

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	ALBA		
FIRST NAME	DOREEN	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BARTOLINI		
3. DATE OF BIRTH (mm/dd/yyyy)	10/08/1985	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.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Zone-6 House/Block/Lot No. Street Brgy. Guadalupe Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.52 m.	ZIP CODE	
8. WEIGHT (kg)	60 kgs.		
9. BLOOD TYPE	"AB"	18. PERMANENT ADDRESS	Zone-6 House/Block/Lot No. Street Brgy. Guadalupe Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.	021-1694-1448-4	ZIP CODE	6521-A
11. PAG-IBIG ID NO.	1211-9046-9064		
12. PHILHEALTH NO.	1302-5154-6453		
13. SSS NO.	N/A	19. TELEPHONE NO.	(053) 563-0037
14. TIN NO.	466-625-525-000	20. MOBILE NO.	09058251180 / 09283664408
15. AGENCY EMPLOYEE NO.	V00947	21. E-MAIL ADDRESS (If any)	doreen.alba@vsu.edu.ph

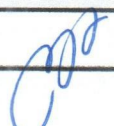
II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ALBA			
FIRST NAME	ARTURO	SR.		
MIDDLE NAME	ESGUERRA			
25. MOTHER'S MAIDEN NAME				
SURNAME	BARTOLINI			
FIRST NAME	HERMINIA			
MIDDLE NAME	PABROQUEZ		(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	GUADALUPE ELEM. SCHOOL	PRIMARY	1992	1998	N/A	1998	3rd Honorable Mention
	SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	HIGH SCHOOL	1998	2002	N/A	2002	N/A
	VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	COLLEGE	VISAYAS STATE UNIVERSITY	BS IN HOTEL, RESTAURANT & TOURISM MANAGEMENT	2002	2009	N/A	2009	N/A
	GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master of Management - Business Management (38 units)	2019	2021	N/A	cont.	N/A

(Continue on separate sheet if necessary)

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IV. CIVIL SERVICE ELIGIBILITY				LICENSE (if applicable)	
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	NUMBER	Date of Validity
CAREER SERVICE PROFESSIONAL ELIGIBILITY	80.04	03/17/2019	Ormoc City		
CAREER SERVICE SUB-PROFESSIONAL ELIGIBILITY	80.32	04/06/2014	Tacloban City		

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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				

(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)

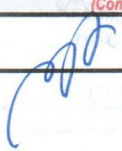
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	One-Time Cleansing of Property, Plant and Equipment Account Balances of Government Agencies (COA Circular No. 2020-006 dated January 31, 2020)	7/27/23	7/28/23	16.0	MANAGERIAL/ SUPERVISORY	Government Financial Management Innovators Circle (GFMIC), Rizal Technological University (RTU), Boni Avenue, Mandaluyong City
	Philippine Procurement Systems & Updates and Property Appraisal and Disposal in Government	6/28/23	6/30/23	24.0	MANAGERIAL/ SUPERVISORY	Government Financial Management Innovators Circle (GFMIC), Rizal Technological University (RTU), Boni Avenue, Mandaluyong City
	Personality Development and Developing Customer Satisfaction	6/13/2023	6/16/23	32.0	MANAGERIAL/ SUPERVISORY	Personnel Officers Association of the Philippines, Inc. (POAP), A&A Plaza Hotel, Puerto Princesa, Palawan
	ISO 9001:2015 Awareness/Re-awareness Webinar	8/30/22	8/31/22	16.0	MANAGERIAL/ SUPERVISORY	VSU-Main (QAC)
	Hands-Only Cardiopulmonary Resuscitation	7/21/22	7/22/22	8.0	TECHNICAL	VSU-Main & DOH
	PHILGEPS ONLINE TRAINING	5/30/22	5/31/22	16.0	TECHNICAL	E-BLACKBOARDS LEARNING AND SOLUTIONS, INC.
	HIV/AIDS Peer Educators Training	1/19/22	1/21/22	24.0	TECHNICAL	VSU-Main (GAD & VSU Hospital)
	ISO 9001:2015 Awareness/Re-awareness Webinar	9/13/21	9/13/21	8.0	MANAGERIAL/ SUPERVISORY	VSU-Main (QAC)
	Workshop on Lsiting and Categorization of items for the PPMP	8/20/20	8/20/20	8.0	MANAGERIAL/ SUPERVISORY	VSU-Main - OVPPRGAS
	Culture and the Arts (CAC) Strategic Planning Workshop	10/24/19	10/24/19	8.0	MANAGERIAL/ SUPERVISORY	VSU-Culture and the Arts Center
	INTRODUCTION TO CYBERSECURITY	9/2/19	9/3/19	16.0	TECHNICAL	DEPT. OF INFO AND COM. TECH. (DICT)
	SEMINAR ON THE REVISED IMPLEMENTING RULE AND REGULATION (IRR) OF R.A. 9184	20/03/19	22/03/19	24.0	MANAGERIAL/ SUPERVISORY	GPPB-TSO/VSU-MAIN
	Seminar Workshop on Procurement: Rationalizing the Process and Impact to SUC's	05/03/19	07/03/19	24.0	TECHNICAL	PASUC-Phil. Association of State Universities and Colleges
	PROPERTY AND SUPPLY MANAGEMENT SYSTEM	04/09/18	07/09/18	32.0	MANAGERIAL/ SUPERVISORY	COA-RO8
	TARGET SETTING WORKSHOP	20/08/18	21/08/18	16.0	MANAGERIAL/ SUPERVISORY	VSU-MAIN
	PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PhilGEPS) TRAINING FOR BUYERS	30/07/18	31/07/18	16.0	TECHNICAL	e-BLACKBOARDS LEARNING AND SOLUTIONS, INC.
	PASUC @ 50: AT THE FOREFRONT OF THE GLOBAL DYNAMICS OF PUBLIC HIGHER EDUCATION - FESTIVAL 2017	29/11/17	01/12/17	24.0	TECHNICAL	NORSU-DUMAGUETE CITY
	PASUC @ 50: AT THE FOREFRONT OF THE GLOBAL DYNAMICS OF PUBLIC HIGHER EDUCATION - FESTIVAL COMPETITION 2017	26/10/17	27/10/17	16.0	TECHNICAL	CAC-VSU MAIN
	PROJECT PROCUREMENT MANAGEMENT PLAN AND ANNUAL PROCUREMENT PLAN	14/11/17	17/11/17	32.0	MANAGERIAL/ SUPERVISORY	SCC TRAINING CENTER/SOFIA CENTER FOR CONTINUING EDUCATION
	ORIENTATION ON POLICIES OF PROBATIONARY STATUS AMONG NEW PERMANENT EMPLOYESS	25/09/17	25/09/17	8.0	MANAGERIAL/ SUPERVISORY	VSU-MAIN
	INDUCTION/ORIENTATION PROGRAM OF NEWLY HIRED FACULTY & STAFF IN TO THE VSU SYSTEM	04/09/17	04/09/17	8.0	MANAGERIAL/ SUPERVISORY	VSU-MAIN
	PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PhilGEPS) TRAINING FOR BUYERS	25/05/17	26/05/17	16.0	TECHNICAL	e-BLACKBOARDS LEARNING AND SOLUTIONS, INC.
	FULL-LENGTH TRAINING ON GOVERNMENT PROCUREMENT REFORM ACT AND ITS REVISED IRR	03/05/17	05/05/17	24.0	MANAGERIAL/ SUPERVISORY	GPPB-DBM RO 8
	PROCUREMENT PLANNING WORKSHOP	15/09/16	15/09/16	8.0	MANAGERIAL/ SUPERVISORY	VSU-OVPAF
	PLANNING-WORKSHOP: ON THE PREPARATION & PROCESSING OF DOCUMENT RELATIVE TO PROCUREMENT	27/05/15	27/05/15	8.0	MANAGERIAL/ SUPERVISORY	VSU-OVPAF










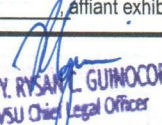
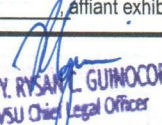
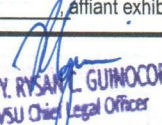
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	SINGING		N/A		LSU-Adminstrative Personnel Association (AdPA) - MEMBER
	DANCING				CULTURE AND ARTS CENTER (CAC)- PROPERTY CUSTODIAN
	DRIVING (2 & 4 WHEELS)				HOME ECONOMIST'S SOCIETY (HES)- MEMBER
	COMPUTER LITERATE (Editing skills in Photoshop)		8508-932-87		SOCIETY OF HOSPITABLE INDIVIDUALS FOR TRAVEL AND TOURISM (SHOTS)-MEMBER
	TAKING PHOTOS				GAMMA SIGMA CONFRATERNITY (VSU MAGENTA CHAPTER) - MEMBER

(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)?	<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: FINISHED CONTRACT (GIORDANO ORIGINALS PTE. LTD.) _____												
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>IVY ANN F. MOJADO</td><td>5TH DEO-DPWH, BAYBAY CITY, LEYTE</td><td>09176285108</td></tr><tr><td>ALICIA M. FLORES</td><td>SPPMO, VISCA, BAYBAY CITY, LEYTE</td><td>09176341430</td></tr><tr><td>PETER JUNE D. DADIOS</td><td>SLSU-BONTOC, SO. LEYTE</td><td>09353465296</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	IVY ANN F. MOJADO	5TH DEO-DPWH, BAYBAY CITY, LEYTE	09176285108	ALICIA M. FLORES	SPPMO, VISCA, BAYBAY CITY, LEYTE	09176341430	PETER JUNE D. DADIOS	SLSU-BONTOC, SO. LEYTE	09353465296
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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 colspan="2">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:</td><td>GSIS UMID</td></tr><tr><td>ID/License/Passport No.:</td><td>021-1694-1448-4</td></tr><tr><td>Date/Place of Issuance:</td><td>GSIS-MAASIN CITY</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:	GSIS UMID	ID/License/Passport No.:	021-1694-1448-4	Date/Place of Issuance:	GSIS-MAASIN CITY	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>July 31, 2023</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	July 31, 2023	Date Accomplished
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SUBSCRIBED AND SWORN to before me this <u>18 SEP 2023</u> Affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. RYSA M. GUINOCOR YSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSA M. GUINOCOR YSU Chief Legal Officer	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: July 1, 2021 – present
- Position: Administrative Aide IV
- Name of Office/Unit: Supply and Property Office (SPO)
- Immediate Supervisor: Alicia M. Flores
- Name of Agency/Organization and Location: Visayas State University (VSU)

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 - Handles all the Property Acknowledgment Receipt (PAR) and Inventory Custodian Slip (ICS) of all faculty and staff of the university.
 - Updates and maintains the Property Card.
 - Manages and supervise the over-all operation of Warehouse 1 (SME's Bodega).
 - Conducts physical inventory and tagging of all equipment.
 - Act as Disposal Secretary, assists the inspection and disposal of VSU unserviceable properties and disposal or sale of death animals owned by the university.
 - BAC Secretariat, responsible for the preparation and printing of all Purchase Orders awarded by the Bids and Awards Committee (BAC) – Public Bidding.
 - Designated as the Property Custodian of Culture and the Arts Center (CAC).
 - Designated as Deputy Document Record Controller (aDRC), prepares all the documents related to ISO and other relevant documents in the office.

- Duration: January 3, 2017– July 31, 2020
- Position: Administrative Aide III
- Name of Office/Unit: Property Management Office
- Immediate Supervisor: Alicia M. Flores
- Name of Agency/Organization and Location: Visayas State University (VSU)

- List of Accomplishments and Contributions (if any)

- **Summary of Actual Duties**

- Prepares and prints supporting documents for Procurement of S/M/E for sealed canvass: Purchase Order (PO); Budget Utilization Request and Status (BURS) / Obligation Request and Status (ORS).
- Prepares and prints Voucher and other supporting documents for alternative Method of Procurement: Acknowledgement Receipt; Disbursement Voucher; 2307 & 2306.
- Evaluate specifications of items in the Purchase Request of different offices/departments/centers.
- Perform other related tasks as may be assigned from time to time (e.g. Purchase Requests, Trip Tickets, and other related documents needed by higher offices.


DOREEN B. ALBA

(Signature over Printed Name
of Employee/Applicant)

Date: Aug. 1, 2023