

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) N/A	
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 CITY, LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
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)	1.55 m		SAN ISIDRO BAYBAY CITY
8. WEIGHT (kg)	62 kg	ZIP CODE	LEYTE 6521
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	
10. GSIS ID NO.	N/A		SAN ISIDRO BAYBAY CITY
11. PAG-IBIG ID NO.	1212-0373-9452		LEYTE
12. PHILHEALTH NO.	12-025640995-5	ZIP CODE	6521
13. SSS NO.	06-3995838-7	19. TELEPHONE NO.	N/A
14. TIN NO.	342-433-725-000	20. MOBILE NO.	09556130793
15. AGENCY EMPLOYEE NO.	N/A	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) N/A	ZIANNA GABRIELLE 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	Vsu, Baybay City, Leyte			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	BANDALAN			
FIRST NAME	MEDEL	NAME EXTENSION (JR., SR) N/A		
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	Primary Education	2002	2008	graduated	2008	SALUTATORIAN
SECONDARY	VISAYAS STATE UNIVERSITY- LABORATORY HIGH SCHOOL	Secondary Education	2008	2012	graduated	2012	NA
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	2012	2014	104 UNITS	N/A	N/A
COLLEGE	UNIVERSITY OF CEBU-BANILAD CAMPUS	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN HUMAN RESOURCE DEVELOPMENT MANAGEMENT	2014	2017	graduated	2017	NA
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Jan. 26, 2023
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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		
N/A		N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

(Continue on separate sheet if necessary)

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	COMPUTER LITERATE				N/A
	BASKETBALL				N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	January 21, 2023
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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: 33%;">NAME</th> <th style="width: 33%;">ADDRESS</th> <th style="width: 33%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>NELIA GABRILLO</td> <td>CEBU CITY</td> <td>9177083685</td> </tr> <tr> <td>ANGELEQUE SABLADA</td> <td>CEBU CITY</td> <td>9057670533</td> </tr> <tr> <td>RYSAN C. GUINOCOR</td> <td>BAYBAY CITY</td> <td>9173126266</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	NELIA GABRILLO	CEBU CITY	9177083685	ANGELEQUE SABLADA	CEBU CITY	9057670533	RYSAN C. GUINOCOR	BAYBAY CITY	9173126266
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RYSAN C. GUINOCOR	BAYBAY CITY	9173126266											
<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="padding: 2px;">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)</td> </tr> <tr> <td style="padding: 2px;">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td style="padding: 2px;">Government Issued ID: Resident Identification Card</td> </tr> <tr> <td style="padding: 2px;">ID/License/Passport No.: 83708084-752-3477</td> </tr> <tr> <td style="padding: 2px;">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.: 83708084-752-3477	Date/Place of Issuance: Baybay City, Leyte	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 10px;"> Signature (Sign inside the box) January 26, 2023 Date Accomplished </td> </tr> </table>	 Signature (Sign inside the box) January 26, 2023 Date Accomplished						
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<p>SUBSCRIBED AND SWORN to before me this 26 JAN 2023, affiant exhibiting his/her validly issued government ID as indicated above.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="text-align: center; padding: 5px;"> ATTY. RYSAN C. GUINOCOR ATTY. RYSAN C. GUINOCOR Person Administering Oath </td> </tr> </table>		 ATTY. RYSAN C. GUINOCOR ATTY. RYSAN C. GUINOCOR 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: April 5, 2021 - present
- Position: Job Order Clerk / dDRC
- 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, Visca, Baybay City, Leyte
- Summary of Actual Duties
 - a. Receives and releases documents submitted for action at the Office of the Director for Administrative Services
 - b. Prepares all financial and personnel documents needed in the performance of the functions of the office and facilitates/follow up its processing at the various administrative units of the university;
 - c. Maintains the filing system of the office and a record of the office accomplishments as inputs to the office annual report and OPCR entries;
 - d. Maintains cleanliness of the office and performs messengerial work in the absence of available utility worker/messenger;
 - e. Perform other functions as assigned by superiors and other office staff.

- Duration: June 8, 2018-December 4, 2020
- Position: Customer Sales Representative
- Name of Office/Unit: Sales and Marketing Department
- Immediate Supervisor: Michael Vincent Bacatan
- Name of Agency/Organization and Location: Rico's Lechon-Meat Concepts Corporation
- Summary of Actual Duties
 - a.) Promote and sell products
 - b.) Prepare daily, weekly and monthly sales report
 - c.) Expedite the resolution of customer problems and complaints to maximize satisfaction
 - d.) Achieve agreed upon sales targets and outcomes within schedule
 - e.) Supply management with reports on customer needs, problems, interests, competitive activities , and potential for new products and services

- Duration: June 7, 2017-June 7, 2018
- Position: Customer Sales Representative
- Name of Office/Unit: Sales and Marketing Department
- Immediate Supervisor: Michael Vincent Bacatan
- Name of Agency/Organization and Location: Rico's Lechon-Meat Concepts Corporation
- Summary of Actual Duties

- a. Promote and sell products
- b. Prepare daily, weekly and monthly sales report
- c. Expedite the resolution of customer problems and complaints to maximize satisfaction
- d. Achieve agreed upon sales targets and outcomes within schedule
- e. Supply management with reports on customer needs, problems, interests, competitive activities , and potential for new products and services



AIZA B. BESAVILLA

(Signature over Printed Name
of Employee/Applicant)

Date: January 16,2023