

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 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 Zone 2 Guadalupe Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	5'2"	ZIP CODE	6521
8. WEIGHT (kg)	59 KG	18. PERMANENT ADDRESS	House/Block/Lot No. Street Zone 2 Guadalupe Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
9. BLOOD TYPE	"O"	ZIP CODE	6521
10. GSIS ID NO.	000-3948-8550-4	19. TELEPHONE NO.	none
11. PAG-IBIG ID NO.	1700-0020-4934	20. MOBILE NO.	09359633220
12. PHILHEALTH NO.	19-000915360-9	21. E-MAIL ADDRESS (if any)	wilma.napiere@ysu.edu.ph
13. SSS NO.	03-9488550-4		
14. TIN NO.	186-643-855		
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	private employee		Eloisa Jean V. Napiere	4/3/2006
FMP/ OYFR/BUSINESS NAME	UGSANG POULTRY FARM			
BUSINESS ADDRESS	BRGY. SAN VICENTE, 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			
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						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 15, 2020
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IV. CIVIL SERVICE ELIGIBILITY					
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE ELIGIBILITY / DRIVER'S LICENSE BARANGAY	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NI IMRFR	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

#### V. WORK EXPERIENCE

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

[illegible]

<b>SIGNATURE</b>		<b>DATE</b>	December 15, 2020
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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&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED


[illegible]

(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	n/a	Visayas State University Credit Cooperative
cashiering		Administrative Personnel Association
reading		

(Continue on separate sheet if necessary)

<b>SIGNATURE</b>		<b>DATE</b>	<b>December 15, 2020</b>
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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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: <u>resignation</u>												
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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>PACIENCIA P. MILAN</td><td>Brgy. Guadalupe, Baybay City, Leyte</td><td>09484992730</td></tr><tr><td>ROBERTA C. LEMOS</td><td>Kayaw, Tab-ang Kilim, Baybay City, Leyte</td><td>09176341474</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.	PACIENCIA P. MILAN	Brgy. Guadalupe, Baybay City, Leyte	09484992730	ROBERTA C. LEMOS	Kayaw, Tab-ang Kilim, Baybay City, Leyte	09176341474	ERLINDA S. ESGUERRA	Brgy. Gaas, Baybay city, Leyte	09176341538
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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.													
<table><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: VSU ID V00753</td></tr><tr><td>ID/License/Passport No.: n/a</td></tr><tr><td>Date/Place of Issuance: Jan.2,2012/VSU Baybay City,Leyte</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: VSU ID V00753	ID/License/Passport No.: n/a	Date/Place of Issuance: Jan.2,2012/VSU Baybay City,Leyte	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>December 15, 2020</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	December 15, 2020	Date Accomplished				
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Right Thumbmark													
SUBSCRIBED AND SWORN to before me this <u>25 JAN 2021</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. RYSA C. GUINOCOR</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSA C. GUINOCOR	Person Administering Oath									
													
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## 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: May 16, 2016 to present
- Position: Administrative Aide III to Administrative Aide IV
- 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 bookkeeping of Fund: 07-Trust Receipts
- Counter checking of paid documents before submission to COA

- 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 employees 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: 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: 12-16-2020