

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.

CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	ROSELLO		
FIRST NAME	MIKKO ZILLAH	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	DELA CORTA		
3. DATE OF BIRTH (mm/dd/yyyy)	4/4/1993	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input checked="" type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	ORMOC CITY	If holder of dual citizenship, please indicate the details.	
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:	17. RESIDENTIAL ADDRESS	TANDANG SORA ST. EXTENTION
7. HEIGHT (m)	1.5	House/Block/Lot No.	Street
8. WEIGHT (kg)	60	Subdivision/Village	POBLACION ZONE 1. BRGY. GALENZOGA
9. BLOOD TYPE	A	City/Municipality	LEYTE
10. GSIS ID NO.	NONE	Province	Province
11. PAG-IBIG ID NO.	1211-2417-6408	18. PERMANENT ADDRESS	Curva
12. PHILHEALTH NO.	03-051200349-0	House/Block/Lot No.	Barangay
13. SSS NO.	06-3554032-0	Subdivision/Village	ORMOC
14. TIN NO.	475-765-421	City/Municipality	LEYTE
15. AGENCY EMPLOYEE NO.		Province	Province
19. TELEPHONE NO.	(053) 335-3750	ZIP CODE	6541
20. MOBILE NO.	09950827269		
21. E-MAIL ADDRESS (if any)	mikko.rosello@vsu.edu.ph		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ROSELLO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JETHRO ANTHONY	NAME EXTENSION (JR., SR)	JETH ANDRO DELA CORTA ROSELLO	04/04.2016
MIDDLE NAME	SOMBRIO			
OCCUPATION	PUBLIC TEACHER			
EMPLOYER/BUSINESS NAME	BAYBAY CITY DIVISION			
BUSINESS ADDRESS	BAYBAY CITY LEYTE			
TELEPHONE NO.	053- 335 3705			
24. FATHER'S SURNAME	UNKNOWN			
FIRST NAME				
MIDDLE NAME				
25. MOTHER'S MAIDEN NAME	DELA CORTA			
SURNAME	DELA CORTA			
FIRST NAME	MARIA EMMA			
MIDDLE NAME	SOLIJON			

(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)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	CURVA ELEMENTARY SCHOOL	ELEMENTARY GRADUATE	6/6/1999	03/31/2005	GRADUATED	2005	NONE
SECONDARY	NEW ORMOC CITY NATIONAL HIGH SCHOOL	HIGH SCHOOL GRADUATE	5/6/2005	03/31/2009	GRADUATED	2009	NONE
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	MANDAUÉ CITY COLLEGE	BACHELOR OF ARTS IN ENGLISH	06/21/2014	04/18/2018	GRADUATED	2018	NONE
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Nov. 26, 2021
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[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE	<i>[Signature]</i>	DATE	Nov. 26, 2021
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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		
	Philippine National Red Cross - Ormoc City	08/21/2008	4/4/2009		Red Cross Youth Volunteer
	Pag-asa Youth Association of the Philippines - Ormoc City	7/6/2009	7/6/2010		Volunteer
	Civic Welfare Training Service	9/6/2010	03/31/2011		Trainee

(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			
	Training in Information and Communication Technology	11/23/2009	05/28/2010	740.0		Department of Social Welfare and Development And Engineers w/ Borders in Canada
	Citizen Voice and Action Skills Development Training	08/21/2014	08/24/2014	24.0		World Vision-Typhoon Haiyan Response
	DRR RA 10121 Thematic Area Assessment and Action Planning	11/14/2014	11/15/2014	16.0		World Vision-Typhoon Haiyan Response
	English for Kids Training	10/1/2018	01/13/2018	24.0		Acadsoc Limited
	Exam Preparation Training	10/16/2018	10/18/2018	24.0		Acadsoc Limited
	TURNITIN Instructor's Workflow Training	5/31/2021	5/31/2021	1.5		Visayas State University
	Recruitment, Selection, and Placement (RSP) Management Systems	7/28/2021	7/28/2021	7.0		Visayas State University
	ISO 9001:2015 AWARENESS AND RE-AWARENESS WEBINAR	9/13/2021	9/13/2021	3.0		Visayas State University
	ORIENTATION AND RE-CASCADING OF DOCUMENTS AND RECORDS CONTROL	9/20/2021	9/20/2021	3.0		ODQA-Visayas State University
	Re-Oriented of Employees' Duties and Responsibilities and Good Customer Service	9/2/2021	9/23/2021	3.0		Visayas State University

(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)
	Basic Computer and Microsoft Operation		None		None
	Reading		None		Young Readers Club- Ormoc
	Cooking		None		None
	Content writing		None		None
	Basic Photo and Video Editing		None		None

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Nov. 26, 2021
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the Bureau or Department where you will be appointed,
a. within the third degree?
b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES☒ NO

☐ YES☒ 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?

☐ YES☒ NO

☐ YES☒ 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?

☐ YES☒ 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?

☐ YES☒ 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?

☐ YES☒ NO

If YES, give details:

☐ YES☒ NO

If YES, give details:

39. Have you 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) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following
a. Are you a member of any indigenous group?
b. Are you a person with disability?
c. Are you a solo parent?

☐ YES☒ NO

If YES, please specify:

☐ YES☒ NO

If YES, please specify ID No:

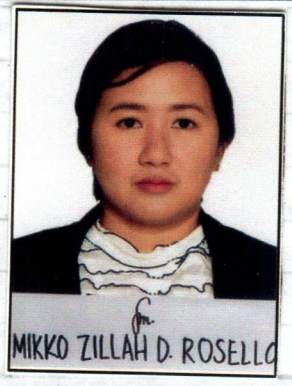
☐ YES☒ NO

If YES, please specify ID No:


41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Rosario A. Salas	Department Of Horticulture, VSU	9088732033
Joan C. Rapada	Baybay City, Leyte	9171455951
Catherine C. Arradaza	Department Of Horticulture, VSU	9176330054

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.



MIKKO ZILLAH D. ROSELLO



Right Thumbmark

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

Government Issued ID: Philhealth Id

ID/License/Passport No.: 03-051200349-0

Date/Place of Issuance: Baybay City

Signature (Sign inside the box)

Nov. 26, 2021

Date Accomplished

SUBSCRIBED AND SWORN to before me this 08 FEB 2022, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR
VSU Chief Legal Officer

Person Administering Oath

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

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: January 20,2021-Present
- Position: Administrative Aide III
- Name of Office/Unit: Department of Horticulture
- Immediate Supervisor: Dr. Rosario A. Salas
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
 - Participated as the DdRC During the 3rd Internal Audit for ISO 9001: 2015
 - Participated as the Technical Working Group During the AACUP PhD in Horticulture level II Accreditation
- Summary of Actual Duties

Responsible for performing the general recordkeeping and communication activities required to keep an office functioning. Duties include filing and organizing records, distributing memos throughout an office and fielding inquiries from students and clients.

- Duration: November 2,2017- June 9,2019
- Position: Full Time English Tutor
- Name of Office/Unit: ESL Teaching
- Immediate Supervisor: Solar Chen
- Name of Agency/Organization and Location: Acadsoc Ltd.
- List of Accomplishments and Contributions (if any)
 - Teach Students who takes examination such as IELTS ,TOEIC and TOEFL
 - Conducts Group Classes
- Summary of Actual Duties

Responsible for conducting twenty-five minutes one on one / group classes English with Chinese Students. Gives lesson based on what is in the students lesson material and gives feedback base on students performance.

- Duration: June 16, 2015- December 1, 2015
- Position: Customer Service Representative
- Name of Office/Unit: Customer Service (Sprint Account)
- Immediate Supervisor: Johanny Pastoril
- Name of Agency/Organization and Location: Convergys, Banawa Cebu City

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

Provide information regarding wireless communication services by a U.S based company. Handle queries about billing and payment of these services. Troubleshoot and assist customers concern regarding their issues about the service.

- Duration: March 21, 2014- March 31, 2015
- Position: Citizen Voice and Action Facilitator
- Name of Office/Unit: Advocacy Department (Haiyan Response)
- Immediate Supervisor: Jon Calinao Sumcad
- Name of Agency/Organization and Location: World Vision (Haiyan Response) West Leyte Zone , Ormoc City

- List of Accomplishments and Contributions (if any)

- Initiate community organizing
- Carry out a full training with minimal supervision
- Strategically position views and objectives of the organization at the local level
- Basic Knowledge on DRR, specifically RA 10121
- Able to come up with progress reports on a regular basis
- Transfer knowledge and skills to community
- Coordinate with the Local Government Unit

- Summary of Actual Duties

Create a CVA (Citizen Voice and Action) Core Team. This core Team will dialogue with the Local Government Unit to improve the service of Disaster Risk Reduction abiding what is in the law, RA10121.


MIKKO ZILLAH D. ROSELLO

(Signature over Printed Name
of Employee/Applicant)

Date: Nov. 26, 2021