

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	BORLEO		
FIRST NAME	MICHELLE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	ACOMPAÑADO		
3. DATE OF BIRTH (mm/dd/yyyy)	01/06/1986	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	Mahaplag, 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:	17. RESIDENTIAL ADDRESS	Cottage 6 House/Block/Lot No. Street VSU Lower Campus Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.61	ZIP CODE	6521
8. WEIGHT (kg)	58.00		
9. BLOOD TYPE	AB+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Malinao Subdivision/Village Barangay MAHAPLAG LEYTE City/Municipality Province
10. GSIS ID NO.	CRN006005381	ZIP CODE	6512
11. PAG-IBIG ID NO.	121045110774		
12. PHILHEALTH NO.	130000814718		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	929033106	20. MOBILE NO.	936-415-5627
15. AGENCY EMPLOYEE NO.	V00822	21. E-MAIL ADDRESS (if any)	maborleo@vsu.edu.ph


II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Borleo		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Johnny	NAME EXTENSION (JR., SR)	Lawrence Christian A. Borleo	03/31/2006
MIDDLE NAME	Casil			
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	Acompañado			
FIRST NAME	Nilo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Suarez			
25. MOTHER'S MAIDEN NAME	Vanzuela			
SURNAME	Acompañado			
FIRST NAME	Marietta			
MIDDLE NAME	Vanzuela		(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	Malinao Elementary School	Elementary	1992	1998		1998	N/A
SECONDARY	Mahaplag National High School	High School	1998	2002		2002	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Statistics	2002	2006		2006	N/A
GRADUATE STUDIES	Visayas State University	Master of Management	2015	2019	42 units	2019	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/13/2025
-----------	---	------	------------



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	Date of Validity
	Career Service Eligibility - Professional	82.00	10/28/2007	Tacloban City	N/A	N/A


(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format"00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
01/01/2025	PRESENT	Administrative Aide VI	Visayas State University	19,098.00	6-2	Permanent	Y
08/02/2024		Administrative Aide VI	Visayas State University	18,396.00	6-2	Permanent	Y
08/02/2024		Administrative Aide VI	Visayas State University	18,396.00	6-2	Permanent	Y
01/01/2024		Administrative Aide VI	Visayas State University	18,255.00	6-1	Permanent	Y
01/01/2023		Administrative Aide VI	Visayas State University	17,553.00	6-1	Permanent	Y
08/02/2021		Administrative Aide VI	Visayas State University	16,200.00	6-1	Permanent	Y
08/02/2021		Administrative Aide VI	Visayas State University	16,200.00	6-1	Permanent	Y
01/01/2021		Administrative Aide IV	Visayas State University	14,961.00	4-6	Permanent	Y
01/01/2021		Administrative Aide IV	Visayas State University	14,735.00	4-4	Permanent	Y
01/01/2020		Administrative Aide IV	Visayas State University	14,128.00	4-4	Permanent	Y
12/01/2019	12/31/2019	Administrative Aide IV	Visayas State University	13,521.00	4-4	Permanent	Y
12/01/2019	12/31/2019	Administrative Aide IV	Visayas State University	13,521.00	4-4	Permanent	Y
01/01/2019	11/30/2019	Administrative Aide IV	Visayas State University	13,214.00	-	Permanent	Y
01/01/2019		Administrative Aide IV	Visayas State University	13,214.00	-	Permanent	Y
01/01/2018	12/31/2018	Administrative Aide IV	Visayas State University	12,674.00	-	Permanent	Y
01/01/2017	12/31/2017	Administrative Aide IV	Visayas State University	12,155.00	-	Permanent	Y
12/01/2016	12/31/2016	Administrative Aide IV	Visayas State University	11,658.00	-	Permanent	Y
01/01/2016	11/30/2016	Administrative Aide III	Visayas State University	10,883.00	-	Permanent	Y
10/01/2014	12/31/2015	Administrative Aide III	Visayas State University	10,401.00	-	Permanent	Y
08/01/2013	09/30/2014	Administrative Aide III	Visayas State University	437.64	-	Casual	Y
01/01/2008	06/30/2008	Administrative Assistant II	Visayas State University	435.45	-	Casual	Y
09/08/2007	12/31/2007	Administrative Assistant II	Visayas State University	435.45	-	Casual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/13/2025
-----------	---	------	------------



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			
	"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 "
	"HRIS Software Onboarding"	12/06/2023	12/06/2023	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	"Unlocking Excellence: The 5S Resolution for Clerks and Heads at Visayas State University"	11/29/2023	11/29/2023	4	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Personality Development and Developing Customer Satisfaction	06/13/2023	06/16/2023	28	Technical	Personnel Officers Association of the Philippines (POAP)
	Training-Workshop on OBE Continuous Quality Improvement (CQI)	03/15/2023	03/16/2023	16	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Mandatory Orientation and Re-orientation of Academic Advisers, Department Enrollment Focal Persons, and College Hotline Agents	02/10/2023	02/10/2023	3	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Training-Workshop on Root Cause Analysis	11/17/2022	11/17/2022	8	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	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	ISO 9001:2015 Awareness/ Re-awareness Seminar	08/30/2022	08/30/2022	3	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Internal Quality Audit Course based ISO 19011:2018 Auditing Guidelines	08/17/2022	08/19/2022	24	Technical	AGF Consulting Group
	Basic Occupational Safety and Health	06/07/2021	06/11/2021	40	Technical	Department of Labor and Employment
	ISO 9001:2015 Awareness/ Re-awareness Webinar	11/27/2020	11/27/2020	3	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Training on Identification of Proper & Complete Items Technical Specifications and Parameters & Orientation of the Purchase Request (PR) Module of the Supply Properties Procurement Management Information System (SPPMIS)	08/10/2020	08/10/2020	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	GPPB Training on Republic Act 9184 and Revised IRR	06/10/2019	06/12/2019	20	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Basic CPR and First Aid Lecture and Demonstration by the Philippine Red Cross	04/17/2019	04/17/2019	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "

(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)
	Analytical skills		N/A		Visayas State University Credit Cooperative
	Basic Computer Operations				VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)
	Design using Adobe Photoshop				VSU Alumni Association

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/13/2025
-----------	---	------	------------



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)?

☐ 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

If YES, give details:  
\_\_\_\_\_

☐ 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:  
End of Contract \_\_\_\_\_

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 items:  
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.
Jacqueline M. Guarte	Brgy. Sta. Cruz, Baybay City, Leyte	
Roberto C. Guarte	Brgy. Sta. Cruz, Baybay City, Leyte	+639991723334
Epifania G. Loreto	VSU, Visca, Baybay City, Leyte	09952167888

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: DL

ID/License/Passport No.: H1212001859

Date/Place of Issuance: 01/06/2023 / Baybay City

Signature (Sign inside the box)

02/13/2025

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 26 FEB 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABEGAIL S. MONTERON  
VSU Director, Legal Affairs and Services

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 1, 2020 – Present
- Position: Administrative Aide VI
- Name of Office/Unit: College of Engineering/Faculty of Engineering
- Immediate Supervisor: Dr. Roberto C. Guarte/Dr. Jannet C. Bencure
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - 1. Spearheaded the College Document Controller Committee which is responsible in the preparation of documents for ISO:9001-2015 and other accreditation activities;
  - 2. Spearheaded the implementation of college standardized control numbers for ISO 9001:2015 documents; and
  - 3. Established College Records Management for College Records
- Summary of Actual Duties
  - 1. Prepares administrative and financial documents for the Office of the Dean;
  - 2. Documents and files college records and documents in accordance with established and/or standard documentation; and
  - 3. Facilitates college-wide activities.

- Duration: December 1, 2016 – December 31, 2019
- Position: Administrative Aide IV
- Name of Office/Unit: College of Engineering
- Immediate Supervisor: Dr. Roberto C. Guarte
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - 4. Spearheaded the College Document Controller Committee which is responsible in the preparation of documents for ISO:9001-2015 and other accreditation activities;
  - 5. Spearheaded the implementation of college standardized control numbers for ISO 9001:2015 documents;
  - 6. One of the working forces in the preparation of documents for BSAE AACUP Accreditation, BSAE Center of Excellence, and BSAE and BSCE Washington Accord Accreditation; and
  - 7. Established College Records Management for College Records
- Summary of Actual Duties
  - 4. Prepares administrative and financial documents for the Office of the Dean;
  - 5. Documents and files college records and documents in accordance with established and/or standard documentation; and
  - 6. Facilitates college-wide activities.

  
**MICHELLE A. BORLEO**  
(Signature over Printed Name  
of Employee/Applicant)  
Date: February 13, 2025