

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	Miñoza		
FIRST NAME	Susana	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Berido		
3. DATE OF BIRTH (mm/dd/yyyy)	11/14/1981	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	Ormoc City	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 type="checkbox"/> Married <input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Rudy Rivilla Avenue House/Block/Lot No. Street Purok 1 Can-adieng Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province 6541
7. HEIGHT (m)	1.50	18. PERMANENT ADDRESS	Rudy Rivilla Avenue House/Block/Lot No. Street Purok 1 Can-adieng Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province 6541
8. WEIGHT (kg)	80.00		
9. BLOOD TYPE	B+	19. TELEPHONE NO.	N/A
10. GSIS ID NO.	00624700113	20. MOBILE NO.	908-558-4254
11. PAG-IBIG ID NO.	121149885653	21. E-MAIL ADDRESS (if any)	susana.minoza@vsu.edu.ph
12. PHILHEALTH NO.	130500651157		
13. SSS NO.	0624700113		
14. TIN NO.	279632535000		
15. AGENCY EMPLOYEE NO.	V00875		

II. FAMILY BACKGROUND			
22. SPOUSE'S SURNAME	MIÑOZA	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	AMANCIO	NAME EXTENSION (JR., SR)	ALBERT ANDREW BERIDO MIÑOZA
MIDDLE NAME	CASAS		03/11/2001
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME	BERIDO		
FIRST NAME	RENATO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BANDE		
25. MOTHER'S MAIDEN NAME	SOLAMO		
SURNAME	BERIDO		
FIRST NAME	MILAGROSA		
MIDDLE NAME	CO		
(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	Can-adieng Elementary School	Elementary	1988	1994		1994	N/A
SECONDARY	Ormoc City National High School	High School	1994	1998		1998	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Statistics	1998	2013		2013	N/A
GRADUATE STUDIES	Visayas State University	Master of Management	2016	2019	41	2019	N/A
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		02/29/2024		

[illegible]

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

[illegible]

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	02/29/2024

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			
	HRIS Software Onboarding	12/06/2023	12/06/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Training Workshop on Risk Assessment	09/11/2023	09/12/2023	16	Managerial	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	08/30/2023	08/31/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Personality Development and Developing Customer Satisfaction	06/13/2023	06/16/2023	32	Supervisory	Personnel Officers Association of the Philippines, Inc. (POAP)
	Training-Workshop on Risk Assessment	11/24/2022	11/25/2022	16	Managerial	Visayas State University
	Regional Knowledge Management Seminar-Workshop on the Inventory of Knowledge Resources and Communication Plan, and IEC Materials	11/23/2022	11/23/2022	8	Technical	RAISE (Regional Agri-Aqua Innovation System Enhancement) Eastern Visayas
	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	Managerial	Quality Assurance Center, Visayas State University
	ISO 9001:2015 Awareness/ Re-awareness Seminar	08/30/2022	08/31/2022	8	Managerial	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Hands-Only Cardiopulmonary Resuscitation	07/22/2022	07/22/2022	2	Technical	Department of Health / Visayas State University
	Data Analytics & Statistics Training	07/18/2022	07/19/2022	14	Technical	Eastern Visayas Health Research and Development Consortium (EVRDC)
	In-House Training on the Basics of Solar PV Systems, Installation, and Maintenance	05/25/2022	05/27/2022	12	Technical	Renewable Energy Research Center, VSU, Visca, Baybay City, Leyte
	98th VSU Anniversary: "My Changing Body"	05/02/2022	05/02/2022	7	Managerial	VSU Gender Resource Center
	Forum: Women Inspiring Women	03/07/2022	03/07/2022	7	Managerial	VSU Gender Resource Center
	Re-orientation of Employees' Duties and Responsibilities and Good Customer Service	09/23/2021	09/23/2021	7	Supervisory	Office of the Director for Human Resource Management, Visayas State University
	ISO 9001:2015 ISO Awareness and Reawareness Webinar	11/27/2020	11/27/2020	4	Managerial	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	HRMIS Webinar on Document Tracking System	11/13/2020	11/13/2020	3	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	In-house Training on Republic Act 9184 and the 2016 Revised Implementing Rules and Regulations	06/10/2019	06/12/2019	21	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Problem Solving and Decision-Making	11/06/2018	11/09/2018	32	Supervisory	Personnel Officers Association of the Philippines, Inc. (POAP)
(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)		
	N/A	2020 Publication Award		VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)		
				Visayas State University Alumni Association		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	02/29/2024	

