

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	GORRE		
FIRST NAME	MARIA PRECILLA	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	BALO		
3. DATE OF BIRTH (mm/dd/yyyy)	12/14/1995	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: Philippines
4. PLACE OF BIRTH	BACOR, CAVITE	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	N/A PUROK 3 House/Block/Lot No. Street N/A MASLUG Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.52	ZIP CODE	6521
8. WEIGHT (kg)	70	18. PERMANENT ADDRESS	N/A PUROK 3 House/Block/Lot No. Street N/A MASLUG Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
9. BLOOD TYPE	B+	ZIP CODE	6521
10. GSIS ID NO.	2005854755	19. TELEPHONE NO.	NONE
11. PAG-IBIG ID NO.	1212-0819-3021	20. MOBILE NO.	0965-570-5131/0950-343-3604
12. PHILHEALTH NO.	13-025475820-6	21. E-MAIL ADDRESS (if any)	precilla.balo@vsu.edu.ph
13. SSS NO.	34-7865244-3		
14. TIN NO.	706-586-185		
15. AGENCY EMPLOYEE NO.	V01233		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	GORRE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ALFRED	NAME EXTENSION (JR., SR) N/A	ZEBEDEE B. GORRE	10/23/2023
MIDDLE NAME	TAN			
OCCUPATION	NONE			
EMPLOYER/BUSINESS NAME	NONE			
BUSINESS ADDRESS	NONE			
TELEPHONE NO.	NONE			
24. FATHER'S SURNAME	BALO			
FIRST NAME	PROCESO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	SALAR			
25. MOTHER'S MAIDEN NAME				
SURNAME	PABE			
FIRST NAME	GILNA			
MIDDLE NAME	COTACTE			

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	MASLUG ELEMENTARY SCHOOL	PRIMARY EDUCATION	2003	2009	GRADUATED	2009	VALEDICTO RIAN
SECONDARY	PLARIDEL NATIONAL HIGH SCHOOL	HIGH SCHOOL	2009	2013	GRADUATED	2013	SALUTATO RIAN
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN ECONOMICS	2013	2017	GRADUATED	2017	CUM LAUDE
	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION, BAYBAY, LEYTE INCORPORATED	BACHELOR OF SCIENCE IN SECONDARY EDUCATION	2019	2020	27 UNITS EARNED	2022	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

SIGNATURE		DATE
June 23, 2025		

IV. CIVIL SERVICE ELIGIBILITY						
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	LICENSE (if applicable)	
					NUMBER	Date of Validity
	LICENSE PROFESSIONAL TEACHER	82.00	1/31/2025	TACLOBAN CITY, LEYTE	2271732	12/14/2028
	CAREER SERVICE PROFESSIONAL PD-907- HONOR GRADUATE	N/A	6/30/2017	CSCR08, PALO, LEYTE	100108170723	6/14/2017
	NON-PROFESSIONAL DRIVER'S LICENSE	N/A	11/20/2015	LTO BAYBAY DISTRICT OFFICE, BAYBAY CITY, LEYTE	H12-15-003082	12/14/2032

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	June 23, 2025
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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		
	MASLUG EXECUTIVE COMMITTEE	6/4/2018	6/13/2018	40.0	COMMITTEE
	PARISH PASTORAL COUNCIL FOR RESPONSIBLE VOTING	5/15/2015	5/15/2015	8.0	WATCHER

(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 task 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			
	RECEIVING AND RESPONDING TO WORKPLACE COMMUNICATION	06/22/2025	06/22/2025	8.0	MANAGERIAL	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA)
	ORIENTATION ON THE BOARD OF REGENTS (BOR)-APPROVED INTERNAL AUDIT FRAMEWORK	05/27/2025	05/27/2025	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	RE-ORIENTATION OF GUIDELINES AND PROCEDURES ON PROCESSES/SERVICES OF THE OFFICE UNDER ADMINISTRATIVE SERVICES	04/08/2025	04/08/2025	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	YUNG SUMAKSES KA: TOOLKITS FOR FLOURISHING	04/03/2025	04/03/2025	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	ORIENTATION ON FINANCIAL MANAGEMENT TRANSACTION IN VSU	03/13/2025	03/13/2025	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	SEMINAR WORKSHOP ON BASIC RECORDS AND ARCHIVES MANAGEMENT (BRAM)	07/30/2024	07/31/2024	16	TECHNICAL	VISAYAS STATE UNIVERSITY
	FROM POLICY TO PRACTICE: EODB, DPA OF 2012, AND PIA REORIENTATION FOR VISAYAS STATE UNIVERSITY (VSU) PERSONNEL	07/29/2024	07/29/2024	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	SHAPING CULTURE: EMBRACING VALUES FOR PRODUCTIVE WORKPLACE PERFORMANCE	05/15/2024	05/15/2024	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	SPARKLING SPACES: MASTERING THE ART OF HOUSEKEEPING (BATCH 1)	03/26/2024	03/26/2024	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	FINANCIAL TRANSACTIONS FORUM	03/20/2024	03/20/2024	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	ORIENTATION OF GUIDELINES AND PROCEDURES ON PROCESSES/SERVICES OF THE OFFICE UNDER ADMINISTRATIVE SERVICES OFFICE (ASO)	02/23/2024	02/23/2024	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	GENDER SENSITIVITY ORIENTATION	7/11/2023	7/11/2023	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY, GENDER RESOURCE CENTER
	MANDATORY ORIENTATION AND RE-ORIENTATION OF ACADEMIC ADVISERS, AND DEPARTMENT ENROLMENT FOCAL PERSONS, 2ND SEMESTER A.Y. 2022-2023	2/10/2023	2/10/2023	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	MANDATORY ORIENTATION AND RE-ORIENTATION OF ACADEMIC ADVISERS, DEPARTMENT ENROLMENT FOCAL PERSONS, AND COLLEGE HOTLINE AGENTS	8/25/2023	8/25/2023	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	HANDS-ONLY CARDIOPULMONARY RESUSCITATION	7/21/2022	7/22/2022	16.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	WOMEN INSPIRING WOMEN	3/7/2022	3/7/2022	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	RE-ORIENTATION SEMINAR ON THE RSP, PDS AND EDATSYSTEM OF THE MANAGEMENT INFORMATION SYSTEM (MIS)	2/22/2022	2/22/2022	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	RE-ORIENTATION OF EMPLOYEES' DUTIES AND RESPONSIBILITIES AND GOOD CUSTOMER SERVICE	9/23/2021	9/23/2021	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	CORONAVIRUS VACCINE: ARE YOU WILLING TO TAKE A SHOT?	2/23/2021	2/23/2021	8.0	N/A	VISAYAS STATE UNIVERSITY
	CONTROL YOUR RECORDS BEFORE THEY CONTROL YOU: THE BASICS OF RECORDS MANAGEMENT AND RECORDS CONTROL	1/27/2021	1/27/2021	8.0	MANAGERIAL	VISAYAS STATE UNIVERSITY
	ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	11/27/2020	11/27/2020	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY
	DOCUMENT TRACKING SYSTEM	11/13/2020	11/13/2020	3.0	TECHNICAL	HUMAN RESOURCE INFORMATION SYSTEM

(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)
	DATA ANALYSIS SKILLS		N/A		YOUNG ENONOMIST SOCIETY (YES)
	COMPUTER SKILLS (MS WORD, EXCEL, POWERPOINT, PUBLISHER, ETC.)		N/A		YOUNG ENONOMIST SOCIETY (YES)
	INTERPERSONAL SKILLS		N/A		COMMISSION ON YOUTH (COY)
	LEADERSHIP SKILLS		N/A		COMMISSION ON YOUTH (COY)

(Continue on separate sheet if necessary)

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)?

☐ YES☒ NO

☐ YES☒ 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?

☐ YES☒ NO

If YES, give details:

☐ YES☒ 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?

☐ YES☒ 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?

☐ YES☒ 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?

☐ YES☒ NO

If YES, give details: _____

☐ YES☒ NO

If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ 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?

☐ YES☒ NO

If YES, please specify: _____

☐ YES☒ NO

If YES, please specify ID No: _____

☐ YES☒ NO

If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
LEO A. MAMOLO	VSU, FACULTY OF TEACHER EDUCATION	565-0600 LOCAL 1037
CHRISTY M. DESADES	VSU, DEPARTMENT OF SECONDARY EDUCATION	565-0600 LOCAL 1037
ROSARIO P. ABELA	VSU, DEPARTMENT OF EARLY CHILDHOOD AND ELEMENTARY EDUCATION	565-0600 LOCAL 1037

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.

BALO, MARIA PRECILLA P.

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: VSU ID

ID/License/Passport No.: V01233

Date/Place of Issuance: 07/25/2024; Baybay City, Leyte

Signature (Sign inside the box)

June 23, 2025

Date Accomplished

SUBSCRIBED AND SWORN to before me this 24 JUN 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN REGAL S. MONTERO
VSU Director, Legal Affairs and Services

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: March 22, 2022-Present
- Position: Administrative Aide IV
- Name of Office/Unit: Department of Teacher Education (Split into two department-Department of Secondary Education (DSEd) and Department of Early Childhood and Elementary Education (DECEEd)) under the Faculty of Teacher Education (FTE)
- Immediate Supervisor: Rosario P. Abela (DTE and DECEEd); Christy M. Desades (DSEd) and Leo A. Mamolo (FTE)
- Name of Agency/Organization and Location: Visayas State University-Baybay Campus

- List of Accomplishments and Contributions (if any)

- Prepared PPMP, PR, Cash Advance, Reimbursement and Payrolls for Faculty members and cooperating teachers with honorarium
- Prepared IPCR and OPCR
- Prepared projected workload, actual teaching load and individual faculty workload.
- Served as Deputy Documents Records Controller (dDRC)
- Assisted the head, dean and faculty members in preparing their recommendation to attend trainings, OBE Syllabus, TOS, Examination, travels and other necessary documents.

- Summary of Actual Duties

- Responsible for document preparation & processing, performance and workload documentation, records management, administrative assistance and performs other related functions.

- Duration: January 25, 2021-March 21, 2022
- Position: Administrative Aide III
- Name of Office/Unit: Department of Civil Engineering
- Immediate Supervisor: Epifania G. Loreto
- Name of Agency/Organization and Location: Visayas State University-Baybay Campus

- List of Accomplishments and Contributions (if any)

- Prepared PPMP, PR, Cash Advance, Reimbursement and Payrolls for Faculty members and cooperating teachers with honorarium
- Prepared IPCR and OPCR
- Prepared projected workload, actual teaching load and individual faculty workload
- Served as Deputy Documents Records Controller (dDRC)
- Assisted the head, dean and faculty members in preparing their recommendation to attend trainings, OBE Syllabus, TOS, Examination, travels and other necessary documents.

- Summary of Actual Duties

- Responsible for document preparation & processing, performance and workload documentation, records management, administrative assistance and performs other related functions.

- Duration: March 15, 2018-January 24, 2021
- Position: Administrative Aide III (JO)
- Name of Office/Unit: University Registrar
- Immediate Supervisor: Elizer Velasco/Ma. Epifania G. Tudtud/Marwen A. Castañeda
- Name of Agency/Organization and Location: Visayas State University-Baybay Campus

- List of Accomplishments and Contributions (if any)
 - Prepared transcript of records, transfer credentials, certification, CAV, enrolment forms, permanent records of new students.
 - Prepared list of candidates for graduation, individual notices of deficiencies of applicant for graduation.
 - Processed application for verification of records/grades/deficiencies, adding, changing and dropping of subjects.
 - Checked and evaluated records of candidates for graduation of assigned courses.
 - Requested/Followed-up the Form 137-A, TOR and other related credentials.
 - Computed and determined candidates for latin honors.
 - Updated students permanent record of assigned courses for enrollment and graduation purposes.
- Summary of Actual Duties
 - Responsible to prepare and maintain student academic records and credentials, process enrollment and subject adjustment requests, evaluate graduation eligibility, compute Latin honors, and update permanent records to support academic and graduation requirements and performs other related functions.

- Duration: July 22, 2017-March 14, 2018
- Position: Administrative Aide III (JO)
- Name of Office/Unit: University Students Services Office
- Immediate Supervisor: Manolo B. Loreto, Jr.
- Name of Agency/Organization and Location: Visayas State University-Baybay Campus

- List of Accomplishments and Contributions (if any)
 - Encoded and updated records of ESGPPA & SGP-PA scholars.
 - Prepared the masterlist and payroll of ESGPPA scholars.
 - Facilitated of Cash Card Application of ESGPPA scholars.
 - Filed documents of students in the individual folder at the Scholarship Section
- Summary of Actual Duties
 - Responsible to encode and update records, prepare masterlist of and payroll, facilitate cash card applications of ESGPPA and SGP-PA scholars and file student documents in individual folders and performs other related functions.


MARIA PRECILLA B. GORRE

(Signature over Printed Name
of Employee/Applicant)

Date: June 23, 2025