Good-Gobernro Celebrating Good Governance Champion	09/23/2022	09/23/2022	8	Supervisory	Australian Alumni
	ISO AWARENESS AND RE-AWARENESS SEMINAR	08/30/2022	08/30/2022	8	Technical	VISAYAS STATE UNIVERSITY
	Internal Quality Audit Training	08/17/2022	08/19/2022	24	Technical	AGF Consulting Group
	Hands-Only Cardiopulmonary Resuscitation	07/12/2022	07/12/2022	4	Instruction	DEPARTMENT OF HEALTH - NATIONAL
	Typhoon Awareness and Calamity Readiness	06/29/2022	06/29/2022	4	Instruction	Visayas State University


PLEASE SEE ATTACHMENT A

(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		Adviser Sigma Alpha Epsilon Fraternity Sorority
					Australian Alumni member

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/02/2024
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## Attachment A.1

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

[illegible]



<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 style="text-align: center;">End of term</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 checked="" type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>If YES, please specify ID No _____ Separated</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: 33%;">NAME</th><th style="width: 33%;">ADDRESS</th><th style="width: 33%;">TEL. NO.</th></tr></thead><tbody><tr><td>JOSE L. BACUSMO</td><td>STA. CRUZ, BAYBAY CITY, LEYTE</td><td>09192136283</td></tr><tr><td>CHRISTINA A. GABRILLO</td><td>Southern Leyte</td><td>09470069304</td></tr><tr><td>ROTACIO S. GRAVOSO</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>09276333892</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	JOSE L. BACUSMO	STA. CRUZ, BAYBAY CITY, LEYTE	09192136283	CHRISTINA A. GABRILLO	Southern Leyte	09470069304	ROTACIO S. GRAVOSO	VISCA, BAYBAY CITY, LEYTE	09276333892
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ROTACIO S. GRAVOSO	VISCA, BAYBAY CITY, LEYTE	09276333892											
<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>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>Government Issued ID: <b>PHILHEALTH</b></td></tr><tr><td>ID/License/Passport No.: <b>190000655560</b></td></tr><tr><td>Date/Place of Issuance: <b>11/30/-0001 / Baybay City</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>PHILHEALTH</b>	ID/License/Passport No.: <b>190000655560</b>	Date/Place of Issuance: <b>11/30/-0001 / Baybay City</b>	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center;"></td></tr><tr><td style="text-align: center;">Signature (Sign inside the box)</td></tr><tr><td style="text-align: center;">12/02/2024</td></tr><tr><td style="text-align: center;">Date Accomplished</td></tr></table> <div style="text-align: center;"> Right Thumbmark</div>		Signature (Sign inside the box)	12/02/2024	Date Accomplished				
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Date/Place of Issuance: <b>11/30/-0001 / Baybay City</b>													
													
Signature (Sign inside the box)													
12/02/2024													
Date Accomplished													
<p>SUBSCRIBED AND SWORN to before me this <b>13 DEC 2024</b>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center;"> <b>ATTY. RYSAN C. GUINOCOR</b> NSU Chief Legal Officer _____ Person Administering Oath</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.

### As Administrative Aide III Casual

- Duration: March 21, 2022 – December 31, 2024 to present
- Position: Admin. Aide III
- Name of Office/Unit: Quality Assurance Center
- Immediate Supervisor: Dr. Joel Rey U. Acob
- Name of Agency/Organization and Location: Visayas State University
  
- List of Accomplishments and Contributions (if any)
  - Monitoring of programs and institutional accredited programs from the Summary of Findings and Recommendations, Compliance Requirements Reports, Self-Evaluation or Internal Evaluation Report, and substantial supporting documents to address the benchmark statements.
  - dDRC incharged of the Programs and Institutional Accreditation Office (PIAO).
  - Incharged of the AACCUP Shared Drive, in monitoring, updating of supporting documents, uploading of files for programs subject to Level II on July 8-12, 2024.
  - Assisted the VSU CHED Registry of programs and COPC application requirements pertinent documents.
  - Continued checking and evaluating the uploaded supporting documents at the AACCUP Shred Drive.
  - Facilitated coordination's incharged and documenter during meetings related accreditation conducted.
  - Incharged communication to AACCUP related queries on technical results, mandatory compliance and schedule of accreditation. Incharge of sending the AACCUP Technical results to the program incharge for their reference and immediately action especially on the mandatory compliance.
  - Provided technical support to the Program Incharge on the preparation of mandatory reports of the programs from VITA Campuses.
  - Developed in Excel Summary all VSU Programs of the five campuses for an easy retrieval and updates of accreditation status
  - Developed a Matrix of Summary of Findings and Recommendations of All VSU programs for an easy retrieval and updates of the compliance recommendations.
  - Created and maintained different shared drive of supporting documents for accreditation of the whole VSU system.
  
- Summary of Actual Duties
  - Responsible for the management and monitoring of the VSU Institutional and Programs Accreditation and other quality assurance activities such as Philippine Quality Standards, ISO, Internal Audit and performs other related functions.
  - Assisting the VITA Campuses QA Heads and Faculty assigned to programs Accreditation in the coaching of mandatory requirements and analyzing its substantial supporting documents.
  - Assisting the VSU CHED Registry of programs and COPC application requirements pertinent documents.



- Drafts letters, memoranda and other documents needed in the conduct of the activities related to quality assurance;
- Facilitates meeting, workshops, webinars, trainings, and other related activities;
- Coordinates with concerned offices on matters related to programs and institutional accreditation and QMS implementation;
- Conducted orientation of the Job Order Personnel assigned in AACCUP Accreditation.
- Responsible on the monitoring of the output and accomplishments of the JOs assigned in AACCUP.
- Performed other functions assigned by the supervisor.

#### **As Administrative Officer I - Job Order Personnel**

- Duration: March 8, 2021 - March 21, 2022
- Position: Administrative Officer I - Job Order Personnel
- Name of Office/Unit: Quality Assurance Center
- Immediate Supervisor: Dr. Editha G. Cagasan
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)  
Developed an Excel of the Differences of the programs AACCUP instruments very useful for the identification of supporting documents on common documents required and not common.
- Summary of Actual Duties
  - Assists the Quality Assurance Director (QAD), and the Quality management Representative (QMR) in the performance activities related to the program and institutional quality assurance in the implementation and continual improvement of the VSU's Quality Management System (QMS)
  - Draft letters, memoranda and other documents needed in the of the activities related to quality assurance;
  - Coordinates with concerned offices on matters related to program and institutional accreditation and QMS implementation

#### **As Media Production Specialist**

- Duration: November 1, 2020 until December 31, 2020
- Position: Media Production Specialist
- Name of Office/Unit: Department of Development Communication under YRRP project
- Immediate Supervisor: Dr. Christina A. Gabrillo
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)  
Assisted on the production of Instructional Materials and Coffee-table Books on the YRRP Projects.
- Summary of Actual Duties
  - Assisted in the conduct of photo-shoot to areas identified as farmers' sites
  - Conducted editing / proof reading of IEC materials for the farmers
  - Conducted online interview to identified farmer cooperators

#### **As Project Coordinator of the ACIAR Horticulture Programs**



- Duration: March 1, 2015- December 31, 2019
- Position: Administrative Officer I
- Name of Office/Unit: Office of the Vice President for Research and Extension
- Immediate Supervisor: Dr. Othello B. Capuno
- Name of Agency/Organization and Location: Visayas State University
  
- List of Accomplishments and Contributions (if any)
  - Achievements as writer/contributor to Obelisk and RDE Magazines of the good stories of the ACIAR Programs implemented by VSU.
  - Developed Facebook Page with account name ACIAR Horticulture in the Southern Philippines with approval and monitored by the ACIAR Canberra.
  
- Summary of Actual Duties
  - Responsible on the facilitation of all logistics identified by Contractor such as hotels and accommodation of in their stay and meeting venue. Done and performed booking accommodations of Australian partners and Filipino team in Leyte, Cebu and Davao areas.
  - Provide open time in assisting the all ACIAR Projects when needed. Provide information to VSU Research and coordination office related to ACIAR HORT Project updates;
  - Maintain project social media presence on Facebook. Continuous posting of good stories and project updates which proves the 334 fellow's followers of the page administered and gather respond from viewers.
  - Maintain project social media presence on Facebook.
  - Continuous posting of good stories and project updates which proves the 334 fellow's followers of the page administered and gather respond from viewers.
  - Maintained constant communication with ACIAR Philippines Research Program Managers and ACIAR Philippine Country Office on the R & D Activities in Leyte and Samar verbally, via email or in article format.
  - Assist in the logistics and coordination of Embassy-related activities in VSU (e.g., The Ambassador and ACIAR Deputy Head of Mission visit to projects and meeting with the VSU officials.
  - Submit a written report or an article format to ACIAR Philippines Horticulture Manager.
  - Performed other duties assigned by the immediate supervisor.

#### **As Administrative Officer of ACIAR HORT/2012/020 ICM - Integrated Crop Management**

- Duration: January 1, 2009- February 15, 2015
- Position: Administrative Officer I
- Name of Office/Unit: Office of the Vice President for Research and Extension
- Immediate Supervisor: Dr. Othello B. Capuno
- Name of Agency/Organization and Location: Visayas State University
  
- List of Accomplishments and Contributions (if any)
  - Achievements as writer/contributor to Obelisk and RDE Magazines of the good stories of the ACIAR Programs implemented by VSU.
  - Supervised the financial operations and human resource of the project.
  
- Summary of Actual Duties
  - Responsible on the facilitation of all logistics identified by Contractor such as hotels and accommodation of in their stay and meeting venue. Done and performed booking



- accommodations of Australian partners and Filipino team in Leyte, Cebu and Davao areas.
- Provide open time in assisting the all ACIAR Projects when needed. Provide information to VSU Research and coordination office related to ACIAR HORT Project updates;
- Maintained constant communication with ACIAR Philippines Research Program Managers and ACIAR Philippine Country Office on the R & D Activities in Leyte and Samar verbally, via email or in article format.
- Submit a written report or an article format to ACIAR Philippines Horticulture Manager
- Performed other duties assigned by the immediate supervisor.

#### **As Science Research Assistant of the Office of the Vice President for Research and Extension**

- Duration: September 3, 2008- February 02, 2009
- Position: Science Research Assistant
- Name of Office/Unit: Office of the Vice President for Research and Extension
- Immediate Supervisor: Dr. Othello B. Capuno
- Name of Agency/Organization and Location: Visayas State University
  
- List of Accomplishments and Contributions (if any)
  
- Summary of Actual Duties
  - Acted as R & D Communicator and as such prepares and submit related articles for R & D newsletters (R&D Updates, Obelisk, VICARP newsletters/CHED-ZRC newsletters).
  - Take charge of monthly R & D Highlights of accomplishments for submission to the OVPRE
  - Assisted in the documentation of R & D fora, meeting and packaging proceedings/minutes/updates.
  - Incharged as R & D event coordinator and as such coordinates the preparations of the venue, accommodation, travel participants, resource person, and other required materials, certificates, programs, etc.
  - Maintained systematic files/records of all R & D collaborating agencies/organizations.
  - Performed other related tasks assigned by superiors.

#### **As Production Staff at DYAC Now DYDC**

- Duration: March 3, 2008- August 1, 2008
- Position: Production Staff
- Name of Office/Unit: DYAC now DYDC
- Immediate Supervisor: Dr. Christina A. Gabrillo
- Name of Agency/Organization and Location: Visayas State University
  
- List of Accomplishments and Contributions (if any)
  
- Summary of Actual Duties
  - DYAC Radio Announcer thru Live Coverage Program for 1hour Mondays-Fridays with program title "Let's Get Physical"
  - Packaged program materials using sound forge for airing.
  - Gathered program materials like voice clips through interviews and research
  - Write scripts for the assigned radio program.
  - Pretest and evaluate the assigned radio program
  - Performed other related tasks assigned by superiors.



**As Community Affairs Officer I - CAO I**

- Duration: January 24, 1995- June 30, 2004
- Position: Community Affairs Officer I- CAO I
- Name of Office/Unit: Paranaque Livelihood Resource Management Office -PLRMO
- Immediate Supervisor: Dr. Catalina S. Hilario
- Name of Agency/Organization and Location: City Government of Paranaque
  
- List of Accomplishments and Contributions (if any)  
Able to organized 79 self-help group in the assigned two barangays.
  
- Summary of Actual Duties
  - Organized and facilitated housewives, displaced women and out of school youth for a skills training with the assistance of Technical Education and Skills Development Authority (TESDA) for them to land a good job.
  - Conducted training needs analysis (TNA) before the start of the program.
  - Developed a budgetary requirement for the priority training and present to the barangay officials for funding.
  - In charged on the dissemination of the programs and services of PLRMO such as the Public Employment Service Office (PESO), Cooperative, Skills Training and income generating programs among organized groups in Parañaque City.
  - In charged on the dissemination of the programs and services of PLRMO such as the Public Employment Service Office (PESO), Cooperative, Skills Training and income generating programs among organized groups in Parañaque City
  - Along the training duration a values formation seminar is also included in the module.
  - Perform tasks with love, loyalty and dedication that results an output beyond superior's expectation.
  - Established strong network from the local government units, NGO and other people's organization for livelihood development.
  - Developed the poor self-help groups into a certified cooperative with the assistance of the Cooperative Development Authority (CDA).
  - Conducted entrepreneurial seminar among organized groups.
  - In-charged information dissemination or public address to different areas in Parañaque will be done when Jobs Fair is conducted.
  - Prepare a quarterly report on time.

  
**MARIA LILIA P. VEGA**

(Signature over Printed Name  
of Employee/Applicant)

Date: December 03, 2024