## CS Form No. 212 Revised 2017 concerned. Print legibly. Tick appropriate boxes ( ) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. 2. SURNAME ORIAS FIRST NAME JULIE ANN MIDDLE NAME 3. DATE OF BIRTH 7 04 1996 16. CITIZENSHIP (mm/dd/yyyy) KANANGA, LEYTE 4. PLACE OF BIRTH If holder of dual citizenship, please indicate the details. ☐ Male 5 SEX Female ✓ Single ☐ Married 17 RESIDENTIAL ADDRESS 6 CIVIL STATUS ☐ Widowed Separated Other/s: 7. HEIGHT (m) 1.49 8. WEIGHT (kg) 47 ZIP CODE 18. PERMANENT ADDRESS 9. BLOOD TYPE 0+ 10. GSIS ID NO. N/A

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 READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. 1. CS ID No. (Do not fill up. For CSC use only) NAME EXTENSION (JR., SR) **☑** Filipino Dual Citizenship by birth by naturalization Pls. indicate country: House/Block/Lot No Street MAHAYAHAY Subdivision/Village Barangay ALBUERA LEYTE City/Municipality Province House/Block/Lot No. Street MAHAYAHAY Subdivision/Village Barangay ALBUERA LEYTE 11 PAG-IBIG ID NO 1212-1061-3705 City/Municipality Province 12. PHILHEALTH NO. 13-025479490-3 ZIP CODE 6542 35-1391997-3 13 SSS NO 19. TELEPHONE NO N/A 14. TIN NO 710103642 20. MOBILE NO (+63) 926 180 3880 15. AGENCY EMPLOYEE NO. N/A 21. E-MAIL ADDRESS (if any) julieann.orias@vsu.edu.ph/ orias.julieann@gmail.com FAMILY BACKGROUNE N/A 22. SPOUSE'S SURNAME 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR SR) FIRST NAME N/A MIDDLE NAME OCCUPATION EMPLOYER/BUSINESS NAME **BUSINESS ADDRESS** TELEPHONE NO. GLORIANE 24. FATHER'S SURNAME NAME EXTENSION (JR., SR) **JERRY** FIRST NAME MIDDLE NAME N/A MOTHER'S MAIDEN NAME SURNAME ORIAS FIRST NAME MARILYN BERIDO MIDULE NAME (Continue on separate sheet if necessary) SCHOLARSHIP HIGHEST LEVEL NAME OF SCHOOL PERIOD OF ATTENDANCE BASIC EDUCATION/DEGREE/COURSE ACADEMIC HONORS YEAR LEVEL UNITS EARNED (Alrita in full) GRADUATED (if not graduated) RECEIVED From To CALLITATORI ELEMENTARY MAHAYAHAY ELEMENTARY SCHOOL PRIMARY EDUCATION 2003 2009 N/A 2009 AN RD HONORABLE SECONDARY **DAMULAAN NATIONAL HIGH SCHOOL** PRIMARY EDUCATION 2009 2013 N/A 2013 MENTION VOCATIONAL / N/A N/A N/A N/A N/A N/A N/A TRADE COURSE COLLEGE VISAYAS STATE UNIVERSITY **BACHELOR OF SCIENCE IN AGRIBUSINESS** 2013 2017 N/A 2017 N/A **MASTER IN MANAGEMENT major in GRADUATE STUDIES VISAYAS STATE UNIVERSITY** 2017 N/A 37 N/A N/A **AGRIBUSINESS MANAGEMENT** SIGNATURE DATE February 1, 2023

V. CIVIL SERVICE ELIGIBILITY  7. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER		RATING	DATE OF	DATE OF EXAMINATION / PLACE OF EXAMINATION / CONFERMENT				LICENSE (if applicable)	
SPECIAL LAWS/ CES/ CSEE BAPANGAY ELIGIBILITY / DRIVER'S LICENSE			(If Applicable)			EXAMINATION /	MENT	NUMBER	Date o
CIVIL SERVICE ELIGIBILITY (PROFESSIONAL)			80.21%	August 4, 2019		ban City		Inse N/A we re	N/A
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WORK E	KPERIENCE		Į CO	nunue on separate sneet	ii Hecessiiy)				
	te employment.	Start from your recent	work) Description	of duties should be	indicated in the attached	Work Exper	SALARY/ JOB/ PAY		
	n/dd/yyyy)	POSITION TI			ENCY / OFFICE / COMPANY /Do not abbreviate)	MONTHLY SALARY	GRADE (if applicable)& STEP	STATUS OF APPOINTMENT	GOV'T SERVICE
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02/01/2023	Present	Administrative	Aide III		iversity (Department of management)	14,678.00	Salary grade 3, Step 1	Permanent	Υ
07/04/2022	01/31/2023	Cebuana Lh	uillier		Lhuillier	15,200.00	N/A	Probationary	N
01/10/2022	04/30/2022	Customer Service Re	epresentative		tact Centers and BPO	4 16,000.00	N/A	Contractual	N
08/01/2017	12/31/2021	Administrativ	e Aide	Visayas State University (Department of Teacher Education)		12,000.00	N/A	Job Order	Υ
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/I. VOLUNTARY WORK OR INVOLVEMENT IN	CIVIC / NON-GOVERNMENT /	PEOPLE / VO	DLUNTARY O	RGANIZATION	<b>/S</b>		
29. NAME & ADDRESS OF ORG (Write in full)	ANIZATION	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK		
N/A	214 [7]	N/A	N/A	N/A	ngumanir taka	N/A	
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LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PRO		INCLUSIVE DATES OF			i ype or Lu	<u> </u>	
TITLE OF LEARNING AND DEVELOPMENT INTERV     (Write in full)		DANCE d/yyyy)	NUMBER OF HOURS	( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)		
ISO 9001:2015 Awareness/Re-awa	reness Wehinar	11/27/2020	11/27/2020	4.0	Technical	VISAYAS STATE LINIVERSITY	
Workshop on the Assessment of Accomplishment and Target Setting of the			11/26/2020	16.0	Technical	VISAYAS STATE UNIVERSITY	
Webinar Presentation on "Document	Tracking System"	11/13/2020	11/13/2020	3.0	Technical	VISAYAS STATE UNIVERSITY	
raining on identification of proper and complete and parameters and orientation of the Purchas		08/28/2020	08/28/2020	4.0	Technical	VISAYAS STATE UNIVERSITY	
orkshop on the Uniformity of the University's Straining for the implementation (PPMP & PR) of	pecifics and Prices of Goods &	3 10 2020	3 10 2020	8.0	Technical	VISAYAS STATE UNIVERSITY	
HUMAN RESOURCE MANAGEMENT INFORMATION S' AND ORIENTATION OF THE ELECTRONIC DAILY AT	YSTEMS (HRMIS) PRESENTATION	3 02 2020	3 02 2020	8.0	Technical	VISAYAS STATE UNIVERSITY	
SEMINAR WORKSHOP ON RECORDS MATRIX AN	Shada KHY II	12/13/2019	12/13/2019	8.0	Technical	VISAYAS STATE UNIVERSITY	
HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM (HRMIS) PRESENTATION AND TRAINING OF THE DEVELOPED RSP, PDS AND PLANTILLA MANAGEMENT SYSTEM			11/26/2019	16.0	Technical	VISAYAS STATE UNIVERSITY	
CUMULUS WORKSHOP WITH DEPARTMENT CLERKS AND FOCAL PERSONS			07/16/2019	4.0	Technical	VISAYAS STATE UNIVERSITY- WEB TEAM	
QMS RISK ASSESSMENT AND ISO DOCUMENTATION TRAINING			01/17/2019	16.0	Technical	AGF Training and Consulting Group- Philippin	
ORIENTATION-WORKSHOP FOR JO CLERKS AND LABORATORY TECHNICIANS			01/15/2019	8.0	Technical	VISAYAS STATE UNIVERSITY	
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IIII. OTHER INFORMATION	(Con	finue on separate	sneet if necessar	V)			
31. SPECIAL SKILLS and HOBBIES	32. NON	-ACADEMIC DISTI		GNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATIO	
COMPUTER SKILLS		(Atrito in full)			N/A balled themperate		
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SIGNATURF	0/	olminibă nos	[44]	D	ATF	February 1, 2023	

34.	Are you related by consanguinity or affinity to the appointing of thief of bureau or office or to the person who has immediate a Bureau or Department where you will be appointed,				
	a. within the third degree'?	∐ YES ✓	NO		
	b. within the fourth degree (for Local Government Unit - Care	er Employees)?	☐ YES ☑	NO	
			If YES, give details:		
35.	a. Have you ever been found guilty of any administrative offer	nse?	☐ YES ☑	NO	
			If YES, give details:		
				l NO	
	b. Have you been criminally charged before any court?		☐ YES ☑ NO If YES, give details:		
			Date Filed:		
and the		and the second s	Status of Case/s:		
36.	Have you ever been convicted of any crime or violation of any any court or tribunal?	☐ YES ☑ NO			
		A CONTRACTOR OF THE STATE OF TH	If YES, give details:	2 Service Williams	
37.	Have you ever been separated from the service in any of the			Z NO	
	dropped from the rolls, dismissal, termination, end of term, fine the public or private sector?	If YES, give details:			
38.	a. Have you ever been a candidate in a national or local electron Barangay election)?	☐ YES ☑ NO If YES, give details:			
	b. Have you resigned from the government service during the election to promote/actively campaign for a national or local of	☐ YES ☑ NO If YES, give details:			
39.	Have you acquired the status of an immigrant or permanent i	ou 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) Mag	ma Carta for Disabled Persons (RA 7077)	PERSONAL PROPERTY OF THE PROPE	BAC 1923 US 11 OPEN SALE OF CHURCH FINA	
10.	and (c) Solo Parents Welfare Act of 2000 (RA 8972), please		134 "A" "TOO" & 4-2.2 19.0		
a.	Are you a member of any indigenous group?		☐ YES	✓ NO	
	- White course the state of the		If YES, please specify:		
b.	Are you a person with disability?	☐ YES ☑ NO  If YES, please specify ID No:			
c.	Are you a solo parent?	☐ YES ☑ NO If YES, please specify ID No:			
41	REFERENCES (Person not related by consanguinity or affinity to applicant	/appointee)			
	NAME	ADDRESS	TEL. NO.		
	DR. BAYRON S. BARREDO	VISCA, BAYBAY CITY, LEYTE	563-7527		
	DR. ALELI A. VILLOCINO	VISCA, BAYBAY CITY, LEYTE	563-7527		
10000000	DR. LOLITO C. BESTIL	VISCA, BAYBAY CITY, LEYTE	563-1445		
42.	I declare under oath that I have personally accomplished	d this Personal Data Sheet which is a t	rue, correct and		
	complete statement pursuant to the provisions of pertin			JULIE ANN ORIAS	
	Philippines. I authorize the agency head/authorized represe				
100,000	agree that any misrepresentation made in this docu administrative/criminal case/s against me.	ment and its attachments shall caus	se the filing of	PHOTO	
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	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		9. [		
l l	PLEASE INDICATE ID Number and Date of Issuance	_			
H	Covernment Issued ID: PHILHEALTH				
	D/License/Passport No.: 13-025479490-3	oox)			
	ate/Place of Issuance: BAYBAY CITY, LEYTE	e challed a grant factor of the Art of Art of the Art o	Right Thumbmark		
	SUBSCRIBED AND SWORN to before me this	3 MAR 2023 , affiant exhit	oiting his/her validly issued g	government ID as indicated above.	
		<i>M</i> .			
		ATTY, RYSY I.C. GUINOCOR VSU CAST LEGIST OFFICER			
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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: February 1,2023 Present
- Position: Administrative Aide III
- Name of Office/Unit: Department of Business and Management
- Immediate Supervisor: Mr. Bert C. Peñalosa
- Name of Agency/Organization and Location: Visayas State University, Visca Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Prepares faculty report of actual teaching load and individual faculty workload.
    - Coordinates office and administrative activities particularly storing, retrieving and integrating information.
    - Disseminates department meetings and seminars.
    - Receives and relays IP messages and telephone calls for faculty and staff.
    - Maintains and record filing system of the office.
    - Facilitates the faculty members in using the cumulus website for encoding and printing of grades sheets and class rosters.
    - Maintains cleanliness and orderliness of the office and reception area.
    - Performs other functions as assigned by the department head.
  - Duration: August 1, 2017- December 31,2021
  - Position: Administrative Aide
  - Name of Office/Unit: Department of Teacher Education
  - Immediate Supervisor: Dr. Joel Q. Mabalhin
  - Name of Agency/Organization and Location: Visayas State University, Visca Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Prepares faculty report of actual teaching load and individual faculty workload.
    - Coordinates office and administrative activities particularly storing, retrieving and integrating information.
    - Disseminates department meetings and seminars.
    - Receives and relays IP messages and telephone calls for faculty and staff.
    - Maintains and record filing system of the office.
    - Facilitates the faculty members in using the cumulus website for encoding and printing of grades sheets and class rosters.
    - Maintains cleanliness and orderliness of the office and reception area.
    - Performs other functions as assigned by the department head.

**JULIE ANN ORIAS** 

(Signature over Printed Name of Employee/Applicant)

Date: <u>02/01/2023</u>