

# 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	FLORES		
FIRST NAME	ALICIA		NAME EXTENSION (JR., SR)
MIDDLE NAME	MUAÑA		
3. DATE OF BIRTH (mm/dd/yyyy)	December 31, 1968	16. CITIZENSHIP	<input checked="" 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	Davao Oriental	If holder of dual citizenship, please indicate the details.	Philippines ▼
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	#1385 ZONE 4 House/Block/Lot No. Street BARANGAY GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
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:	18. PERMANENT ADDRESS	#1385 ZONE 4 House/Block/Lot No. Street BARANGAY GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	5'4"	19. TELEPHONE NO.	NONE
8. WEIGHT (kg)	72 Kilos	20. MOBILE NO.	09649877422
9. BLOOD TYPE	"B"	21. E-MAIL ADDRESS (if any)	alicia.flores@vsu.edu.ph
10. GSIS ID NO.	68123101654		
11. PAG-IBIG ID NO.	1700-0024-9451		
12. PHILHEALTH NO.	13-000015661-3		
13. SSS NO.	06-1380134-0		
14. TIN NO.	142-747-847		
15. AGENCY EMPLOYEE NO.	V000216		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	FLORES		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	GUILLERMO	JR.	JEFF STEVEN M. FLORES	8/23/1994
MIDDLE NAME	ABAPO		CHARLES M. FLORES	10/9/1997
OCCUPATION	Government Employee			
EMPLOYER/BUSINESS NAME	LEYTE PROVINCIAL JAIL			
BUSINESS ADDRESS	LEYTE SUB- PROVINCIAL JAIL, HILONGOS, LEYTE			
TELEPHONE NO.	9630522872			
24. FATHER'S SURNAME	MUAÑA			
FIRST NAME	FORTUNATO	SR.		
MIDDLE NAME	BORJA			
25. MOTHER'S MAIDEN NAME				
SURNAME	MONTILLANO			
FIRST NAME	JOSEFINA			
MIDDLE NAME	PIAMONTE			

(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 COMMUNITY SCHOOL	PRIMARY EDUCATION	1975	1981	Graduated	1981	Valedictorian
SECONDARY	VISCA EXPERIMENTAL RURAL HIGH SCHOOL (ERHS)	HIGH SCHOOL	1981	1985	Graduated	1985	
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	FRANCISCAN COLLEGE OF IMMACULATE CONCEPTION (FCIC), BAYBAY, LEYTE	BS COMMERCE-ACCOUNTING	1987	1991	Graduated	1991	
GRADUATE STUDIES	WESTERN LEYTE COLLEG (WLC), ORMO CITY	Ma.ED- MAJOR IN PUBLIC ADMINISTRATION	2000	2002	36 units		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/18/24
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## IV. CIVIL SERVICE ELIGIBILITY

27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	CAREER SERVICE PROFESSIONAL	80.73%	Nov. 29, 1992	ORMOC CITY		

(Continue on separate sheet if necessary)

#### V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

**SIGNATURE**

DATE \_\_\_\_\_



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			
	Laws and Regulations on Government Expenditures	09/16/2024	09/19/2024	32	Technical	Commision on Audit, Region VIII
	Strategic Planning Training Workshop	07/22/2024	07/26/2024	40	Technical	Visayas State University
	Strategic Foresight-Scenario Building Training Workshop	07/15/2024	07/19/2024	40	Technical	Visayas State University
	Training on RA 9184 and its Revised IRR	07/02/2024	06/04/2024	24	Technical	DBM Region VIII
	Transformational Leadership in a Changing Environment	06/18/2024	06/21/2024	32	Technical	Personnel Officers Association of the Phil.
	Climate Change Expenditure Tagging (CCET) Training	09/23/2023	09/23/2023	8	Technical	VSU Climate Change
	Supervisory Development Course (SDC) Tracks 2 & 3	09/09/2023	09/13/2023	40	Technical	Civil Service
	Training Workshop on Risk Assessment	09/11/2023	09/12/2023	16	Technical	VSU RISK MANAGEMENT
	Consultative Forum on Harmonizing Facilities and Equipment Used for Research	08/17/2023	08/17/2023	8	Technical	OVPREI, VSU
	Seminar on "One-Time Cleansing of the Property, Plant and Equipment Account Balances of Government Agencies"	07/27/2023	07/28/2023	16	Technical	Government Financial Management Innovators Circle, Inc. (GFMIC)
	Workshops on Philippine Procurement Systems & Updates and Property Appraisal & Disposal in Government, conducted by GFMIC	06/28/2023	06/30/2023	24	Technical	Government Financial Management Innovators Circle, Inc. (GFMIC)
	PASUC webinar on Public Financial management " Planning, Budgeting, and Expenditure Management in SUCs	05/16/2023	05/18/2023	24	Technical	PASUC-Phil. Association of State Universities and Colleges
	2nd Agrinatura Conference	05/11/2023	05/11/2023	8	Technical	Czech University of Life Sciences, Prague Czech Republic
	Climate Change Expenditure Tagging Orientation for SUC's for the fiscal year 2024 National Budget Preparation	03/08/2023	03/08/2023	4	Technical	Climate Change Commission Zoom Virtual Platform
	Regional Budget Forum fo FY 2024 Budget Preparation	02/03/2023	02/03/2023	4	Technical	DBM Region VIII
	Training-Workshop on Risk Assessment	11/24/2022	11/25/2022	16	Technical	Visayas State University
	AGAP Covention Seminar- "Navigating the Challenges of Financial Technologyu and Digital Transformation"	10/19/2022	10/22/2022	32	Technical	AGAP-Association of Government Accountants of the Philippines, Inc.
	In-House Training on Public Financial Management	08/03/2022	08/05/2022	24	Technical	DBM Region VIII
	2021 Membership Conference of GFMIC with a Theme: "Financial Trends and Transformation in the New Normal"	11/18/2021	11/19/2021	16	Technical	Government Financial Management Innovators Circle, Inc.
	Webinar on "National GAD Planning and Budgeting: From Preparation to GAD Funds Audit	10/07/2021	10/07/2021	4	Technical	Phillipine Commission on Women
	Awareness/Re-awareness Webinar on ISO 9001:2015	9/13/2021	9/13/2021	4	Technical	Visayas State University
	WEBINAR FOUNDATION COURSE ON INFORMATION SECURITY MANAGEMENT SYSTEM (ISMS)	9/14/2020	9/14/2020	8	Technical	AGF CONSULTING GROUP
	Seminar on the Revised Implementing Rules and Regulations (IRR) of the Republic Act 9184	3/20/2019	3/22/2019	24	Technical	GPPB TSO Recognized Trainer
	Seminar-Workshop on Procurement: Rationalizing the Process and Impact to SUCs	3/5/2019	3/7/2019	24	Technical	PASUC-Phil. Association of State Universities and Colleges
	AGAP-Convention Seminar "Maginghawa, Matatag at Panatag na Buhay; Ambisyon Nating Tunay"	10/17/2018	10/20/2018	32	Technical	AGAP-Association of Government Accountants of the Philippines, Inc.
	Seminar on Property and Supply management System	9/4/2018	9/7/2018	32	Technical	Commission On Audit Region VIII
	Seminar -Workshop on Coaching for Effective Performance	2/22/2018	2/23/2018	16	Supervisory	Visayas State University
	Seminar on the Preparation of Project Procurement Management Plan and Annual Procurement Plan	11/14/2017	11/17/2017	32	Technical	SCCE Training Center
	Seminar/Workshop on the PHILIPPINE BIDDING DOCUMENTS	6/28/2017	6/30/2017	24	Technical	Association of Government Internal Auditors, Inc. (AGIA)
	Training Workshop on the 2016 Revised IRR of Republic Act No. 9184	5/17/2017	5/19/2017	24	Technical	Government Procurement Policy Board-Technical Support Office (GPPB-TSO)
	ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	3/2/2017	3/3/2017	16	Supervisory	Dr. Roberto C. Guarte/ Visayas State University
	Seminar-Workshop on 5S & Records Management	2/18/2017	2/18/2017	8	Supervisory	Dr. Roberto C. Guarte/ Visayas State University
	OVPAF Strategic Planning Workshop	2/15/2017	2/16/2017	16	Supervisory	Dr. Lourdes B. Cano/ Visayas State University
	Full Awareness Training Course ISO 9001:2015	1/26/2017	1/27/2017	16	Supervisory	Paul B. Bagatsing/ AJA Registrars Inc.
	Appraisal and Disposal of Government Properties	06 /07/2016	06/09/2016	24	Technical	Commission On Audit Region XI
	Training on RA 9184 or Government Procurement Reform Act (GPRA) with updates on APCPI abd OPPCIS	04/11/2016	04/12/2016	16	Technical	DEVELOPMENT ACADEMY OF THE PHILIPPINES (DAP)

(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		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/18/24
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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)?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div>Date Filed: _____</div> <div>Status of Case/s: _____</div>
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
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?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
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?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>
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?	<div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>

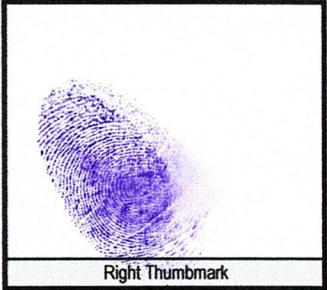
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
REMBERTO A. PATINDOL	Visca, Baybay City, Leyte	9176341454
ROBERTO C. GUARTE	Visca, Baybay City, Leyte	9173108078
LOURDES B. CANO	Visca, Baybay City, Leyte	9176341502
42. I declare under oath 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.		



*Alice*  
ALICIA M. FLORES

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID: Agency ID (VSU)	
GSIS ID No.: V000216	
Date/Place of Issuance: 04/24/2023/ Visca Baybay City, Leyte	

Signature (Sign inside the box)
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this <u>18 OCT 2024</u> , affiant exhibiting his/her validly issued government ID as indicated above.	
<div>ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer</div> <div>Person Administering Oath</div>	