

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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	DOHILING		
FIRST NAME	RAQUEL	NAME EXTENSION (JR., SR)	
MIDDLE NAME	HERAMIS		
3. DATE OF BIRTH (mm/dd/yyyy)	4/10/1980	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, LEYTE	If holder of dual citizenship, please indicate the details.	Please indicate country:
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 Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province
7. HEIGHT (m)	1.52 m	ZIP CODE	6522
8. WEIGHT (kg)	48.5 kg		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay INOPACAN LEYTE City/Municipality Province
10. GSIS ID NO.	80041000353	ZIP CODE	6522
11. PAG-IBIG ID NO.	1210-3529-0451		
12. PHILHEALTH NO.	19-089517165-8		
13. SSS NO.	06-1902254-7	19. TELEPHONE NO.	NONE
14. TIN NO.	221-137-714-000	20. MOBILE NO.	0918-6453827 (SMART)
15. AGENCY EMPLOYEE NO.	V000596	21. E-MAIL ADDRESS (if any)	raquelheramis@yahoo.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	DOHILING	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	OMAR	NAME EXTENSION (JR., SR)	YUI H. DOHILING 8/18/2006
MIDDLE NAME	REBIGAN		JOY H. DOHILING 10/10/2007
OCCUPATION	SEAFARER		
EMPLOYER/BUSINESS NAME	KNUTSEN PHILIPPINES INC.		
BUSINESS ADDRESS	THE GREGORIAN BUILDING, 2178 TAFT AVENUE, MANILA, PHILIPPINES		
TELEPHONE NO.	TEL: (+632) 527-8556 / FAX: (+632) 526-6801		
24. FATHER'S SURNAME	HERAMIS		
FIRST NAME	AGUSTIN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	DELA PEÑA		
25. MOTHER'S MAIDEN NAME			
SURNAME	PELESCO		
FIRST NAME	TEOFILA		
MIDDLE NAME	AÑONUEVO		(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	TAHUD ELEMENTARY SCHOOL	N/A	6/1/1986	3/25/1992	N/A	1992	SALUTATO-RIAN
SECONDARY	CONATIONAL NATIONAL HIGH SCHOOL	N/A	6/1/1992	3/25/1996	N/A	1996	1ST HONORABLE MENTION
VOCATIONAL / TRADE COURSE	AMA COMPUTER LEARNING CENTER	MS OFFICE 2000	4/1/2000	5/31/2000	N/A	2000	N/A
COLLEGE	UNIVERSITY OF SAN JOSE-RECOLETOS	BSC-FINANCE	6/1/1996	3/25/2000	GPA of 1.97	2000	NONE
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF MANAGEMENT	6/1/2009	PRESENT	42 units	N/A	N/A

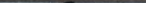
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[illegible]

V. WORK EXPERIENCE

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

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3/1/2018

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
NONE				

(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			
3rd Quarterly Seminar and Meeting with the theme: "Steering and Managing Public Financial Management/Governance Reforms in the Transition Year"	11/16/2016	11/19/2016	32		Philippine Association for Government Budget Administration (PAGBA), Inc., Grand Men Seng Hotel, Davao City
Training on GMIS Web-Based Application System	10/29/2012	10/30/2012	16		Department of Budget & Management VIII, PASUC and Visayas State University
Personality Development Seminar for Frontliners	9/20/2012	9/20/2012	8		Visayas State University

(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)
CAN SWIM, CAN DRIVE LIGHT VEHICLES, COMPUTER LITERATE, CAN OPERATE OFFICE EQUIPMENTS/MACHINES (like PRINTER, LCD, OVERHEAD PROJECTOR, COMPUTER, PHOTOCOPIER, MIMEOGRAPHING MACHINE ETC.)	MODEL CLERK AWARD 2010 and LOYALTY AWARD (awarded by Visayas State University)	VSU Administrative Personnel Association (VSU-AdPA)

(Continue on separate sheet if necessary)

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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)?

☐ YES☒ NO

☐ YES☒ 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?

☐ YES☒ NO

☐ YES☒ 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?

☐ YES☒ 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?

☐ YES☒ NO

If YES, give details:

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?

☐ YES☒ NO

If YES, give details: _____

☐ YES☒ NO

If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ 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?

☐ YES☒ NO

If YES, please specify: _____

☐ YES☒ NO

If YES, please specify ID No: _____

☐ YES☒ NO

If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
BEATRIZ S. BELONIAS, Ph.D.	Office of the Vice President for Instruction, VSU	09173113309
ANTONIO P. ABAMO, Ph.D.	College of Management & Econ., VSU	09209835693
ERLINDA S. ESGUERRA, CPA	Accounting Office, VSU	9176341538

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.

PHOTO

Right Thumbmark

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: Driver's License

ID/License/Passport No.: H12-16-001685

Date/Place of Issuance: July 22, 2016 / Baybay City, Leyte

Signature (Sign inside the box)

March 1, 2018

Date Accomplished

SUBSCRIBED AND SWORN to before me this MAR 19 2018, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAM C. GUINOCOR

VSU Legal Officer

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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: 07/2004 – 03/2010
- Position: Clerk I (Department Clerk)
- Name of Office/Unit: Department of Biological Sciences
- Immediate Supervisor: Dr. Beatriz S. Belonias
- Name of Agency/Organization and Location: Visayas State University, Brgy. Pangasugan, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

1. Systematic, organized and quick in the delivery of service.
2. Get important task completed on time.
3. Manage the limited resources of the department.

- Summary of Actual Duties

1. Types and cuts stencils of exams, manuals, handouts, syllabi, exercises, course outlines and other teaching materials, communications and reports.
2. Collates handouts, exams, exercises, course outlines, communications and reports.
3. Files/retrieve communications, memos and other official records.
4. Prepares and types Certificate of Service Rendered monthly, Travel Order, Purchase Request, Requisition Forms, reimbursement, letter requests, payrolls, annual and quarterly procurement, etc.
5. Facilitates submission of projected/actual teaching loads, renewal of appointment of faculty.
6. Administers Performance Evaluation System of faculty and staff.
7. Entertains students and visitors and their concerns.
8. Distributes manuals/exercises to students.
9. Records and reminds department head and faculties of meetings/seminars.
10. Records department budget.
11. Receives/relays telephone calls.

- Duration: 04/2010 – 06/2013
- Position: Administrative Aide III (Payroll Clerk)
- Name of Office/Unit: Accounting
- Immediate Supervisor: Mrs. Erlinda S. Esguerra, CPA
- Name of Agency/Organization and Location: Visayas State University, Brgy. Pangasugan, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

1. Able to finish the payroll 2-3 days before the 13th day and 27th day of the month.
2. PACS is error free.

- Summary of Actual Duties

1. Prepares payroll of salaries for regular, casual & contractual, part-time instructors and Philippine Carabao Center regular staff.
2. Prepares special payroll of regular, casual & contractual and PCC regular staff (Maternity Leave Pay, Year-End and Midyear Bonus, Terminal Leave/Gratuity Benefits, PIB, Monetization, RATA, Honorarium, PEI, C.N.A, Loyalty, Salary Differential-NBC461, Step Increment, stipend of VSU Scholars, etc.).
3. Prepares Payroll Payment Slip (PPS).
4. Prepares payroll register and database report for ATM Landbank.
5. Prepares the distribution of salaries per function code.
6. Reviews the Daily Time Record (DTR) of part-time instructors, computes and controls the allowable number of hours rendered for the month.
7. Updates the database records.
8. Prepares vouchers for refund, tuition of VSU Scholars, payroll of Job Orders staff in Accounting Office, and other government forms (PMS-OPES, pass slip, application for leave etc.).

- Duration: 07/2013 – Present
- Position: Administrative Aide IV (Remittance Clerk)
- Name of Office/Unit: Accounting
- Immediate Supervisor: Mrs. Erlinda S. Esguerra, CPA
- Name of Agency/Organization and Location: Visayas State University, Brgy. Pangasugan, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

1. Able to remit on or before the deadline.
2. Remittances are 100% error free or with very minimal error.

- Summary of Actual Duties

1. Encodes individual remittances of premiums and loan repayments to agency's database (GSIS, Philhealth, HDMF, BIR, VSUCDC, LBP and others).
2. Prepares monthly consolidated remittance list to various agencies as supporting documents.
3. Prepares disbursement vouchers for remittances to different agencies.
4. Prepares obligation request and status & budget utilization request.
5. Prepares Annual Information Return of Income Tax Withheld on Compensation (BIR Form No. 1604C and 2316) and Annual Information Return of Creditable Income Taxes Withheld (Expanded)/ Income Payments Exempt from Withholding Tax (BIR Form No. 1604E and 2307).
6. Prepares monthly consolidated report of Tax Remittance Advice (TRA) of Main Campus and External Campuses.
7. Facilitates online remittance.


RAQUEL H. DOHILING

(Signature over Printed Name
of Employee/Applicant)

Date: 3/1/2018