## PERSONAL DATA SHEET

int legibly. Tick appropriate boxes	TO FILLING OUT THE PERSONAL DATA SHI				1. CS ID No.		(Do not fill up. F	or CSC use on	
PERSONAL INFORMATIO							4		
2. SURNAME	BESAVILLA		NAME EXTENSION (JR., SR)						
FIRST NAME	AIZA		INVANCE CALENSIUM (J.C., SK)						
MIDDLE NAME	BANDALAN								
3. DATE OF BIRTH (mm/dd/yyyy)	8/27/1995	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization					tion		
4. PLACE OF BIRTH	BAYBAY,LEYTE	If holder of dual citiz				Pls. indicate c	Pls. indicate country:		
5. SEX	☐ Male ☑ Female	please indicate the	letails.						
6 CIVIL STATUS	☐ Single ☑ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No.  Subdivision/Village				Street SAN ISIDRO Barangay		
7. HEIGHT (m)	1.5m			BAYBAY			LEYTE		
3. WEIGHT (kg)	67kg	ZIP CODE 6521		City/Municipality			Province		
. BLOOD TYPE	0+	18. PERMANENT ADDRESS		ORIZONILINA NICE			Transfer Proposed		
). GSIS ID NO.	N/A	Ho		House/Block/Lot No.			Street SAN ISIDRO		
			Subdivision/Village BAYBAY				Barangay LEYTE		
1. PAG-IBIG ID NO.	1212-0373-9452		City/Municipality				Province		
2. PHILHEALTH NO.	12-025640995-5	ZIP CODE		6521	-,				
3. SSS NO.	06-3995838-7	19. TELEPHONE NO.	N/A		Contraction to the same				
. TIN NO.	342-433-725-000	20. MOBILE NO.	1		0	9556130793			
AGENCY EMPLOYEE NO.	NA	21. E-MAIL ADDRESS (if any)		<u>a</u>	izabesa	villa@gmail.co	<u>om</u>		
FAMILY BACKGROUND									
. SPOUSE'S SURNAME	BESAVILLA	NAME EXTENSION (JR., SR)	23. NAME of CHILDREN (Write full name and list all)  DATE OF BIRT				H (mm/dd/yyyy		
FIRST NAME	REX	ZIANNA GABRIELLE B. BESAVILLA				7/7/2019			
MIDDLE NAME	DUBLIN	ZOE DANIELLE B. BESAVILLA			7/2/2022				
OCCUPATION	SCIENCE RESEARCH ASSISTANT		h/t						
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNI								
BUSINESS ADDRESS	VISCA,BAYBAY CITY, LEYTE								
TELEPHONE NO.									
4. FATHER'S SURNAME	BANDALAN	Lune Statistical (ID 00)							
FIRST NAME	MEDEL	NAME EXTENSION (JR., SR)							
MIDDLE NAME	PEREZ								
i. MOTHER'S MAIDEN NAME									
SURNAME	BULAWAN								
FIRST NAME	IMELDA								
MIDDLE NAME	CUATON			(Co	ontinue on se	parate sheet if neces	sary)		
6. LEVEL	ATIONAL BACKGROUND  NAME OF SCHOOL BASIC EDUCATION/D			PERIOD OF A	TTENDANCE	HIGHEST LEVEL/ UNITS EARNED	YEAR GRADUATED	SCHOLARSHI ACADEMIC	
	(Write in full)		From	То	(if not graduated)	CIVIDUATED	HONORS RECEIVED		
ELEMENTARY	CANDADAM ELEMENTARY SCHOOL	N/A		2002	2008	VIA	2008	SALUTATORIAN	
SECONDARY	VSU-LHS	NIA	or regard they can	2008	2012	NIA	2012	N/A	
VOCATIONAL / TRADE COURSE	N/A	MA		Y/A	NA	1V/A	V/A	N/A	
COLLEGE	UNIVERSITY OF CEBU-BANILAD	Bachelor of Science in Busine		2014	2017	WA	2017	/	
GRADUATE STUDIES	N/A	major in ARL						200	
		(Continue on separate sheet if ne	cessary)						
SIGNATURE	Bold.			DΔ	TE	06/06	lau		

		1080 (BOARD/ BAR) UNDER	DATING	DATE OF				LICENSE (if ap	plicable)
SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE RATING (If Applicable)			EXAMINATION / CONFERMENT	PLACE OF EXAMINAT	PLACE OF EXAMINATION / CONFERMENT			Date o Validity	
CSC Sub-professional				3/13/2022	LEYTE NORMAL UNIVER	LEYTE NORMAL UNIVERSITY, TACLOBAN CITY			MA
CSC Professional			8/20/2023	LEYTE NORMAL UNIVERSITY, TACLOBAN CITY			VA -	VA	
	EXPERIENCE ate employme	nt. Start from your recent		ntinue on separate shee	t if necessary) ne indicated in the attached	Work Expe	rience sheet.		
28. INCLUSIVE DATES (mm/dd/yyyy) POSITION TITL (Write in full/Do not ab		TLE	DEPARTMENT / AG (Write in fi	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICI (Y/ N)		
01/16/2023	PRESENT	ADMIN AIDE III (	CLERK 1)		N OFFICE-VISAYAS STATE	14678	S6 3	CASUAL	Y
/5/2021	1/15/2023	CLERK			S STATE UNIVERSITY	12174.80	4/4	JOB ORDER	Y
/8/2018	12/4/2020	CUSTOMER SALES RE	PRESENTATIVE	MEAR CONCEPT	S CORP-RICO'SLECHON	12532.00	ALV	REG	N
18/2017	7/7/2018	CUSTOMER SALES RE	PRESENTATIVE	3MRS DIONSON	I CORP-RICOS LECHON	9516.00	V/A	REG	N
SIGN	ATURE	poddo	(Co)	ntinue on separate shee	t if necessary) DATE	w w led	214		

9. NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy)			POSITION / NATURE OF WORK		
N/A	From N/A	τ <sub>ο</sub> <b>γ</b> υ/Α	V/A	N/A			
/ m/r	N/	N/M	P/n	P/II			
				6.11.11.11			
i. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING P art from the most recent L&D/training program and include only the relevant L&D/training taken for	ROGRAMS AT			ıl positions)			
TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS     (Write in full)		INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) From To		Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)		
ofessorial Lecture Series	03/06/2024	03/06/2024	4.00	Technical	VISAYAS STATE UNIVERSITY		
ILOCKING EXCELLENCE: THE 5S REVOLUTION FOR CLERKS AND HEADS	11/29/2023	11/29/2023	8.00	Technical	VISAYAS STATE UNIVERSITY		
ta Privacy Protection	11/20/2023	11/24/2023	20.00	Technical	Department of Information and Communications Technology (DICT) Re		
ORUM ON STUDENT DISCIPLINE, FACULTY-STUDENT RELATIONSHIP, DATA PRIVACY RE- VARENESS, PIA AND EODB	10/4/2023	10/4/2023	8.00	Technical	VISAYAS STATE UNIVERSITY-VILLABA		
0 900:01 AWARENESS AND RE-AWARENESS WEBINAR ata Awareness Seminar and Compliance Workshop	08/29/2023 07/28/2023	08/29/2023 07/30/2023	4.00 24.00	Technical Technical	VISAYAS STATE UNIVERSITY Yisrael Training Solutions		
onflict and Stress Management	05/23/2023	05/26/2023	32.00	Technical	Philippines		
RIENTATION ON DATA PRIVACY ACT ORKSHOP ON REVISITING THE STRATEGIC PLAN OF ODAS AND GSO	04/08/2022 03/16/2022	04/08/2022 03/17/2022	8.00 16.00	Technical Technical	VISAYAS STATE UNIVERSITY VISAYAS STATE UNIVERSITY		
OMEN INSPIRING WOMEN	03/07/2022	03/07/2022	4.00	Technical	VISAYAS STATE UNIVERSITY		
RIENTATION ON THE USE OF THE QMS PORTAL AND SHARED DRIVE RTUAL RE-ORIENTATION WEBINAR ON EMPLOYEES' DUTIES AND RESPONSIBILITIES	7/23/2021	7/23/2021	8.00	Technical Technical	VISAYAS STATE UNIVERSITY VISAYAS STATE UNIVERSITY		
ND GOOD CUSTOMER SERVICES FOR CLERKS, DDRCs AND UTILITY WORKERS O 900:01 AWARENESS AND RE-AWARENESS WEBINAR	7/13/2021	7/13/2021	4.0	Technical	VISAYAS STATE UNIVERSITY		
RTUAL BRIEFING BY THE NATIONAL ARCHIVES OF THE PHILIPPINES (NAP) ON VSU ECORDS DISPOSITION SCHEDULE (RDS)	5/17/2021	5/17/2021	4.0	Technical	VISAYAS STATE UNIVERSITY		
UMAN RESOURCE: KEEPING UP WITH THE MILLENNIALS	12/3/2016	12/3/2016	4.0	Technical	UNIVERSITY OF BANILAD-JPMAP		
				X	Spiles Roma Record Carles		
			COUNTY OF THE PROPERTY OF				
		A EX HOS	Secretary of the secret	Chia			
	A2 101 40 A			la transfer	e et water.		
N							
VIII. OTHER INFORMATION	(Continue on	separate sheet if n	ecessary)	Andrew St. Co.			
31. SPECIAL SKILLS and HOBBIES 32.	NON-ACADEMIC	DISTINCTIONS / RE	ECOGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)		
PROFICIENT IN MS OFFICE	N/A						
GOOD INTERPERSONAL SKILLS		1515	HUL D	1	W/A		
WATCHING MOVIES/COOKING SHOW							
LISTENING TO MUSIC	FTYME	NEW SA					
				- A			
		separate sheet if					

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34. Are you related by consanguinity or affinity to the appoin chief of bureau or office or to the person who has immed Bureau or Department where you will be apppointed, a. within the third degree?  b. within the fourth degree (for Local Government Unit -	☐ YES ☑ NO ☐ YES ☑ NO				
		If YES, give details:			
35. a. Have you ever been found guilty of any administrative	☐ YES ☑ NO If YES, give details:				
b. Have you been criminally charged before any court?	☐ YES ☑ NO If YES, give details:     Date Filed:     Status of Case/s:				
Have you ever been convicted of any crime or violation of any court or tribunal?	☐ YES ☑ NO If YES, give details:				
37. Have you ever been separated from the service in any o retirement, dropped from the rolls, dismissal, termination (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 Barangay election)?	☐ YES ☑ NO If YES, give details:				
b. Have you resigned from the government service durin election to promote/actively campaign for a national or lo	☐ YES ☑ NO  If YES, give details:				
39. Have you acquired the status of an immigrant or perman	☐ YES ☑ NO If YES, give details (country):				
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) 7277); and (c) Solo Parents Welfare Act of 2000 (RA 89)  a. Are you a member of any indigenous group?  b. Are you a person with disability?  c. Are you a solo parent?	☐ YES				
41. REFERENCES (Person not related by consanguinity or affinity to applic	cant /appointee)				
NAME	ADDRESS	TEL. NO.			
RYSAN C. GUINOCOR	ViscA, Baybay City, Leyte	0917-312-6206			
NELIA GABRILLO		0945-308-2896			
ANGELEQUE SABLADA ALMARINO		0910-2117102			
42. I declare under oath that I have personally accomplise complete statement pursuant to the provisions of pe Philippines. I authorize the agency head/authorized repriagree that any misrepresentation made in this de- administrative/criminal case/s against me.	ertinent laws, rules and regulations of the F resentative to verify/validate the contents state	Republic of the di herein.			
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)  PLEASE INDICATE ID Number and Date of Issuance  Government Issued ID: Pesidat Identification (and ID/License/Passport No.: 63708084, 752 -3477	xx)				
Date/Place of Issuance: Bouhay City Light	Right Thumbmark				
SUBSCRIBED AND SWORN to before me this	6 JUN 2024 , affiant exhibiting	ing his/her validly issued government ID as indicated above.			
	ATTY, RYSAN C. GURNOCOR VSU Office Legal Office Person Administering Oath	1			

## **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 filling 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.

(Signature over Printed Name of Employee/Applicant)

Date: June 13, 2024