

CS Form No. 212
Revised 2017

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	Estrera		
FIRST NAME	Aida	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Lubay		
3. DATE OF BIRTH (mm/dd/yyyy)	05/09/1994	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		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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Siteo Ceatoy House/Block/Lot No. Street Pomponan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.04	ZIP CODE	6521
8. WEIGHT (kg)	55.00		
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	
11. PAG-IBIG ID NO.	121237135823		
12. PHILHEALTH NO.	132024052846		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	727603015	20. MOBILE NO.	963-816-5675
15. AGENCY EMPLOYEE NO.	V02018	21. E-MAIL ADDRESS (if any)	aida.estrera@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	ESTRERA			
FIRST NAME	DANILO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CLAROS			
25. MOTHER'S MAIDEN NAME	ESPANTO			
SURNAME	ESTRERA			
FIRST NAME	ERLINDA			
MIDDLE NAME	LUBAY		(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	Pomponan Elementary School	Elementary	2000	2006		2006	N/A
SECONDARY	Pomponan Elementary School	High School	2006	2010		2010	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University-Baybay	Bachelor in Elementary Education (Major in General Education)	2013	2017		2017	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	Master in Education	2020		6		N/A
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		06/18/2024		

CS FORM 212 (Revised 2017), Page 1 of 4

Attachment A.1

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

[illegible]

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

(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			
	Financial Transaction Forum	03/20/2024	03/20/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)	02/23/2024	02/23/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	"10-Day International Training for 21st Century Educators in Leadership, Pedagogies, and Crisis Management with Module and Book Writing" via Google Classroom (online)	02/01/2024	02/10/2024	92	Technical	Philippine Continuing Professional Development (PCPD)
	Gamified Quizzes and Lessons with Quizizz AI	12/08/2023	12/08/2023	2	Technical	EDTECH Training Center
	University Curriculum & Instruction Review	10/02/2023	10/06/2023	32	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Attended the ISO 9001:2015 Awareness/Re-awareness Webinar	08/29/2023	08/29/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Microsoft Office 365 A3 End-User Training	08/18/2023	08/18/2023	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Basic Computer Skills Training	08/05/2023	08/19/2023	120	Technical	EDTECH Teacher Training Center
	Mental Health Wellness Seminar	04/25/2023	04/25/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	TURNITIN Feedback Studio Instructor's Workflow Training	04/17/2023	04/17/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Learn and Re-learn: VSU Table of Specifications and Test Item Analysis	04/04/2023	04/04/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Mandatory Orientation and Re-Orientation of Academic Advisers and Department Enrolment Focal Persons for 2nd Semester AY 2022-2023	02/10/2023	02/10/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	The Landscape of Blended Learning in the New Normal	12/09/2022	12/09/2022	3	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	POAP-Frontline and Excellent Customer Service	11/09/2022	11/11/2022	24	Technical	Personnel Officers Association of the Philippines, Inc. (POAP)
	VSU Newly-Hired Faculty and Staff Onboarding and Training Workshop on VSU E-Learning Environment	09/08/2022	09/09/2022	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	09/07/2022	09/07/2022	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	VSU Faculty Onboarding with the theme "Padayon sa Panaghiusa, VSU!"	09/05/2022	09/07/2022	24	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "

PLEASE SEE ATTACHMENT A

(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)
Ability to work in harmony with co-workers	N/A	N/A
Ability to work unsupervised		
• Computer Literate (MS word, excel, ppt presentation) • Good in communication Skills		

(Continue on separate sheet if necessary)

SIGNATURE	DATE	06/18/2024
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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 type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<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.
CONNEL D. ANTIPASO	VISCA, BAYBAY CITY, LEYTE	09173101458
MA. RACHEL KIM L. AURE	VISCA, BAYBAY CITY, LEYTE	09338209486
BEATRIZ S. BELONIAS	VISCA, BAYBAY CITY, LEYTE	09173113309

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.

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

Government Issued ID: **PRC**

ID/License/Passport No.: **1593883**

Date/Place of Issuance: **12/20/2017 / Tacloban City**

Signature (Sign inside the box)

06/18/2024

Date Accomplished



AIDA L. ESTRERA



Right Thumbmark

SUBSCRIBED AND SWORN to before me this **28 JUN 2024**, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GORIOCOR
VSU Chief Legal Officer

Person Administering Oath

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: September 16, 2021 to Present
- Position: Education Research Assistant I
- Name of Office/Unit: Instruction and Evaluation Office
- Immediate Supervisor: Dr. Ma. Rachel Kim L. Aure
- Name of Agency/Organization and Location: Visayas State University,
Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 1. Consolidated & printed the 2023 Annual Report under the Office of the Vice President for Academic Affairs (OVPAA)
 2. Prepares the OVPAA OPCR Accomplishment (July-December 2023)
 3. Computed the Overload Pay of the faculty for 2nd semester 2022-2023 & 1st semester 2023-2024
 4. Prepares the 4th Quarterly Physical Report of Operation for FY 2021 and 1st quarter for FY 2022

- Summary of Actual Duties
 1. Coordinates and assist the evaluation facilitators in the conduct of the Teaching Performance Evaluation by Students and consolidates the results of the rating summary of the Teaching Performance Evaluation by student in the Main & Component Campuses.
 2. Perform the functions of the Deputy Document and Records Controller (dDRC) of the office by maintaining, retrieving and controlling of the controlled documents, assigning of document control numbers and other coding controls, coordinate and inform relevant personnel on any changes and ensuring the implementation of control of records. Filing of relevant records. Answer phone calls.
 3. Performs other functions that the immediate supervisor will assign as the need arises.

- Duration: June 25, 2018 to September 15, 2021
- Position: Encoder/Clerk
- Name of Office/Unit: Office of the Vice President for Academic Affairs
- Immediate Supervisor: Dr. Beatriz S. Belonias
- Name of Agency/Organization and Location: Visayas State University,
Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 1. Summarize and encoded the Teaching Performance Evaluation by Students (TPES) in the main and external campus.
 2. Receiving and releasing the documents.
 3. Record, sort and file the documents.
 4. Performs other functions that the immediate supervisor will assign as the need arises.



AIDA L. ESTRERA
(Signature over Printed Name
of Employee/Applicant)

Date: 06/18/2024