

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 | BESAVILLA | | |
| FIRST NAME | AIZA | NAME EXTENSION (JR., SR) N/A | |
| MIDDLE NAME | BANDALAN | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 8/27/1995 | 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, LEYTE | 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 | House/Block/Lot No. Street SAN ISIDRO Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province |
| 7. HEIGHT (m) | 1.5m | ZIP CODE | 6521 |
| 8. WEIGHT (kg) | 67kg | 18. PERMANENT ADDRESS | House/Block/Lot No. Street SAN ISIDRO Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province |
| 9. BLOOD TYPE | O+ | ZIP CODE | 6521 |
| 10. GSIS ID NO. | N/A | 19. TELEPHONE NO. | |
| 11. PAG-IBIG ID NO. | 1212-0373-9452 | 20. MOBILE NO. | 09556130793 |
| 12. PHILHEALTH NO. | 12-025640995-5 | 21. E-MAIL ADDRESS (if any) | aizabesavilla@gmail.com |
| 13. SSS NO. | 06-3995838-7 | | |
| 14. TIN NO. | 342-433-725-000 | | |
| 15. AGENCY EMPLOYEE NO. | | | |

II. FAMILY BACKGROUND

| | | | | |
|--------------------------|----------------------------|--------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME | BESAVILLA | | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | REX | NAME EXTENSION (JR., SR) | ZIANNA GABRIELLE B. BESAVILLA | 7/7/2019 |
| MIDDLE NAME | DUBLIN | | ZOE DANIELLE B. BESAVILLA | 7/2/2022 |
| OCCUPATION | SCIENCE RESEARCH ASSISTANT | | | |
| EMPLOYER/BUSINESS NAME | VISAYAS STATE UNIVERSITY | | | |
| BUSINESS ADDRESS | VISCA, BAYBAY CITY, LEYTE | | | |
| TELEPHONE NO. | | | | |
| 24. FATHER'S SURNAME | BANDALAN | | | |
| FIRST NAME | MEDEL | NAME EXTENSION (JR., SR) | | |
| MIDDLE NAME | PEREZ | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | BULAWAN | | | |
| FIRST NAME | IMELDA | | | |
| MIDDLE NAME | CUATON | | | |

(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 | CANDADAM ELEMENTARY SCHOOL | N/A | 2002 | 2008 | N/A | 2008 | SALUTATORIAN |
| SECONDARY | VSU-LHS | N/A | 2008 | 2012 | N/A | 2012 | N/A |
| VOCATIONAL / TRADE COURSE | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| COLLEGE | UNIVERSITY OF CEBU-BANILAD | Bachelor of Science in Business Administration major in HRDM | 2014 | 2017 | N/A | 2017 | N/A |
| GRADUATE STUDIES | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

(Continue on separate sheet if necessary)

| | | | |
|-----------|---|------|----------|
| SIGNATURE |  | DATE | 12/02/24 |
|-----------|---|------|----------|

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

[illegible]

(Continue on separate sheet if necessary)

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


[illegible]










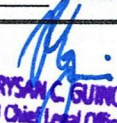
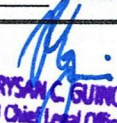
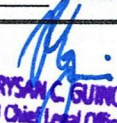
(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

| 31. SPECIAL SKILLS and HOBBIES | 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) |
|--------------------------------|--|---|
| PROFICIENT IN MS OFFICE | N/A | |
| GOOD INTERPERSONAL SKILLS | | |
| WATCHING MOVIES/COOKING SHOW | | |
| LISTENING TO MUSIC | | |
| | | |
| | | |
| | | |

(Continue on separate sheet if necessary)

| | | | |
|-----------|---|------|----------|
| SIGNATURE |  | DATE | 12/02/24 |
|-----------|---|------|----------|

| 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) | | | | | | | | | | | | | | | | |
| <table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>RYSAN C. GUINOCOR</td><td>ViscA, Baybay City, Leyte</td><td>09173126266</td></tr><tr><td>NELIA GABRILLO</td><td>CEBU CITY</td><td>0936824600</td></tr><tr><td>ANGELEQUE SABLADA ALMARINO</td><td>CEBU CITY</td><td>09673246789</td></tr></tbody></table> | | | NAME | ADDRESS | TEL. NO. | RYSAN C. GUINOCOR | ViscA, Baybay City, Leyte | 09173126266 | NELIA GABRILLO | CEBU CITY | 0936824600 | ANGELEQUE SABLADA ALMARINO | CEBU CITY | 09673246789 | | |
| NAME | ADDRESS | TEL. NO. | | | | | | | | | | | | | | |
| RYSAN C. GUINOCOR | ViscA, Baybay City, Leyte | 09173126266 | | | | | | | | | | | | | | |
| NELIA GABRILLO | CEBU CITY | 0936824600 | | | | | | | | | | | | | | |
| ANGELEQUE SABLADA ALMARINO | CEBU CITY | 09673246789 | | | | | | | | | | | | | | |
| 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. | | | | | | | | | | | | | | | | |
| <table><tr><td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID:</td><td>Resident ID</td></tr><tr><td>ID/License/Passport No.:</td><td>83708084-752-3477</td></tr><tr><td>Date/Place of Issuance:</td><td>Baybay City, Leyte</td></tr></table> | Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance | | Government Issued ID: | Resident ID | ID/License/Passport No.: | 83708084-752-3477 | Date/Place of Issuance: | Baybay City, Leyte | <table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>12/02/24</td></tr><tr><td>Date Accomplished</td></tr></table> |  | Signature (Sign inside the box) | 12/02/24 | Date Accomplished | <table><tr><td> AIZA B. BESAVILLA PHOTO</td></tr><tr><td> Right Thumbmark</td></tr></table> |  AIZA B. BESAVILLA PHOTO |  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: | Resident ID | | | | | | | | | | | | | | | |
| ID/License/Passport No.: | 83708084-752-3477 | | | | | | | | | | | | | | | |
| Date/Place of Issuance: | Baybay City, Leyte | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Signature (Sign inside the box) | | | | | | | | | | | | | | | | |
| 12/02/24 | | | | | | | | | | | | | | | | |
| Date Accomplished | | | | | | | | | | | | | | | | |
|  AIZA B. BESAVILLA PHOTO | | | | | | | | | | | | | | | | |
|  Right Thumbmark | | | | | | | | | | | | | | | | |
| SUBSCRIBED AND SWORN to before me this <u>02 DEC 2024</u> affiant exhibiting his/her validly issued government ID as indicated above. | | | | | | | | | | | | | | | | |
| <table><tr><td> ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table> | | |  ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer | Person Administering Oath | | | | | | | | | | | | |
|  ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer | | | | | | | | | | | | | | | | |
| Person Administering Oath | | | | | | | | | | | | | | | | |

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: April 4, 2021- January 15, 2024
- Position: Administrative Aide III (Job Order)
- Name of Office/Unit: Office of the Director for Administrative Services
- Immediate Supervisor: Atty. Rysan C. Guinocor
- Name of Agency/Organization and Location: Visayas State University


- Summary of Actual Duties

- Responsible in performing administrative and technical tasks e.g., receives and releases documents, prepares all financial and personnel documents, maintains the office filing system of the office and a record of the office accomplishments.

- Duration: January 16, 2023-present
- Position: Administrative Aide III (Casual)
- Name of Office/Unit: Office of the Data Protection Officer
- Immediate Supervisor: Atty. Rysan C. Guinocor
- Name of Agency/Organization and Location: Visayas State University

- Summary of Actual Duties

- Provides support services to the Data Protection Officer. Provide frontline services. Prepare comment on the data request from clients. Assist the DPO in conducting Privacy Impact Assessment of the university including external campuses.


AIZA / B. BESAVILLA
 (Signature over Printed Name
 of Employee/Applicant)

Date: Dec. 4, 2024