

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

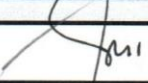
2. SURNAME	MIRAFLOR		
FIRST NAME	MARIA ROBERTA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	STA. IGLESIA		
3. DATE OF BIRTH (mm/dd/yyyy)	10/28/1977	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY CITY, 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:		
7. HEIGHT (m)	1.57 M	17. RESIDENTIAL ADDRESS	#446 House/Block/Lot No. Street KILIM Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	58 kgs.	ZIP CODE	6521
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	#446 House/Block/Lot No. Street KILIM Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province 6521
10. GSIS ID NO.	77102801302	ZIP CODE	6521
11. PAG-IBIG ID NO.	0701-5144-4401		
12. PHILHEALTH NO.	13-200595600-9		
13. SSS NO.	0617-55-66-33	19. TELEPHONE NO.	(053) 5637108
14. TIN NO.	214-047-615-000	20. MOBILE NO.	09066701689
15. AGENCY EMPLOYEE NO.	V00466	21. E-MAIL ADDRESS (if any)	mabethmiraflor@vsu.edu.ph, mabeth_03@yahoo.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MIRAFLOR		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	WARREN	NAME EXTENSION (JR., SR)	KYLE LOUIS S. MIRAFLOR	9/23/2000
MIDDLE NAME	BILBAO		KLYDE LUCAS S. MIRAFLOR	3/26/2008
OCCUPATION	Teacher III			
EMPLOYER/BUSINESS NAME	Baybay National High School, Division of Baybay City			
BUSINESS ADDRESS	#30 de Diciembre St., Baybay City, Leyte			
TELEPHONE NO.				
24. FATHER'S SURNAME	STA. IGLESIA			
FIRST NAME	ALFREDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	LUMANTA			
25. MOTHER'S MAIDEN NAME				
SURNAME	MONTEROLA			
FIRST NAME	FLORA			
MIDDLE NAME	CERNA			
(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	Franciscan College of the Immaculate Conception	Elementary Graduate	1984	1990		1990	Diploma
SECONDARY	Franciscan College of the Immaculate Conception	High School Graduate	1990	1994		1994	Diploma
VOCATIONAL / TRADE COURSE							
COLLEGE	University of San Jose- Recoletos	Bachelor of Science in Computer Science	1994	1998		1998	Diploma
GRADUATE STUDIES	Visayas State University	Masters in Management Major in Business Management	2017	Present	21 units		
(Continue on separate sheet if necessary)							

SIGNATURE		DATE	
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IV. CIVIL SERVICE ELIGIBILITY					
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
	CAREER SERVICE PROFESSIONAL	80.04	OCT. 21, 2012	SAINT JOSEPH COLLEGE, MAASIN CITY	N/A N/A
	CAREER SERVICE SUB-PROFESSIONAL	82.25	OCT. 19, 1997	UNIVERSITY OF THE VISAYAS, CEBU CITY	N/A N/A

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	

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

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Kilim Chapel Pastoral Council (KCPC)				KCPC Officer/Mass Reader

(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)

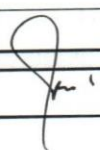
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/Vetc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Workshop on Operationalization of the Proposed SUC PI and Refinement of the Required Data Elements for NF, SUC Levelling and SUC PREXC to be aligned with 2017-2022 Philippine Development Plan (PDP)	11/23/2017	11/23/2017	8 Hrs.	Technical	OPRKM, CHED
	Preparation of Project Management Plan and Annual Procurement Plan	11/14/2017	11/17/2017	24 Hrs.	Technical	
	Workshop in Preparation for CHED - ISA Evaluation	9/25/2017	9/26/2017	16 Hrs.	Technical	QAC
	Orientation on Preparation of Documents for the Internal Audit	7/26/2017	7/26/2017	8 Hrs.	Technical	OP, VSU
	Records Management Training	7/6/2017	7/7/2017	16 Hrs.	Technical	OP, VSU
	PHILGEPS Training for Buyers	5/25/2017	5/25/2017	16 Hrs.	Technical	PHILGEPS
	ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	3/2/2017	3/3/2017	16 Hrs.	Technical	OP, VSU
	Seminar-Workshop on 5S & Records Management	2/18/2017	2/18/2017	16 Hrs.	Technical	Records Office, OP
	Full Awareness Training Course ISO 9001:2015	1/26/2017	1/27/2017	16 Hrs.	Technical	AJA Registrars, Inc.
	HIV in the Workplace Seminar	12/9/2016	12/9/2016	8 Hrs.	Technical	VSU Hospital
	Procurement Planning Workshop	9/13/2016	9/13/2016	8 Hrs.	Technical	SPPMO, VSU
	Procurement Act Orientation	9/9/2016	9/9/2016	8 Hrs.	Technical	Visayas State University
	Training on R.A. 9184 or GPRA with updates on APCPI and OPPCIS	4/11/2016	4/12/2016	16 Hrs.	Technical	Development Academy of the Phils., Davao
	3rd Quarter Seminar PAGBA Seminar and Meeting	11/4/2015	11/7/2015	32 Hrs	Technical	PAGBA
	Briefing on the Preparation of ORS and BURS	8/28/2015	8/28/2015	2 Hrs	Technical	ODF & Budget Office
	Planning-Workshop: On the Preparation & Processing of Documents Relative to Procurement	5/27/2015	5/27/2015	8 Hrs.	Technical	SPPMO
	Gender Mainstreaming Monitoring System (GMMS) Training	2/27/2015	2/27/2015	8 Hrs.	Technical	CHED/PCW
	VSU Web Development Workshop	1/19/2015	1/21/2015	24 Hrs.	Technical	VSU Web Development Team
	36th Annual National Convention of GACPA	5/21/2014	5/24/2014	32 Hrs	Technical	GACPA
	Unified Accounts Code Structure (UACS) Application Course - Training Program	11/4/2014	11/6/2014	24 Hrs	Technical	VSU and DBM R8
	Briefing of Staff Involved in the Conduct of Teaching Evaluation of Academic Staff by the Students	1/14/2013	1/14/2013	4 Hrs	Technical	CCE, VSU
	Validation Workshop on SUCs Normative Funding Data for Application in FY 2014 Budget Allocation	10/18/2012	10/18/2012	8 Hrs	Technical	OPPRI, CHED
	Workshop on Cascading of Agency Performance Targets	8/14/2012	8/14/2012	8 Hrs	Technical	OVPPRG
	Orientation Workshop on GMIS Web-Based Application System	3/19/2012	3/20/2012	16 Hrs	Technical	DBM & PASUC National

(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)
	Cooking				Member, BAC Secretariat & PMT
	Driving				COMELEC Member, VSU-AdPA Election
	Biking				Member, VSU-AdPA
	Participating in various Fun Run/Walk				Auditor, VEFI Board of Director (2012-13)
	Typing/Encoding				Treasurer, VEFI Board of Director (2013-15)
					Facilitator, Faculty Evaluation

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
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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.
Prof. WINSTON M. TABADA	VSU, VISCA, BAYBAY CITY	5637068
Dr. ALELI A. VILLOCINO	VSU, VISCA, BAYBAY CITY	5637396
Dr. CECILIE B. MILAN	CHO, BAYBAY CITY	

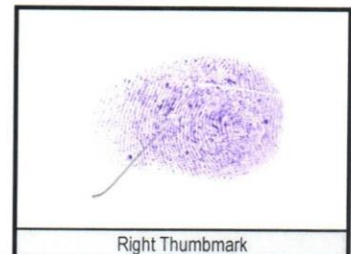
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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: V000345
ID/License/Passport No.: H03-07-002375
Date/Place of Issuance: 08/10/2015 / Baybay City

Signature (Sign inside the box)
February 19, 2018
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this MAR 22 2018, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
VSU Legal Officer
Person Administering Oath