CS	Form	No.	212
Day	ricad 21	117	

## **PERSONAL DATA SHEET**

Print legibly. Tick appropriate boxe	CILLING OUT THE PERSONAL DATA SHEET (PDS es ( ) and use separate sheet if necessary.	Indicate N/A if not applicable. DO	NOT ABBREV	IATE.	1. CS ID No.	lander of a	(Do not fill up. Fo	or CSC use or	
PERSONAL INFORMATION									
2. SURNAME	Miñoza  NAME EXTENSION (JR., SR)								
FIRST NAME	Susana					WHILE EXTENSION (III	N/A		
MIDDLE NAME  3. DATE OF BIRTH	Berido								
3. DATE OF BIRTH (mm/dd/yyyy)	11/14/1981	16. CITIZENSHIP	16. CITIZENSHIP		✓ Filipino			ization	
4. PLACE OF BIRTH	Ormoc City	If holder of dual citiz		Pls. indicate country:			country:		
5. SEX	☐ Male	please mulcate the	Jetaiis,	Philippines					
6. CIVIL STATUS	☐ Single ☐ Married ☐ Separa		U-			Ruc	Rudy Rivilla Avenue		
	Other/s:	iteu	HO	use/Block/Lot N Purok 1	10.		Can-adieng		
Z HEIOUT (~)	450		Subdivision/Village ORMOC CITY City/Municipality			Barangay LEYTE Province			
7. HEIGHT (m)	1.50	Life of the growth of the control of			S874				
8. WEIGHT (kg)	80.00	ZIP CODE		6541		6541	Etom To		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	Ho	House/Block/Lot No.		Ruc	Rudy Rivilla Avenue Street		
10. GSIS ID NO.	00624700113	Vi mest, disettemple	Purok 1 Subdivision/Village		WA	Can-adieng CSBSM 6.			
11. PAG-IBIG ID NO.	121149885653	The second of the second	ORMOC CITY  City/Municipality		A	Barangay  LÈYTE  Province			
12. PHILHEALTH NO.	130500651157	ZIP CODE		Glymundpanty 6541		6541	riovince		
13. SSS NO.	0624700113	19. TELEPHONE NO.		N/A		N/A	20200		
14. TIN NO.	279632535000	20. MOBILE NO.		908-558-4254			- 500000000 		
15. AGENCY EMPLOYEE NO.	V00875	21. E-MAIL ADDRESS (if any)		susana.minoza@vsu.edu.ph			8)421104		
I. FAMILY BACKGROUND									
22. SPOUSE\'S SURNAME	MIÑOZ/	Visayos State University A	23. NAME of C	HILDREN (Wri	te full name an	d list all)	DATE OF BIRT	H (mm/dd/yyy	
FIRST NAME	AMANCIO	NAME EXTENSION (JR., SR)	SION (JR., SR)  ALBERT ANDREW BER		W BERIDO	RIDO MIÑOZA 03/		11/2001	
MÍDDLE NAME	CASAS	Valence Steel Locuteslay		All <b>obje</b> godistanceba			Benchman	8:00/4	
OCCUPATION				19.4			cana ana		
EMPLOYER/BUSINESS NAME									
BUSINESS ADDRESS	40.1867			18,00	Astron		\$105W0G1	010-101	
TELEPHONE NO.	30.04631	disjoy ni jeggić acyssay.		: #II eb	A avide soon	na .	BNSVELL	21981173	
4. FATHER\'S SURNAME	BERIDO	yarana sisis anyang		A Constitution & August 18		bA .	81070000	21053700	
FIRST NAME	RENATO	NAME EXTENSION (JR., SR)							
MIDDLE NAME	BANDE								
25. MOTHER\'S MAIDEN NAME	SOLAM	0							
SURNAME	BERIDO	)			- 3000				
FIRST NAME	MILAGRO	)SA							
MIDDLE NAME	СО			(0	Continue on seg	parate sheet if neces	ssary)		
III. EDUCATIONAL BACK	GROUND		TA STATE OF						
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEG (Write in full		PERIOD OF ATTENDANCE From To		HIGHEST LEVEL/UNITS EARNED	YEAR GRADUATED	SCHOLARSH ACADEMIC HONORS	
ELEMENTARY	Can-adieng Elementary School	Elementary		1988	1994	(if not graduated)	1994	RECEIVED N/A	
SECONDARY	Ormoc City National High School	High School		1994	1998		1998	N/A	
VOCATIONAL/ TRADE COURSE	N/A							7	
COLLEGE	Visayas State University	Bachelor of Science in	Statistics	1998	2013		2013	N/A	
GRADUATE STUDIES	Visayas State University	Master of Manage	ment	2016	2019	41	2019	N/A	
CIVADUATE STUDIES		(Continue on separate sheet if ne	THE RESERVE OF THE PERSON NAMED IN						

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE		RATING "	DATE OF EXAMINATION /			MENT	LICENSE (if applicable)		
SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE			(If Applicable)	CONFERMENT	ATION / CONFER	MENT	NUMBER	Date o	
Career Service Professional 81.64		10/13/2013	LEYTE NORMAL UNIVERSITY, TACLOBAN CITY		BAN CITY	13-125453	01/30/20		
						Control of the Contro	1 14000 A		\$1.49c
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			consporting	(Continue on separate she	et if necessary)		aletti. Li		
	EXPERIENCE ate employment.		t work) Descripti	ion of duties should b	e indicated in the attache	d Work Exper	ience sheet.		
28. INCLUSIVE DATES (mm/dd/yyyy) POSITION TI (Write in full/Do not a		LE DEPARTMENT / AGENCY / OFFICE /		ENCY / OFFICE / COMPANY	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP	STATUS OF APPOINTMENT	GOV	
From	То	4.8	•		(write in rull/Lo not appreviate)		(Format*00-0")/ INCREMENT		(Y/ N
05/02/2023	PRESENT	Administrative A	HANNA CALL	Visayas State University		17,553.00	6-1	Permanent	Y
01/01/2023	1800 28	Administrative A	gen varuelye mg	Visayas State University		15,706.00	4-2	Permanent	Y
03/01/2022	स्थानीत संक्षित्रम्	Administrative A	Phase track year	Visayas State University		15,109.00	4-2	Permanent	Y
01/01/2022		Administrative A		Visayas State University		14,993.00	4-1	Permanent	Y
01/01/2021		Administrative A		Visayas State University		14,400.00	4-1	Permanent	Y
01/01/2020		Administrative A		Visayas State University		13,807.00	4-1	Permanent	Y
03/01/2019		Administrative A	-	April 229000	State University	13,214.00	4-1	Permanent	Y
03/01/2019		Administrative A		Secretary Control of the Control of	State University	13,214.00	4-1	Permanent	Y
01/01/2019	02/28/2019	Administrative A		38 98180	State University	12,562.00	3-2	Permanent	Y
10/12/2018	12/31/2018	Administrative A			State University	12,013.00	3-2	Permanent	Y
01/01/2018	10/11/2018	Administrative A			State University	11,914.00	3-1	Permanent	Y
01/01/2017	12/31/2017	Administrative A			State University	11,387.00	3-1	Permanent	Y
01/01/2016	12/31/2016	Administrative A			State University	11,387.00	3-1	Permanent	Y
10/01/2015	12/31/2015	Administrative A			Visayas State University		•	Permanent	Y
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NAME & ADDRESS (		INCLUSIVE DATES		on the least of th		
(Write	in full)	(mm/dd/yyyy) From To		NUMBER OF HOURS	POSITION / NATURE OF WORK	
· N/A		N/A	N/A	N/A		N/A
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7	unci savi.					
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LEARNING AND DEVELOPMENT (		Continue on separat G PROGRAM			1207 120 120	and the first section of the section
t from the most recent L&D/training program and					agerial positions)	
TITLE OF LEARNING AND DEVELOPMENT	INTERVENTIONS/TRAINING PROGRAMS	INCLUSIVE		NUMBER OF	Type of LD (Managerial/	CONDUCTED/ SPONSORED BY
(Write	(mm/de	d/yyyy) To	HOURS	Supervisory/ Technical/etc)	(Write in full)	
HRIS Software Onboarding			12/06/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte
			12/00/2025	. "	Tecrinical	visayas State Offiversity (vSO), visua, Dayuay Gity, Leyte
Training Workshop on Risk Assessment			09/12/2023	oliel s16 to vi	Managerial	"Visayas State University (VSU), Visca, Baybay City, Leyte
Attended the ISO 9001:2015 Awareness/Re-awareness Seminar			08/31/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte
Personality Development and Developing Customer Satisfaction			06/16/2023	1010 32 1000	Supervisory	Personnel Officers Association of the Philippines, Inc. (POAI
Training-Workshop on Risk Assessment			11/25/2022	. 16	Managerial	Visayas State University
Regional Knowledge Management Seminar-Workshop Communication Plan, at		11/23/2022	11/23/2022	) issoina isne 8	Technical	RAISE (Regional Agri-Aqua Innovation System Enhancemer Eastern Visayas
Orientation/Re-orientation of Duties and Responsibility  Documents and Records Control Proc		.09/07/2022	09/07/2022	thest Institution	Managerial	Quality Assurance Center, Visayas State University
ISO 9001:2015 Awareness/ R	de-awareness Seminar	08/30/2022	08/31/2022	8	Managerial	"Visayas State University (VSU), Visca, Baybay City, Leyte
Hands-Only Cardiopulmo	nary Resuscitation	07/22/2022	07/22/2022	2	Technical	Department of Health / Visayas State University
Data Analytics & Stat	tistics Training	07/18/2022	07/19/2022	14	Technical	Eastern Visayas Health Research and Development Consort (EVHRDC)
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 C Leyte
98th VSU Anniversary: "N	lly Changing Body"	05/02/2022	05/02/2022	7	Managerial	VSU Gender Resource Center
Forum: Women Ins	oiring Women	03/07/2022	03/07/2022	7	Managerial	VSU Gender Resource Center
Re-orientation of Employees' Duties and Resp	onsibilities and Good Customer Service	09/23/2021	09/23/2021	7	Supervisory	Office of the Director for Human Resource Management, Vis State University
ISO 9001:2015 ISO Awareness a	and Reawareness Webinar	11/27/2020	11/27/2020	4	Managerial	"Visayas State University (VSU), Visca, Baybay City, Leyton
HRMIS Webinar on Docum	nent Tracking System	11/13/2020	11/13/2020	3	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyt
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, Leyt
Problem Solving and Decision-Making		11/06/2018	11/09/2018	32	Supervisory	Personnel Officers Association of the Philippines, Inc. (PO.
W OTHER INCORNATION		Continue on separa	de sheet if necessar	<b>V</b>		
II. OTHER INFORMATION  31. SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DIS		COGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATIO
N/A	The state of the s		Write in full)			VSU ADMINISTRATIVE PERSONNEL ASSOCIATION
		- XX				(VSU-ADPA)  Visayas State University Alumni Association
The state of the s						81 FIRST & CACCOL OF THE CACCOLOGICAL
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SIGNATURE	The same of the sa	1		D	ATE	02/29/2024

Are you related by consanguinity or affinity to the appoint the chief of bureau or office or to the person who has imm			
Office, Bureau or Department where you will be apppoint			(A) manufacture (Control of the Control of the Cont
a, within the third degree?	YES	NO	
b. within the fourth degree (for Local Government Unit - C	YES If YES, give details:	<b>√</b> NO	
a. Have you ever been found guilty of any administrative	offense?	YES	✓NO .
. a. Have you ever been found guilty of any administrative	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:	
Have you ever been convicted of any crime or violation of	of any law, decree, ordinance or	YES	✓NO
regulation by any court or tribunal?	If YES, give details:	mileson general and a miles	
Have you ever been separated from the service in any of	f the following modes: resignation,	YES	✓NO
retirement, dropped from the rolls, dismissal, termination phased out (abolition) in the public or private sector?	If YES, give details:	and manager & the HOSE DECEMBER 1	
a. Have you ever been a candidate in a national or local (except Barangay election)?	YES If YES, give details	✓NO s:	
b. Have you resigned from the government service durin last election to promote/actively campaign for a national	YES If YES, give detail	✓NO s:	
Have you acquired the status of an immigrant or perman	YES If YES, give details (	Country):	
Are you a member of any indigenous group?  Are you a person with disability?  Are you a solo parent?	If YES, please speci YES If YES, please speci YES If YES, please speci	fy ID No	
REFERENCES (Person not related by consanguinity or affinity to apple	licant /appointee)	-	ONG CUEN TO BOOK
NAME	ADDRESS	TEL. NO.	
MARIA TERESA A. CRUZ	VISCA, BAYBAY CITY, LEYTE	09263037907	
ROBERTO C. GUARTE	09991723334	Carlo Carlo	
NILO L. LEORNA	09996915424		
I declare under oath that I have personally accomplished complete statement pursuant to the provisions of perticipal Philippines. I authorize the agency head/authorized repragree that any misrepresentation made in this doc administrative/criminal case/s against me.	inent laws, rules and regulations of the resentative to verify/validate the contents	Republic of the s stated herein. I	SUSANA B. MIÑOZA
			SPECIAL SKILLS AND PROCEEDS
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	O'C Moon Assort		i Mill Vice Const.
	Jan Land	-	
etc.) PLEASE INDICATE ID Number and Date of Issuance	Signature (Sign Inside the	box)	
etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: UMID	Signature (Sign inside the 02/29/2024 Date Accomplished	box)	Right Thumbmark
etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: UMID  ID/License/Passport No.: 000624700113	02/29/2024 Date Accomplished		Right Thumbmark sued government ID as indicated above.
Government Issued ID: UMID  ID/License/Passport No.: 000624700113  Date/Place of Issuance: 10/09/2018 / Maasin City	02/29/2024 Date Accomplished		