

# 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)

<b>I. PERSONAL INFORMATION</b>			
2. SURNAME	BORLEO		
FIRST NAME	MICHELLE	NAME EXTENSION (JR., SR) NONE	
MIDDLE NAME	ACOMPAÑADO		
3. DATE OF BIRTH (mm/dd/yyyy)	1/6/1986	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:
4. PLACE OF BIRTH	MAHAPLAG, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
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	Cottage 6 House/Block/Lot No. Street VSU Compound Pangasugan Subdivision/Village Barangay Baybay Leyte City/Municipality Province
7. HEIGHT (m)	1.64	ZIP CODE	6521
8. WEIGHT (kg)	58	18. PERMANENT ADDRESS	House/Block/Lot No. Street Malinao Subdivision/Village Barangay Mahaplag Leyte City/Municipality Province
9. BLOOD TYPE	AB+	ZIP CODE	6512
10. GSIS ID NO.	CRN-006-0053-8159-5	19. TELEPHONE NO.	None
11. PAG-IBIG ID NO.	121045110774	20. MOBILE NO.	+639364155627
12. PHILHEALTH NO.	13-000081471-8	21. E-MAIL ADDRESS (if any)	maborleo@vsu.edu.ph
13. SSS NO.	N/A		
14. TIN NO.	929-033-106		
15. AGENCY EMPLOYEE NO.	V00822		

<b>II. FAMILY BACKGROUND</b>			
22. SPOUSE'S SURNAME	BORLEO	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JOHNNY	NAME EXTENSION (JR., SR)	Lawrence Christian A. Borleo
MIDDLE NAME	CASIL		3/31/2006
OCCUPATION	Security Guard		
EMPLOYER/BUSINESS NAME	No Information		
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	ACOMPAÑADO		
FIRST NAME	NILO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	SUAREZ		
25. MOTHER'S MAIDEN NAME			
SURNAME	VANZUELA		
FIRST NAME	MARIETTA		
MIDDLE NAME	ABRANTES		
(Continue on separate sheet if necessary)			

<b>III. EDUCATIONAL BACKGROUND</b>							
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	MALINAO ELEMENTARY SCHOOL	N/A	1992	1998	Graduated	1998	2nd Hon. Mention
SECONDARY	MAHAPLAG NATIONAL HIGHSCHOOL	N/A	1998	2002	Graduated	2002	3rd Hon. Mention
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	Bachelor of Science in Statistics	2002	2006	Graduated	2006	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master of Management	2015	present	with 40 units	currently enrolled	N/A
(Continue on separate sheet if necessary)							


SIGNATURE	DATE
	August 9, 2021



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
	<b>CAREER SERVICE PROFESSIONAL ELIGIBILITY</b>	<b>82.0</b>	<b>October 28, 2007</b>	<b>EVSU-Tacloban City</b>	<b>N/A</b>	<b>N/A</b>
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**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

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SIGNATURE		DATE	August 9, 2021
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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		
NONE					

(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			
	Basic Occupational Safety and Health Training	06/07/2021	06/11/2021	40	Technical	DOLE
	ISO 9001:2015 Awareness/Re-Awareness Webinar	11/27/2020	11/27/2020	3	Technical	Visayas State University
	Training on Identification of Proper and Complete Items Technical Specification and Parameters and Orientation of the Purchase Request (PR) Module of SPPMIS	08/10/2020	08/10/2020	8	Technical	Visayas State University
	GPPB Training on Republic Act 9184 and Revised IRR	06/10/2019	06/12/2019	20	Technical	Visayas State University and GPPB
	Basic CPR and First Aid Lecture and Demonstration by the Philippine Red Cross	04/17/2019	04/17/2019	4	Technical	Visayas State University and Philippine Red Cross
	Hands-On Training on VSU HRMIS	9/12/2018	9/12/2018	5	Technical	Visayas State University
	Website Content Workshop	9/6/2018	9/6/2018	5	Technical	Visayas State University
	International Seminar of Eartquake	8/21/2017	8/21/2017	8	Technical	College of Engineering-VSU
	Seminar Series on Records Management	5/09/2017	5/09/2017	2.0	Technical	College of Engineering-VSU
	Seminar Series on Records Management	3/16/2017	3/16/2017	2.0	Technical	College of Engineering-VSU
	ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	3/2/2017	3/3/2017	8.0	Tehnical	Visayas State University
	Seminar Series on Records Management	2/14/2017	2/14/2017	2.0	Technical	College of Engineering-VSU
	Seminar Series on Records Management	2/10/2017	2/10/2017	2.0	Technical	College of Engineering-VSU
	ISO 9001:2015 Training on Internal Quality Audit	1/23/2017	1/25/2017	24.0	Technical	Visayas State University
	Seminar-Workshop on 5S and Records Management	12/15/2016	12/15/2016	7.5	Technical	Visayas State Univesity
	11th International Agricultural Engineering Conference and Exhibition, 64th PSAE Annual National Convention and 25th Philippine Agricultural Engineering Week	4/21/2014	4/25/2014	40.0	Technical	Philippine Society of Agricultural Engineers (PSAE) and Visayas State University (VSU)
	Training on Renewable Energy Electrification	3/11/2013	3/15/2013	40.0	Technical	Department of Energy and VSU-AREC
	Training-Workshop on Qualitative Research Methods	4/25/2011	4/28/2011	32.0	Technical	Visayas State University
	Training-Workshop on Writing and Reviewing Research Articles for Peer-Reviewed Publications (2nd Batch)	4/11/2011	4/15/2011	40.0	Technical	Visayas State University
	Training-Workshop on Project Proposal Development	11/29/2010	12/3/2010	40.0	Technical	Visayas State University
	Intellectual Property Seminar-Workshop	9/9/2010	9/9/2010	8.0	Technical	Visayas State University
	Training-Workshop on Research Instruments Preparation and Focus Group Discussion Facilitation	1/25/2010	1/26/2010	16.0	Technical	Visayas State University

(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)
	Computer Literate (MS Office)		NONE		VSU - Alumni Association
	Desktop Publishing (Adobe Photoshop)				Administrative Personnel Association
	Statistical Packages for Social Sciences (SPSS)				

(Continue on separate sheet if necessary)

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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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: <u>FINISHED CONTRACT</u>
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)		
NAME	ADDRESS	TEL. NO.
DR. ROBERTO C. GUARTE	VSU, VISCA, BAYBAY CITY, LEYTE	(053)563-7068
DR. JACQUELINE M. GUARTE	VSU, VISCA, BAYBAY CITY, LEYTE	(053) 563-7068
DR. REMBERTO A. PATINDOL	VSU, VISCA, BAYBAY CITY, LEYTE	9266736112
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.		



PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	TIN
ID/License/Passport No.:	929-033-106
Date/Place of Issuance:	03/31/2003 Tacloban City

Signature (Sign inside the box)
8/09/2021
Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 23 AUG 2021, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. ROBERTO C. GUARTE 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: December 1, 2016 – Present
- Position: Administrative Aide IV
- Name of Office/Unit: College of Engineering
- Immediate Supervisor: Dr. Roberto C. Guarte
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  1. Spearheaded the College Document Controller Committee which is responsible in the preparation of documents for ISO:9001-2015 and other accreditation activities;
  2. Spearheaded the implementation of college standardized control numbers for ISO 9001:2015 documents;
  3. One of the working forces in the preparation of documents for BSAE AACUP Accreditation, BSAE Center of Excellence, and BSAE and BSCE Washington Accord Accreditation; and
  4. Established College Records Management for College Records
- Summary of Actual Duties
  1. Prepares administrative and financial documents for the Office of the Dean;
  2. Documents and files college records and documents in accordance with established and/or standard documentation; and
  3. Facilitates college-wide activities.

- Duration: August 1, 2013 – November 30, 2016
- Position: Administrative Aide III
- Name of Office/Unit: College of Engineering
- Immediate Supervisor: Dr. Roberto C. Guarte
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  1. One of the working forces in the preparation of documents for BSAE AACUP Accreditation.
- Summary of Actual Duties
  1. Prepares administrative and financial documents for the Office of the Dean
  2. Documents and files college records and documents in accordance with established and/or standard documentation;
  3. Facilitates college-wide activities.

  
**MICHELLE A. BORLEO**

(Signature over Printed Name  
of Employee/Applicant)

Date: August 9, 2021