CS Form No. 212 Revised 2017	, DEDGG	NAL BAE			=				
3	PERSO	NAL DAT	A SH	IEE					
VARNING: Any misrepresenta concerned.	tion made in the Personal Data Sheet and the	e Work Experience Sheet sh	all cause the f	iling of admi	inistrative/d	criminal case/s ag	gainst the per	rson	
	TO FILLING OUT THE PERSONAL DATA SHIPS [] and use separate sheet if necessary. Indicate				1. CS ID No.	I	(Do not fill up. f	For CSC use onl	
PERSONAL INFORMATIO		THE APPROACH.							
2. SURNAME	NAPIERE							8	
FIRST NAME	WILMA						n/a		
MIDDLE NAME	VALIENTE					-			
DATE OF BIRTH (mm/dd/yyyy)	7/21/1966	16. CITIZENSHIP	Filipino Dual Citizenship						
4. PLACE OF BIRTH	BULA, CAMARINES SUR	If holder of dual citize			✓ by birth Pls. indicate of	✓by birth			
5. SEX	│	please indicate the o	an expression		-			· ·	
6 CIVIL STATUS	☐ Single ☐ Married	17 RESIDENTIAL ADDRESS		Trimppines					
O CIVIL STATUS	☐ Widowed ☐ Separated		Нои	zone 2	O.				
1 1000000000000000000000000000000000000	Other/s:	aid resign	Subdivision/		odivision/Village			Guadalupe Barangay	
7. HEIGHT (m)	5'2"			aybay City http://www.icipality	aybay City ty/Municipality		Leyte Province		
8. WEIGHT (kg)	59 KG	ZIP CODE	1			6521			
9. BLOOD TYPE	"0"	18. PERMANENT ADDRESS	Hou	use/Block/Lot N	o.		Street		
10. GSIS ID NO.	000-3948-8550-4			Zone 2 bdivision/Village		Ó	Guadalupe		
11. PAG-IBIG ID NO.	1700-0020-4934		B	aybay Cit	V	Barangay Leyte			
12. PHILHEALTH NO.	19-000815360-8	ZIP CODE	City/Municipality		Province G521				
13. SSS NO.	03-9488550-4	19. TELEPHONE NO.	none		none				
14. TIN NO.	186-643-855	20. MOBILE NO.	09359633220						
15. AGENCY EMPLOYEE NO.	V00753	21. E-MAIL ADDRESS (if any)	wilma.napiere@vsu.edu.ph						
II. FAMILY BACKGROUND									
22. SPOUSE'S SURNAME	NAPIERE	Separati HAMDAT VIII	23. NAME of CI	HILDREN (Writ	te full name ar	nd list all)	DATE OF BIR	TH (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 4/3/2006				
OCCUPATION	private employee	1 301 P West 30	Eloisa Jean V. Napiere						
FMPI 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)						Ē	
MIDDLE NAME	ROMAN								
25. MOTHER'S MAIDEN NAME									
SURNAME	BUSTAMANTE								
FIRST NAME	JOSEFINA					- 1-1 -			
MIDDLE NAME	AGUILAR		F 17 (8 (1) - 18 (1) 18 (1)	(Co	ontinue on se	eparate sheet if nece	ssary)	The second secon	
III. EDUCATIONAL BACKO	GROUND								
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)		PERIOD OF ATTENDANCE HIGHEST I FVFI / UNITS EARNED (if not graduated)		YEAR GRADUATED	SCHOLARSHIP ACADEMIC HONORS RECEIVED		
ELEMENTARY	BULA CENTRAL SCHOOL	Primary Education		1973	1979	graduated	1979	n/a	
SECONDARY	CAMARINES SUR NATIONAL HIGH SCHOOL	High Scho	ol	1979	1983	graduated	1983	n/a	
VOCATIONAL /	none	n/a							
COLLEGE	ATENEO DE NAGA UNIVERSITY	BACHELOR OF SO		1983	1987	graduated	1987	n/a	
GRADUATE STUDIES	none	The state of the s		l					
	1	Continue on separate sheet if ne	cessary)						
SIGNATURE	monthly			D4	ITE	I Dr	cccmber 15, 202	0	

27. CAREER S	ERVICE/ RA 1080 ((BOARD/ BAR) UNDER SPECIAL	DATING	DATE OF		4	*	LICENSE (if ap	plicable)
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LIGENSE		RATING (If Applicable)			TION / CONFERMENT		NUMBER	Date of Validity	
CS Profession	onal		80.54%	02/16/1997	Iriga Central School,	riga City		n/a	n/a
CS Sub-Prof	ub-Professional 75.00% 08/03/1986 Naga City					n/a	n/a		
	(PERIENCE			ntinue on separate sheet		terio Sopri de la caso de	and the second of		
(POSITION TIT (Write in full/Do not al	LE	of duties should be indicated in the attached W DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (II applicable)& STEP (Format *00-0*)/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)
12/1/2019	present	Admin Aide IV		Acctg./Visayas	State University	13,914.00	04-2	permanent	Υ
12/1/2016	11/30/2019	Admin Aide IV		Acctg./Visayas		13,214.00	04-1	permanent	Y
5/16/2016	11/30/2016	Admin Aide III		Acctg./Visayas		10,985.00	03-2	permanent	Υ
5/16/2013	5/15/2016	Admin Aide III		Acctg./Visayas		10,883.00	03-1	permanent	Y
01/02/2012	05/15/2013	Admin Aide III		Acctg./Visayas		402.45/day	n/a	casual	Υ
07/2011	12/31/2011	Clerk 1		+	State University	260.00/day	n/a	Job Order	Υ
02/04/2006	05/31/2010	Finance Officer		Reggie Realty I	12,000	n/a	regular	N	
06/2004	1/31/2006	Accounting Supervisor (Cred	it & Collection	Filbars & Comp	n/a	n/a	regular	N	
08/16/2001	05/31/2004	Officer to F.O.) Clerk I		Leyte State Uni	n/a	n/a	casual	Y	
12/28/2000	4/30/2001	Credit & Collection Offi	icer	DATACRAFT-0	n/a	n/a	regular	N	
04/24/2000	12/27/2000	Credit & Collection Off		OPSIS, Inc.	n/a	n/a	regular	N	
5/15/1998	3/31/2000	Bookkeeper		Nestle Employees Multi-Purpose		n/a	n/a	regular	N
1997	1998	Clerk		Coop. Local Government Unit-Bula, Cam.		n/a	n/a	casual	Y
11/14/1995				Sur Lifeline Arrows	Medical Specialists,				
	3/29/1996	Cashier	-1	Inc. Daiichi Hotel Sa	aipan Beach, CNMi,	n/a n/a	n/a	probationary	N
3/4/1992	6/25/1994	Food & Beverage Cas		USA The Westin Phi			n/a	contractual regular-	N
1988	1992	Food & Beverage Casi	nier	(now Hotel Sof		n/a	n/a	casual	N
1	1 1			Plaza Manila)					
						-			
			1						
			1		- 4	1			
				1 = 1					
							-		
			1 17 1	1,4193					
2121	ATURE			ntinue on separate shee				ber 15, 2020	
SIGN	ATURE	Jupa			DATE	<u>i</u>		CS FORM 212 (Revised 2)	017) Dar

VI. VOLUNTARY WORK OR INVOLVEMENT I	IN CIVIC / NON-GOVERNMENT	/ PEOPLE / VO	LUNTARY OF	RGANIZATION/S		
29. NAME & ADDRESS OF C	PRGANIZATION	INCLUS	SIVE DATES	NUMBER OF HOURS		POSITION / NATURE OF WORK
5 (Write in full)		(mm/dd/yyyy) From To		NUMBER OF HOURS	POSITION / NATURE OF WORK	
n/a		n/a	n/a	n/a		n/a
1.9						
		-	-			
				-		
	THE RESERVE THE PERSON NAMED IN COLUMN 2 IS NOT THE OWNER.	ontinue on separat		ry)		
VII. LEARNING AND DEVELOPMENT (L&D)	INTERVENTIONS/TRAINING PI					
30. TITLE OF LEARNING AND DEVELOPMENT INT		INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
(Write in fu	(1)			-		
ISO 9001:2015 Awareness/Re-awareness Webinar		11/27/2020	11/27/2020	3.0	Technical	Visayas State University
Otata da Diamina Mandahan Firman Managanan	055	7/00/0000	7:04:0000	1		Visayas State University-Office of the Director for
Strategic Planning Workshop-Finance Management	Опісе	7/22/2020	7/24/2020	24.0	Technical	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: Ambisyo	on Nating Tunay	10/17/2018	10/20/2018	32.0	Technical	Association of Government Accountants of the
Gender Sensitivity Training for Administrative and S	Support Staff	09/11/2018	09/11/2018	8.0	Technical	Phils., Inc.(AGAP) 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 Facul	the 9 Chaff Into the VOII Creaters					Commission on Audit RO No. VIII
Implementation on the Use of Government Account		9/4/2017	9/4/2017	40.0	Technical	
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
	open and a termination of the second					
71 N						
		e in the same of	The second second	and the second second second		Service of the servic
					-	and the second s
		1	-			1
			+			Tanga Variation of
		-				
	2.5 1281.831			1 1 1 1		
VIII. OTHER INFORMATION	(0	Continue on separa	ite sheet if necessi	ary)		
WIII. OTHER IN ORMATION		NON-ACADEMIC DIS	STINCTIONS / REC	OGNITION		MEMBERSHIP IN ASSOCIATION/ORGANIZATIO
31. SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)				33. (Write in full)
bookkeeping	n/a				Visayas State University Credit Cooperation	
cashiering						Administrative Personnel Association
reading			4.0	and la see		
			7	ni in v		
			1			
						1
		ν,	-5			
		Continue on separa	A KIND A	sary)		

***************************************				P ₂					
34.	Are you related by consanguinity or affinity to the appointing of chief of bureau or office or to the person who has immediate a Bureau or Department where you will be apppointed,	4							
	a. within the third degree?	☐ YES	☑ NO						
	b. within the fourth degree (for I ocal Government Unit - Cared	er Employees)?	☐ YES	☑ NO					
		If YES, give details	y.						
		the state of the s							
35	a. Have you ever been found guilty of any administrative offer	nse?	☐ YES	☑ NO					
			If YES, give details						
		and the second s	ii 120, give detaile						
	b. Have you been criminally charged before any court?		☐ YES	☑ NO					
			If YES, give details	8					
			Date Filed:						
Service of the servic			Status of Case/s:						
36.	Have you ever been convicted of any crime or violation of any	/ law, decree, ordinance or regulation by	☐ YES	✓ NO					
	any court or tribunal?		If YES, give details:						
	.,								
37.	Have you ever been separated from the service in any of the	50 BB :	✓ YES	□ NO					
	dropped from the rolls, dismissal, termination, end of term, tin the public or private sector?	isned contract or phased out (aboiltion) in	If YES, give details: resignation						
38.	a. Have you ever been a candidate in a national or local elect Barangay election)?	ion neid within the last year (except	YES	☑ NO					
İ	Darangay electiony:		If YES, give deta	ils:					
	b. Have you resigned from the government service during the		☐ YES	✓ NO					
	election to promote/actively campaign for a national or local of	andidate?	If YES, give deta	ils:					
39.	Have you acquired the status of an immigrant or permanent r	esident of another country?	☐ YES ☑ NO						
			If YES, give details						
			ii i Eoi giro dotain	(004,147).					
40.	Pursuant to: (a) indigenous People's Act (RA 8371); (b) Magi	na Carta for Disabled Persons (RA 7277):							
	and (c) Solo Parents Welfare Act of 2000 (RA 8972), please								
a.	Are you a member of any indigenous group?			T					
	- The fold a monitor of any margement group in		YES If YES, please specify	☑ NO /:					
b.	Are you a person with disability?		☐ YES ☑ NO						
			If YES, please specify ID No:						
C.	Are you a solo parent?		☐ YES ☑ NO						
			If YES, please specify	/ ID No:					
41.	REFERENCES (Person not related by consanguinity or affinity to applicant.	(appointee)							
-									
	NAME	ADDRESS	TEL. NO.						
	PACIENCIA P. MILAN	Brgy. Guadalupe, Baybay City, Leyte	09484992730						
	ROBERTA C. LEMOS	Kayaw, Tab-ang Kilim, Baybay City,	09176341474	and the second s					
_	NOBERTA O. ELINOO	Leyte	09176341474						
	ERLINDA S. ESGUERRA	Brgy. Gaas, Baybay city, Leyte	09176341538						
42.	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 pertine	ent laws, rules and regulations of the	Republic of the						
	Philippines. I authorize the agency head/authorized represe								
	agree that any misrepresentation made in this document administrative/criminal case/s against me.	ment and its attachments shall caus	e the filing of	PHOTO					
	auriii iisti auvo/ci ii iiii ai Case/s ayaii ist iiie.								
6	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)								
	LEASE INDICATE ID Number and Date of Issuance								
G	overnment Issued ID: VSU ID V00753	Infraper							
	0/License/Passport No.: n/a	ox)							
D	ate/Place of Issuance: Jan.2,2012/VSU Baybay City,Leyte		Pight Thumbmark						
ᆣ	Date Accomplished Right Thumbmark								
	SUBSCRIBED AND SWORN to before me this 2 5 JA	V 2021 , affiant exhib	iting his/her validly issue	ed government ID as indicated above.					
ĺ		, aman exhib	y mornor validiy issue	as government to as indicated above.					
		1.							
		W/	I						
	17	IV DVCARO CHINASCO							
		AY RYSAY C. GUINGCOR	OTHER DESIGNATION OF THE PERSON OF THE PERSO						

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)
 - o 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., Pasav Civ

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: |2-16-2020