

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
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
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	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	67kg		Subdivision/Village Barangay
9. BLOOD TYPE	O+		BAYBAY LEYTE
10. GSIS ID NO.	N/A		City/Municipality Province
11. PAG-IBIG ID NO.	1212-0373-9452	18. PERMANENT ADDRESS	House/Block/Lot No. Street
12. PHILHEALTH NO.	12-025640995-5		Subdivision/Village Barangay
13. SSS NO.	06-3995838-7		BAYBAY LEYTE
14. TIN NO.	342-433-725-000		City/Municipality Province
15. AGENCY EMPLOYEE NO.	N/A	19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09556130793
		21. E-MAIL ADDRESS (if any)	aizabesavilla@gmail.com

II. FAMILY BACKGROUND

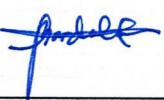
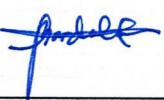
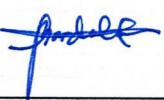









22. SPOUSE'S SURNAME	BESAVILLA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	REX	NAME EXTENSION (JR., SR)	ZIANNA GABRIELLE B. BESAVILLA	7/7/2019
MIDDLE NAME	DUBLIN		ZOE DANIELLE B. BESAVILLA	7/2/2022
OCCUPATION	SCIENCE RESEARCH ASSISTANT		N/A	
EMPLOYER/BUSINESS 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	N/A	2002	2008	N/A	2008	SALUTATORIAN
SECONDARY	VSU-LHS	N/A	2008	2012	N/A	2012	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	UNIVERSITY OF CEBU-BANILAD	Bachelor of Science in Business Administration major in HRDM	2014	2017	N/A	2017	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/06/24
-----------	--	------	----------

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 type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<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>RYSAN C. GUINOCOR</td><td>Visca, Baybay City, Leyte</td><td>0917-312-6266</td></tr><tr><td>NELIA GABRILLO</td><td>CEBU CITY</td><td>0945-768-2696</td></tr><tr><td>ANGELEQUE SABLADA ALMARINO</td><td>CEBU CITY</td><td>0910-2117102</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	RYSAN C. GUINOCOR	Visca, Baybay City, Leyte	0917-312-6266	NELIA GABRILLO	CEBU CITY	0945-768-2696	ANGELEQUE SABLADA ALMARINO	CEBU CITY	0910-2117102
NAME	ADDRESS	TEL. NO.											
RYSAN C. GUINOCOR	Visca, Baybay City, Leyte	0917-312-6266											
NELIA GABRILLO	CEBU CITY	0945-768-2696											
ANGELEQUE SABLADA ALMARINO	CEBU CITY	0910-2117102											
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>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: Resident Identification Card</td></tr><tr><td>ID/License/Passport No.: 63708084-352-3477</td></tr><tr><td>Date/Place of Issuance: Baybay City, Leyte</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: Resident Identification Card	ID/License/Passport No.: 63708084-352-3477	Date/Place of Issuance: Baybay City, Leyte	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>06/06/24</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	06/06/24	Date Accomplished				
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance													
Government Issued ID: Resident Identification Card													
ID/License/Passport No.: 63708084-352-3477													
Date/Place of Issuance: Baybay City, Leyte													
													
Signature (Sign inside the box)													
06/06/24													
Date Accomplished													
<table><tr><td></td></tr><tr><td>PHOTO</td></tr><tr><td></td></tr><tr><td>Right Thumbmark</td></tr></table>			PHOTO		Right Thumbmark								
													
PHOTO													
													
Right Thumbmark													
SUBSCRIBED AND SWORN to before me this <u>06 JUN 2024</u> , affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer	Person Administering Oath									
													
ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer													
Person Administering Oath													

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: April 4, 2021- January 15, 2024
- Position: Administrative Aide III (Job Order)
- Name of Office/Unit: Office of the Director for Administrative Services
- Immediate Supervisor: Atty. Rysan C. Guinocor
- Name of Agency/Organization and Location: Visayas State University

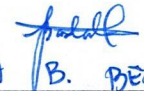
- Summary of Actual Duties

- Responsible in performing administrative and technical tasks e.g., receives and releases documents, prepares all financial and personnel documents, maintains the office filing system of the office and a record of the office accomplishments.

- Duration: January 16, 2023-present
- Position: Administrative Aide III (Casual)
- Name of Office/Unit: Office of the Data Protection Officer
- Immediate Supervisor: Atty. Rysan C. Guinocor
- Name of Agency/Organization and Location: Visayas State University

- Summary of Actual Duties

- Provides support services to the Data Protection Officer. Provide frontline services. Prepare comment on the data request from clients. Assist the DPO in conducting Privacy Impact Assessment of the university including external campuses.


AIZA B. DESAVILLA
 (Signature over Printed Name
 of Employee/Applicant)

Date: June 13, 2024