

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	BESAVILLA		
FIRST NAME	AIZA	NAME EXTENSION (JR, SR)	
MIDDLE NAME	BANDALAN		
3. DATE OF BIRTH (mm/dd/yyyy)	8/27/1995	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	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 type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.5m	House/Block/Lot No.	Street
8. WEIGHT (kg)	67kg	Subdivision/Village	Barangay
9. BLOOD TYPE	O+	City/Municipality	Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	1212-0373-9452	18. PERMANENT ADDRESS	
12. PHILHEALTH NO.	12-025640995-5	House/Block/Lot No.	Street
13. SSS NO.	06-3995838-7	Subdivision/Village	Barangay
14. TIN NO.	342-433-725-000	CITY/Municipality	Province
15. AGENCY EMPLOYEE NO.		ZIP CODE	6521
		19. TELEPHONE NO.	
		20. MOBILE NO.	09556130793
		21. E-MAIL ADDRESS (if any)	aizabesavilla@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BESAVILLA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	REX	NAME EXTENSION (JR, SR)	ZIANNABRIELLE B. BESAVILLA	7/7/2019
MIDDLE NAME	DUBLIN		ZOE DANIELLE B. BESAVILLA	7/2/2022
OCCUPATION	SCIENCE RESEARCH ASSISTANT			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	VISCA, BAYBAY CITY, LEYTE			
TELEPHONE NO.				
24. FATHER'S SURNAME	BANDALAN			
FIRST NAME	MEDEL	NAME EXTENSION (JR, SR)		
MIDDLE NAME	PEREZ			
25. MOTHER'S MAIDEN NAME				
SURNAME	BULAWAN			
FIRST NAME	IMELDA			
MIDDLE NAME	CUATON			

(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	CANDADAM ELEMENTARY SCHOOL		2002	2008		2008	SALUTATORIAN
SECONDARY	VSU-LHS		2008	2012		2012	
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	UNIVERSITY OF CEBU-BANILAD	Bachelor of Science in Business Administration major in HRDM	2014	2017		2017	
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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		

(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			
	UNLOCKING EXCELLENCE: THE 5S REVOLUTION FOR CLERKS AND HEADS	11/29/2023	11/29/2023	8.00	Technical	VISAYAS STATE UNIVERSITY Department of Information and Communications Technology (DICT)
	Data Privacy Protection	11/20/2023	11/24/2023	20.00	Technical	
	FORUM ON STUDENT DISCIPLINE, FACULTY-STUDENT RELATIONSHIP, DATA PRIVACY RE-AWARENESS, PIA AND EODB	10/4/2023	10/4/2023	8.00	Technical	VISAYAS STATE UNIVERSITY- VILLABA
	ISO 900:01 AWARENESS AND RE-AWARENESS WEBINAR	08/29/2023	08/29/2023	4.00	Technical	VISAYAS STATE UNIVERSITY
	Data Awareness Seminar and Compliance Workshop	07/28/2023	07/30/2023	24.00	Technical	Yisrael Training Solutions
	Conflict and Stress Management	05/23/2023	05/26/2023	32.00	Technical	Philippines
	ORIENTATION ON DATA PRIVACY ACT	04/08/2022	04/08/2022	8.00	Technical	VISAYAS STATE UNIVERSITY
	WORKSHOP ON REVISITING THE STRATEGIC PLAN OF ODAS AND GSO	03/16/2022	03/17/2022	18.00	Technical	VISAYAS STATE UNIVERSITY
	WOMEN INSPIRING WOMEN	03/07/2022	03/07/2022	4.00	Technical	VISAYAS STATE UNIVERSITY
	ORIENTATION ON THE USE OF THE QMS PORTAL AND SHARED DRIVE	2/24/2022	2/24/2022	8.00	Technical	VISAYAS STATE UNIVERSITY
	VIRTUAL RE-ORIENTATION WEBINAR ON EMPLOYEES' DUTIES AND RESPONSIBILITIES AND GOOD CUSTOMER SERVICES FOR CLERKS, DDCRS AND UTILITY WORKERS	7/23/2021	7/23/2021	8.0	Technical	VISAYAS STATE UNIVERSITY
	ISO 900:01 AWARENESS AND RE-AWARENESS WEBINAR	7/13/2021	7/13/2021	4.0	Technical	VISAYAS STATE UNIVERSITY
	VIRTUAL BRIEFING BY THE NATIONAL ARCHIVES OF THE PHILIPPINES (NAP) ON VSU RECORDS DISPOSITION SCHEDULE (RDS)	5/17/2021	5/17/2021	4.0	Technical	VISAYAS STATE UNIVERSITY
	HUMAN RESOURCE: KEEPING UP WITH THE MILLENNIALS	12/3/2016	12/3/2016	4.0	Technical	UNIVERSITY OF BANILAD-JPMAP

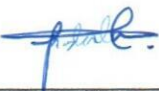
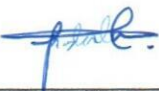
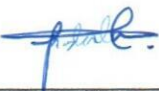



(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS AND HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	PROFICIENT IN MS OFFICE		N/A		
	GOOD INTERPERSONAL SKILLS				
	WATCHING MOVIES/COOKING SHOW				
	LISTENING TO MUSIC				

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:35%;">NAME</th> <th style="width:35%;">ADDRESS</th> <th style="width:30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td style="text-align:center;">RYSAN C. GUINOCOR</td> <td style="text-align:center;">VisCA, Baybay City, Leyte</td> <td></td> </tr> <tr> <td style="text-align:center;">NELJA GABRILLO</td> <td style="text-align:center;">CEBU CITY</td> <td></td> </tr> <tr> <td style="text-align:center;">ANGELEQUE SABLADA ALMARINO</td> <td style="text-align:center;">CEBU CITY</td> <td></td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	RYSAN C. GUINOCOR	VisCA, Baybay City, Leyte		NELJA GABRILLO	CEBU CITY		ANGELEQUE SABLADA ALMARINO	CEBU CITY	
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NELJA GABRILLO	CEBU CITY												
ANGELEQUE SABLADA ALMARINO	CEBU CITY												
<p>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.</p>													
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">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> </tr> <tr> <td>ID/License/Passport No.:</td> </tr> <tr> <td>Date/Place of Issuance:</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:	ID/License/Passport No.:	Date/Place of Issuance:	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align:center; height: 50px;">  Signature (Sign inside the box) </td> </tr> <tr> <td style="text-align:center;">Date Accomplished</td> </tr> </table>	 Signature (Sign inside the box)	Date Accomplished						
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<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 300px; height: 50px; margin: 10px auto;"></div> <p style="text-align:center;">Person Administering Oath</p>													