

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	MILLEZA		
FIRST NAME	DYANA ROSE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	TARIPE		
3. DATE OF BIRTH (mm/dd/yyyy)	2/9/1995	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)	1.51	House/Block/Lot No.	Street
8. WEIGHT (kg)	47	Subdivision/Village	GABAS
9. BLOOD TYPE	O+	BAYBAY CITY	Barangay
10. GSIS ID NO.	N/A	City/Municipality	LEYTE
11. PAG-IBIG ID NO.		Province	
12. PHILHEALTH NO.	13-250362125-1	ZIP CODE	6521-A
13. SSS NO.	06-3907455-9	18. PERMANENT ADDRESS	
14. TIN NO.	472-543-858	House/Block/Lot No.	Street
15. AGENCY EMPLOYEE NO.	N/A	Subdivision/Village	GABAS
		BAYBAY CITY	Barangay
		City/Municipality	LEYTE
		Province	
		ZIP CODE	6521-A
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	09351315130
		21. E-MAIL ADDRESS (if any)	dyanamilleza02@gmail.com

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	MILLEZA			
FIRST NAME	LORENZO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GOFREDO			
25. MOTHER'S MAIDEN NAME				
SURNAME	TARIPE			
FIRST NAME	GUIA			
MIDDLE NAME	PIAMONTE		(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	GABAS CENTRAL SCHOOL		06 2001	03 2007		2007	VALEDICTORIAN
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL		06 2007	04 2011		2011	WITH HIGH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN CHEMISTRY	6/1/2011	4/21/2015		2015	CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSTY	MASTER OF SCIENCE IN SOIL SCIENCE	9/1/2020	8/12/2022		2022	

(Continue on separate sheet if necessary)

SIGNATURE

DATE

August 9, 2024
September 8, 2024

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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
	RA 10657		October 4-5, 2016	UC-Gym/UC-METC	0013436 2/9/2022
	Non-Professional Driver's License			Baybay City	H12-20-001065 2/9/2024

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

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[illegible]

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

[illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Analysis of Water and Soil Samples	N/A	N/A
Knows how to operate some laboratory instruments such as ICP-OES, AAS, UV-Vis	N/A	N/A
Research	N/A	N/A

SIGNATURE		DATE	08/09/2024
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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: May 2, 2023 – August 9, 2024
- Position: Science Research Specialist II
- Name of Office/Unit: Central Analytical Services Laboratory
- Immediate Supervisor: James A. Patindol
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- Summary of Actual Duties
 - Analyze soil, plant tissue, fertilizer, and water samples
 - Prepare reagents for analysis
 - Calculate, analyze, and interpret data
 - Make test reports for clients
 - Monitors analytical instrument performance, performs calibration, and coordinates with maintenance team during repairs and preventive maintenance
 - Manages the operation of the laboratory
 - Ensures availability of office, lab supplies, and chemicals
 - Prepares standard forms (soil test request forms, charge invoices, PRs, PPMPs, ISO docs, etc.)
 - Prepares IGP Monthly report and annual reports
 - As project manager: Allocates resources effectively to support activities and maximize income
 - Monitor expenditures and revenue generation to maintain financial viability
 - Maintains transparency and accountability in financial management and reporting.

- Duration: September 19, 2022 – February 1, 2023
- Position: Part-time Instructor
- Name of Office/Unit: Department of Soil Science
- Immediate Supervisor: Suzette B. Lina
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- Summary of Actual Duties
 - Conducts classes as scheduled.
 - Introduce various strategies to enhance the learnings of the students.
 - Apply/conduct applicable modes of assessment of the learnings gained by students.
 - Attend to student queries even outside class schedule.
 - Perform other tasks assigned by the Department Head and College Dean to facilitate the effective delivery of teaching functions.

- Duration: December 16, 2016 – August 27, 2020
- Position: Laboratory Analyst
- Name of Office/Unit: PASAR-Metallurgical Laboratory
- Immediate Supervisor: Charito T. Boñul
- Name of Agency/Organization and Location: PASAR, LIDE, Isabel, Leyte

- List of Accomplishments and Contributions
 - Internal Auditor for Laboratory Management System based on ISO 17025

- Summary of Actual Duties
 - Performs analysis of diverse raw materials, products and by-products for price settlements, metal balance, and other commercial by using established methods and work instructions within allotted turnaround time
 - Prepares the reagents required for the work in accordance with the predefined work instructions and schedule.
 - Calculate, analyze, and interpret the data by using the relevant statistical techniques. Look for trends, abnormalities, and/or potential contributing factors that could provide biased or inaccurate data.
 - Implements QA/QC. updates and interprets control charts, and, if QA/QC fails, implements action plans as necessary.
 - Participate in Proficiency Testing
 - Gives internal customers rapid input on any noticed out-of-trend or odd results
 - Encode, check, and authorize results in Sample Manager
 - Observe strict compliance to confidentiality of laboratory data
 - Provides initial support to customer inquiries and discuss with immediate leader especially those that needs further action
 - Escalates to immediate leader any issues and concerns that are beyond the level of capability and authority
 - Monitors analytical instrument performance and coordinates with maintenance team during repairs and preventive maintenance
 - Conduct inventory of consumables and report to team leader if there are any consumables which are nearing to run out
 - Implements 5S in the workplace and consistently practices good housekeeping
 - Follows LMS implementation guidelines and takes part in internal and external audits.
 - Conducts risk assessment prior to commencing any work and report to immediate superior any unsafe conditions and acts observed, issue related work permits in the absence of team leader

- Duration: June 8, 2015 – March 24, 2016
- Position: Part-time Instructor
- Name of Office/Unit: Department of Pure and Applied Chemistry
- Immediate Supervisor: Jacob Glenn Jansalin
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

1. Name of Agency/Department and Location: Agency Name: [Redacted]

2. Name of Officer/Staff: Officer Name: [Redacted]

3. Name of Officer/Staff: Officer Name: [Redacted]

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41. Name of Officer/Staff: Officer Name: [Redacted]

42. Name of Officer/Staff: Officer Name: [Redacted]

43. Name of Officer/Staff: Officer Name: [Redacted]

- Summary of Actual Duties

- Designs and develops learning lessons, study and research to stay current on educational trends and instructional techniques
- Record-keeping and assessment of students' outputs and performance
- Discuss safety measures and the dos and don'ts in the laboratory
- Facilitate students in conducting laboratory experiments


DYANA ROSE T. MILLEZA

(Signature over Printed Name
of Employee/Applicant)

Date: August 9, 2024

University of North Dakota

The first two decisions were made by the Board of Directors of the University of North Dakota. The Board of Directors is the governing body of the University and has the authority to make all decisions regarding the University's affairs. The Board of Directors has the authority to make all decisions regarding the University's affairs.

BY: [Signature]
[Name]
[Title]