2S 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

READ THE ATTACHED GUIDE Print legibly. Tick appropriate boxes					E PDS FOI	1. CS ID No.		(Do not fill up 1	or CSC use only		
I. PERSONAL INFORMATION	CONTRACTOR OF THE PARTY OF THE	, mulca	The applicable. BO NOT					(22 Not ill up.)	an account only		
2. SURNAME	BESAVILLA										
FIRST NAME	AIZA NAME EXTENSION (JR., SR)										
MIDDLE NAME	BANDALAN						1 4/4				
3. DATE OF BIRTH (mm/dd/yyyy)	8/27/1995 16. CITIZENSHIP				✓ Filipino □ Dual Citizenship ✓ by birth □ by naturalization				ation		
4. PLACE OF BIRTH	BAYBA	AY,LEYTE	If holder of dual citizenship, please indicate the details.		Pls. indicate c						
5. SEX	☐ Male		piease muicate ute details.								
6 CIVIL STATUS	☐ Single ☐ Widowed ☐ Other/s:	✓ Married Separated	17. RESIDENTIAL ADDRESS		House/Block/Let No. Subdivision/Village			Street SAN ISIDRO Barangay			
7. HEIGHT (m)	1.5m 67kg			BAYBAY City/Municipality				LEYTE			
8. WEIGHT (kg)			ZIP CODE	6521	н р миниран	<u> </u>	- H	Province			
9. BLOOD TYPE		0+	18. PERMANENT ADDRESS								
10. GSIS ID NO.		N/A			ise/Block/Lot i			Street SAN ISIDRO Barangay LEYTE Province			
11. PAG-IBIG ID NO.		373-9452		Sus	bdivision/Villa BAYBAY	ge					
			70 000	C	ity/Municipalit	у					
12. PHILHEALTH NO.		5640995-5	ZIP CODE		6521						
13. SSS NO.	06-39	95838-7	19. TELEPHONE NO.								
14. TIN NO.	342-43	3-725-000	20. MOBILE NO.		09556130793						
15. AGENCY EMPLOYEE NO.			21. E-MAIL ADDRESS (if any)			aizabesa	villa@gmail.co	<u>om</u>			
II. FAMILY BACKGROUND											
22. SPOUSE'S SURNAME	BESAVILLA			23. NAME of CH				DATE OF BIR	ΓΗ (mm/dd/yyyy)		
FIRST NAME	REX		NAME EXTENSION (JR., SR)	ZIANNA GAE	NNA GABRIELLE B. BESAVILLA		7/7/	2019			
MIDDLE NAME	DUBLIN			ZOE DANIEL	ANIELLE B. BESAVILLA 7/2/2022			2022			
OCCUPATION	SCIENCE RESEARC	CH ASSISTANT									
EMPLOYER/BUSINESS NAME		VISAYAS STATE UNI	VERSITY				fr				
BUSINESS ADDRESS		VISCA,BAYBAY CITY	, LEYTE								
TELEPHONE NO.											
24. FATHER'S SURNAME	BANDALAN										
FIRST NAME	MEDEL		NAME EXTENSION (JR., SR)								
MIDDLE NAME	PEREZ							196			
25. MOTHER'S MAIDEN NAME											
SURNAME	BULAWAN			Columnia	***************************************						
FIRST NAME	IMELDA										
MIDDLE NAME	CUATON			(Continue on separate sheet if necessary)							
III. EDUCATIONAL BACKG	ROUND		2								
26. LEVEL		OF SCHOOL tte in full)	BASIC EDUCATION/DEGR (Write in full)	EE/COURSE	PERIOD OF	FATTENDANCE	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED		
ELEMENTARY	CANDADAM ELE	EMENTARY SCHOOL	NIA		2002	2008	N/A	2008	SALUTATORIAN		
SECONDARY	vs	SU-LHS	N/A		2008	2012	N/A	2012	N/A		
VOCATIONAL / TRADE COURSE		N/A	NIA		NA	N/A	N/A	N/A	N/A		
COLLEGE	UNIVERSITY O	OF CEBU-BANILAD	Bachelor of Science in Busine major in HRDI		2014	2017	NIA	2017	N/A		
GRADUATE STUDIES		N/A	N/A		N/A	N/A	N/A	N/A	N/A		
SIGNATURE		- palel.	(Continue on separate sheet if nee	cessary)	D	ATE	12/02/	24			
THE RESIDENCE OF THE PARTY OF T				westernous consequences	<u> </u>		CS	FORM 212 (Revise	ed 2017), Page 1 of 4		

	ER VICE ELIC			DATE OF				LICENSE (if ap	oplicable)
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE CSC Sub-professional CSC Professional N/A N/A				EXAMINATION / CONFERMENT	TION / CONFERMENT		NUMBER	Date o Validity	
				3/13/2022	LEYTE NORMAL UNIVER	N/A	N/A		
			8/20/2023	LEYTE NORMAL UNIVER	N/A	N/A			
			N/A	N/A	N/A			N/A	N/A
	XPERIENCE			ntinue on separate shee		ed Work Ext	perience sheel		
Include private employment. Start from your recent with the			TLE	DEPARTMENT / AC	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate) MONTHLY SALARY (Write in full/Do not abbreviate)				GOV'T SERVIC (Y/ N)
01/16/2023	PRESENT	ADMIN AIDE III (C	CLERK 1)		IN OFFICE-VISAYAS STATE	14678	SG 3	CASUAL	Υ
/5/2021	1/15/2023	CLERK			AS STATE UNIVERSITY	12174.80	N/A	JOB ORDER	Y
/8/2018	12/4/2020	CUSTOMER SALES RE	PRESENTATIVE	MEAR CONCEPT	'S CORP-RICO'SLECHON	12532.00	N/A	REG	N
/8/2017	7/7/2018	CUSTOMER SALES RE	PRESENTATIVE	3MRS DIONSON	CORP-RICOS LECHON	9516.00	N/A	REG	N
I/A	N/A N/A		N/A	N/A	N/A	N/A	N/A		
SIGNA	ATURE	foodslok.	(Con	tinue on separate shee	t if necessary) DATE	1.	2/02/24		

	IN CIVIC / NON-GOVERNMENT			JRGANIZA IIC	JN/5		
NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK		
		From To					
A		N/A	N/A	N/A	N/A		
III TEADUNO AND DEVELOPMENT (80		tinue on separate	NATIONAL PROPERTY AND PROPERTY)			
II. LEARNING AND DEVELOPMENT (L&D) art from the most recent L&D/training program and inclu				hiof/Evecutive/Mar	nanarial mositions)		
at rum premocracem cab deming program are mob	Ge only the relevant Countries (aren to		DATES OF	Induction and	Type of LD		
0. TITLE OF LEARNING AND DEVELOPMENT INTE		ATTEN	DANCE	NUMBER OF HOURS	(Managerial/	CONDUCTED/ SPONSORED BY	
(Write in full)		dłyyyy)	-	Supervisory/ Technical/etc)	(Write in full)	
arkling Space: Mastering the Art of Housekeeping (Batch 2)		From 05/22/2024	To 05/22/2024	8.00	Technical	VISAYAS STATE UNIVERSITY	
fessorial Lecture Series		03/06/2024	03/06/2024	4.00	Technical	VISAYAS STATE UNIVERSITY	
LOCKING EXCELLENCE: THE 5S REVOLUTION FOR CLE	ERKS AND HEADS	11/29/2023	11/29/2023	8.00	Technical	VISAYAS STATE UNIVERSITY	
		11/20/2023	11/24/2023	20.00	Technical	Department of Information and	
la Privacy Protection 0 900:01 AWARENESS AND RE-AWARENESS WEBINAR		08/29/2023	08/29/2023	4.00	Technical	Communications Technology (DIO VISAYAS STATE UNIVERSITY	
ata Awareness Seminar and Compliance	Workshop	07/28/2023	07/30/2023	24.00	Technical	Yisrael Training Solutions	
onflict and Stress Management		05/23/2023	05/26/2023	32.00	Technical	Philippines	
RIENTATION ON DATA PRIVACY ACT DRKSHOP ON REVISITING THE STRATEGIC PLAN	OF ODAS AND GSO	04/08/2022	04/08/2022	8.00 16.00	Technical Technical	VISAYAS STATE UNIVERSITY VISAYAS STATE UNIVERSITY	
OMEN INSPIRING WOMEN		03/07/2022	03/07/2022	4.00	Technical	VISAYAS STATE UNIVERSITY	
RIENTATION ON THE USE OF THE QMS PORTAL A RTUAL RE-ORIENTATION WEBINAR ON EMPLOYE		2/24/2022	2/24/2022	8.00	Technical	VISAYAS STATE UNIVERSITY	
D GOOD CUSTOMER SERVICES FOR CLERKS, DD		7/23/2021	7/23/2021	8.0	Technical	VISAYAS STATE UNIVERSITY	
0 900:01 AWARENESS AND RE-AWARENESS WEE	UNAR	7/13/2021	7/13/2021	4.0	Technical	VISAYAS STATE UNIVERSITY	
RTUAL BRIEFING BY THE NATIONAL ARCHIVES O	F THE PHILIPPINES (NAP) ON VSU	5/17/2021	5/17/2021	4.0	Technical	VISAYAS STATE UNIVERSITY	
CORDS DISPOSITION SCHEDULE (RDS)					0.000		
JMAN RESOURCE: KEEPING UP WITH THE MILLEN	INIALS	12/3/2016	12/3/2016	4.0	Technical	UNIVERSITY OF BANILAD-JPMAP	
N/A		N/A	N/A	N/A	N/A	N/A	
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						PARATER TO SERVE SEE	
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UK OTHER INFORMATION	(Con	rande on separate	eneet ii necessar				
III. OTHER INFORMATION						MEMBERON CONTRACTOR	
31. SPECIAL SKILLS and HOBBIES	32. NON	I-ACADEMIC DIST! (Wri	NCTIONS / RECO le in full)	SPETION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZA (Write in full)	
DDOCICICAL IN NO OCCIO	46 N 128	US DER NI	and the second				
PROFICIENT IN MS OFFICE	PROFICIENT IN MS OFFICE						
GOOD INTERPERSONAL SKILLS							
WATCHING MOVIES/COOKING SHOW							
LISTENING TO MUSIC							
-							
		office on an	shiret if necessar	vl			

34.	Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed, a. within the third degree?	☐ YES 🗹	NO.				
	b. within the fourth degree (for Local Government Unit - Car	☐ YES ☑ NO ☐ YES ☑ NO If YES, give details:					
35.	a. Have you ever been found guilty of any administrative off	ense?	☐ YES ☑ NO If YES, give details:				
	b. Have you been criminally charged before any court?	☐ YES ☑ NO If YES, give details: Date Filed: Status of Case/s:					
36.	Have you ever been convicted of any crime or violation of as by any court or tribunal?	ny law, decree, ordinance or regulation	☐ YES ☑ NO If YES, give details:				
	Have you ever been separated from the service in any of the retirement, dropped from the rolls, dismissal, termination, er out (abolition) in the public or private sector?	nd of term, finished contract or phased	☐ YES ☐ If YES, give details:	ON NO			
38.	a. Have you ever been a candidate in a national or local electron are local electron.	ction held within the last year (except	☐ YES ☑ NO If YES, give details:				
	b. Have you resigned from the government service during the election to promote/actively campaign for a national or local	☐ YES ☑ NO If YES, give details:					
39.	Have you acquired the status of an immigrant or permanent	☐ YES ☑ NO If YES, give details (country):					
40. a. b.	Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Mag 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), Are you a member of any indigenous group? Are you a person with disability? Are you a solo parent?	☐ YES					
41	REFERENCES (Person not related by consanguinity or affinity to applicant	f (annointee)	If YES, please specify II	D No:			
	NAME	ADDRESS	TEL. NO.				
	RYSAN C. GUINOCOR	ViscA, Baybay City, Leyte	09173126266				
	NELIA GABRILLO	CEBU CITY	0936824600	(F)			
	ANGELEQUE SABLADA ALMARINO	CEBU CITY	09673246789				
42.	I declare under oath that I have personally accomplished complete statement pursuant to the provisions of pertine Philippines. I authorize the agency head/authorized repret agree that any misrepresentation made in this doct administrative/criminal case/s against me.	ent laws, rules and regulations of the it esentative to verify/validate the contents	Republic of the stated herein.	AIZA B. BESAVILLA			
Pl Go	Divernment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) LEASE INDICATE ID Number and Date of Issuance overnment Issued ID: Resident ID						
-	Alcense/Passport No.: 83708084-752-3477 ste/Place of Issuance: Baybay City, Leyte	nox) Right Thumbmark					
	SUBSCRIBED AND SWORN to before me this 02	Date Accomplished DEC 2024 affiant exhibiting	ng his/her validly issued go	vernment ID as indicated above.			
		Person Administering Oath		CS FORM 212 (Revised 2017) Page 4 of 4			

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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 filling 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. 6, w24