

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases 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 () or 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)

1. PERSONAL INFORMATION

2. SURNAME	FLORES
FIRST NAME	MARIA ZAIDA
MIDDLE NAME	ANOVULA

3. DATE OF BIRTH	12/01/97	10. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship
4. PLACE OF BIRTH	Baybay City Leyte	16. CITIZENSHIP	If holder of dual citizenship, please indicate the details.
5. SEX	☒ Male ☐ Female	17. RESIDENTIAL ADDRESS	House/Block/Lot No. #705
6. CIVIL STATUS	☒ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	18. PERMANENT ADDRESS	House/Block/Lot No. #705
7. HEIGHT (m)	161.5cm	19. PERMANENT ADDRESS	House/Block/Lot No. #705
8. WEIGHT (kg)	73.8 kg	20. PERMANENT ADDRESS	House/Block/Lot No. #705
9. BLOOD TYPE	O	21. PERMANENT ADDRESS	House/Block/Lot No. #705
10. SSIS ID NO.	B7120901408	22. PERMANENT ADDRESS	House/Block/Lot No. #705
11. PAG-BIG ID NO.	1700-0024-0463	23. PERMANENT ADDRESS	House/Block/Lot No. #705
12. PHILHEALTH NO.	B-000014235-3	24. PERMANENT ADDRESS	House/Block/Lot No. #705
13. SSS NO.	620894475	25. PERMANENT ADDRESS	House/Block/Lot No. #705
14. TIN NO.	157-642-999	26. PERMANENT ADDRESS	House/Block/Lot No. #705
15. AGENCY EMPLOYEE NO.	007-721	27. PERMANENT ADDRESS	House/Block/Lot No. #705

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A	23. NAME OF CHILDREN (Write full name and list all)	N/A
FIRST NAME	N/A	NAME EXTENSION (JR, SR)	N/A
MIDDLE NAME	N/A	DATE OF BIRTH (mm/dd/yyyy)	N/A

24. FATHER'S SURNAME	FLORES	25. MOTHER'S MAIDEN NAME	ANOVULA
FIRST NAME	DOUGLAS (deceased)	MIDDLE NAME	LOPEZ
MIDDLE NAME	N/A	DATE OF BIRTH (mm/dd/yyyy)	N/A
1. PHONE NO.	N/A	2. BUSINESS ADDRESS	N/A
3. EMPLOYER/BUSINESS NAME	N/A	4. OCCUPATION	N/A
5. MIDDLE NAME	N/A	6. DATE OF BIRTH (mm/dd/yyyy)	N/A

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE From To	HIGHEST LEVEL UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP (if received)
ELEMENTARY	Franciscan College of the Immaculate Conception	Graduated	1974	Certificates	1980	Diploma
SECONDARY	Franciscan College of the Immaculate Conception	Graduated	1984	Diploma	1984	Diploma
VOCATIONAL / TRADE COURSE	none	none	none	none	none	none
COLLEGE	Franciscan College of the Immaculate Conception	Graduated	1985	Diploma	1989	Diploma
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

DATE

SIGNATURE

12/5/97

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
FCIC Alumni Association		6/6/1905	present	n/a	Alumni Member
CYMWA Brgy. Sto. Rosario Baybay City Leyte		6/6/1984	present	n/a	Member
Sto. Padre Pio religious group (Baybay Chapter)		Sept. 23, 2013	present	n/a	Member/Facilitator/Coordinator
Community Service/ Outreach Program (Brgy. Sto. Rosario/Zone 9)		5/1/2007	present	n/a	Member/Facilitator/Coordinator
BEC Cell #1 Sto. Padre Pio Group, San Isidro Chapel Baybay City Leyte		Sept. 1, 2018	present	n/a	Group Leader/Facilitator
San. Isidro Chapel (Zone 8; Baybay City Leyte)		5/15/2023	present	n/a	Chapel Secretary/Coordinator/Facilitator
BEC Baybay Parish		Oct. 28, 2023	present	n/a	Cluster Coordinator

(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/TR	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			
Seminar on Creating a Positive Workplace @ RDE Hall		Sept. 27, 2024			Technical	HRMO
6th Cycle ISO Meeting @ RDE Hall		Sept. 16, 2024			Technical	QAC
Readiness ISO Seminar @ VSU Gymnasium		Sept. 9, 2024			Technical	QAC
Attendance to the L & D activity entitled " In House Seminar Workshop in Basic Records & Archives Management (BRAM)		July 30, 2024			Technical	Records Office
Seminar on "Sparkling Spaces Mastery the Art of Bookkeeping" @ RDE Hall		May 22, 2024			Technical	OVPAF
Women's inspire Women's Forum		March 22, 204			Technical	GAD
Financial Forum @ CCE Bldg. 1st Floor		March 20, 2024			Technical	OVPAF/Accounting/Budget Office
Attendance to Orientation Guidelines & Procedures on Processes/Services of the Offices under Administrative Service Office		Feb. 23, 2024			Technical	OVPAF
ISO Audit Opening & Closing Program		Feb. 12, 2024			Technical	QAC
Abaca Summit		Oct. 26, 2023	Oct. 27, 2023	2 days	Technical	Ormoc City Superdome
Quality Policy Statement 5th Internal Quality Audit opening meeting/Overview @ Audit Plan		Sept. 13, 2023	Sept. 13, 2023	1 hour	Technical	RDE Hall; OVPREI
Attendance to the Activity entitled "Navigating GSIS, Philhealth & PAG-IBIG Services and its updates		Sept. 11, 2023	Sept. 11, 2023	6hrs	Technical	RSSPRO
Seminar on Working Towards Personal Effectiveness (POAP Inc.)		Aug. 22, 2023	Aug. 25, 2023	4days	Technical	Eurotel, Boracay Station 2 Boracay
ISO Audit Opening		February 27, 2023	February 27, 2023		Technical	QAC
Consultative Meeting with the Vice President of Res. & Ext. & Innovation		January 12, 2023	January 12, 2023		Technical	OVPREI
Re-Orientation onn the Documentary Requirements for Financial Administrative Transaction		Dec. 5, 2022	Dec. 5, 2023	4 hrs.	Technical	
ISO Audit 4th Cycle		Sept. 29, 2022	Sept. 29, 2022	3hrs.	Technical	RDE Hall; OVPREI
CSC Culmination Program		Sept. 27, 2022	Sept. 27, 2022	4hrs	Technical	RDE Hall; OVPREI
Opening of the 4th ISO 9001-2015 Internal Quality Audit		Sepy. 19, 2022	Sepy. 19, 2022	4hrs.	Technical	RDE Hall; OVPREI
Orientation/Re-Orientation of Duties and Responsibilities as dDRC & adDRC & Records Control Document Information		Sept. 7, 2022	Sept. 7, 2022	3hrs.	Technical	CCE Bldg

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

SPECIAL SKILLS AND HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
computer literate, bookkeeping, records management	n/a	FCIC Alumni Association
cooking, driving motorcycle, playing volleyball, table		VSU Personnel Association
tennis, gardening landscaping, community services		
organizing events, facilitator, coordinator, facilitating		
meetings, workshop, conferences, seminars ,		
Evaluation Facilitator of the VSU Faculty Teaching		
Performance and Extension Coordinator/Facilitator		

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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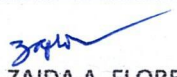
WORK EXPERIENCE SHEET

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.

Sample: If applying to Supervising Administrative Officer

- Duration: January 1, 1995 – Present
- Position: Administrative Aide III
- Name of Office/Unit: National Abaca Research Center
- Immediate Supervisor: Romel B. Armecin
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Prepares Government Standard Forms - Trip Tickets, RIS, Travel Orders, Itinerary of travel, Certificate of travel completed, Cash Advances, Liquidation reports, DTR, Application for leave, Purchase Request, Obligation Bequest/Budget Utilization Request, Disbursement Voucher, Inspection and Acceptance Report, claims/reimbursements, Job Order, Job Request, Liquidation Report PDS, etc.
 - Records incoming/outgoing documents communications, consolidates/binds NARC documents/ files
 - Customer Assistance Services – assists/entertains NARC walk-in visitors in the exhibit areas and in-charge in monitoring product displays at NARC Display Area and prepares products for exhibits outside VSU.
 - Secretariat Work – Encodes office documents and prints copies as requested by NARC staff. Assist NARC Center Director and dDRC in conducting center activities process office documents.


MARIA ZAIDA A. FLORES

(Signature over Printed Name
of Employee/Applicant)

Date:

1/3/25