

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 () ☐ 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	FLORES		
FIRST NAME	MARIA ZAIDA	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	ARRADAZA		
3. DATE OF BIRTH (mm/dd/yyyy)	12/9/1967	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	Baybay City 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	#705 M-H del Pilar Street House/Block/Lot No. Street Zone 9 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	161.5 cm.		
8. WEIGHT (kg)	73. 8 kgs	ZIP CODE	
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	#705 M-H del Pilar Street House/Block/Lot No. Street Zone 9 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.	67120901408		
11. PAG-IBIG ID NO.	1700-0024-9463		
12. PHILHEALTH NO.	B- 000014235-3	ZIP CODE	6521
13. SSS NO.	620994475	19. TELEPHONE NO.	053-525-0140-1058
14. TIN NO.	157-642-999	20. MOBILE NO.	09268686630
15. AGENCY EMPLOYEE NO	007-721	21. E-MAIL ADDRESS (if any)	mariazaida.flores@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	n/a	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	n/a	NAME EXTENSION (JR., SR)	n/a
MIDDLE NAME	n/a		
OCCUPATION	n/a		
EMPLOYER/BUSINESS NAME	n/a		
BUSINESS ADDRESS	n/a		
TELEPHONE NO.	n/a		
24. FATHER'S SURNAME	FLORES		
FIRST NAME	DOUGLAS	SR.	
MIDDLE NAME	LORETO		
25. MOTHER'S MAIDEN NAME			
SURNAME	ARRADAZA		
FIRST NAME	CECILIA		
MIDDLE NAME	GESULGA		

(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	Franciscan College of the Immaculate Conception	Graduated			Certificate	1980	Diploma
SECONDARY	Franciscan College of the Immaculate Conception	Graduated			Diploma	1984	Diploma
VOCATIONAL / TRADE COURSE	None		N/A		None	None	None
COLLEGE	Franciscan College of the Immaculate Conception	Bachelor of Arts			Diploma	1989	Diploma
GRADUATE STUDIES	N/A		N/A		None	None	None

(Continue on separate sheet if necessary)

SIGNATURE		DATE	1/30/2
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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
	none					

(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	GOVT SERVICE (Y/ N)
From	To						
1/1/2021	present	Administrative Aide III	NARC,VSU	616.91		Casual	Yes
1/1/2020	1/31/2020	Administrative Aide III	NARC,VSU	591.77		Casual	Yes
1/1/2019	12/31/2019	Administrative Aide III	NARC,VSU	566.64		Casual	Yes
1/1/2018	12/31/2018	Administrative Aide III	NARC,VSU	541.54		Casual	Yes
1/1/2017	12/31/2017	Administrative Aide III	NARC,VSU	517.59		Casual	Yes
1/1/2016	12/31/2016	Administrative Aide III	NARC,VSU	494.68		Casual	Yes
1/1/2015	12/31/2015	Administrative Aide III	NARC,VSU	472.27		Casual	Yes
1/1/2014	12/31/2014	Administrative Aide III	NARC,VSU	472.27		Casual	Yes
1/1/2013	12/31/2013	Administrative Aide III	NARC,VSU	402.42		Casual	Yes
1/1/2012	12/31/2012	Administrative Aide III	NARC,VSU	402.42		Casual	Yes
1/1/2011	12/31/2011	Administrative Aide III	NARC,VSU	367.27		Casual	Yes
1/1/2001	12/31/2010	Administrative Aide III	NARC,VSU	332.14		Casual	Yes
1/1/2001	12/31/2008	Administrative Aide III	NARC,VSU	301.94		Casual	Yes
1/1/1999	12/31/2007	Administrative Aide III	NARC,VSU	301.94		Casual	Yes
1/1/1998	12/31/2004	Administrative Aide III	NARC,VSU	274.50		Casual	Yes
1/1/1996	12/31/2001	Administrative Aide III	NARC,VSU	261.41		Casual	Yes
1/1/1995	12/31/1999	Administrative Aide III	NARC,VSU	237.64		Casual	Yes
1/1/1994	12/31/1997	Administrative Aide III	NARC,VSU	225.27		Casual	Yes
1/1/1992	12/31/1995	Administrative Aide III	NARC,VSU	179.82		Casual	Yes

(Continue on separate sheet if necessary)

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

NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
FCIC Alumni Association	198 4	present		Alumni Member
CYMWA,Brgy. Sto. Rosario Baybay City Leyte		present		Member/Facilitator/Coordinator
Sto Padre Pio religious group (Baybay Chapter)	Sept. 23,2013	present		Member/Facilitator/Coordinator
Community Service/Outreach Program (Brgy. Sto. Rosario/Zone 9)	May 1,2007	present		Coordinator/Facilitator
BEC Cell #1 Sto. Padre Pio Group,San Isidro Chapel Baybay City Leyte	Sept. 1,2018	present		Group Leader/Coordinator/Facilitator

(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)

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			
ISO second Surveillance Audit	March 15,2022				RDE Hall
VSU ISO 9001 First Surveillance	February 4,2021				
Final Briefing/ 1st ISO Surveillance Audit	February 2,2021				OP,OVPREI,QAC
Orientation & Re-cascading of Internal Documented Information	January 28,2021				QAC,VSU
QMS on Boarding VSU Quality Management System	January 27, 2021				QAC,VSU
Re-Orientation of the HR process & cascading of HR Forms	February 4, 2020				CCE Building, NARC,VSU
Seminar Workshop on Record Matrix & NAP Form 1	Dec. 13,2019				
Awareness Seminar on RA #11032 & PDS Training	Nov. 26-27,2019				RDE Hall,OVPRE, VSU
Human Resource Management Information System Training	Nov. 25,2019				VSU Convention Center
Briefing Orientation on PDF for NBC 461	Nov. 15,2019				QAC,VSU
ISO End Process Audit	Sept. 16,2019				CCE Bldg, VSU Baybay City Leyte
Briefing on ISO	Sept. 6, 2019				QAC,VSU
GSIS Financial Literacy Seminar	July 8,2019				PhilRootcrops Training Hall, VSU
Seminar on Bomb Treat Awareness	April 5,2019				RDE Hall,OVPRE, VSU
VSU Coop Assembly	March 23,2019				Pavillion Glass Room
Environmental Ethics the Heart & Tourism Industry	3/22/2019				RDE Hall, OVPREI
Participant VSU AdPA Gen. Assembly Meeting	Dec. 17, 2018				RDE Hall, OVPRE,VSU
Participant VSUCC Basic Coop Seminar	Nov. 17,2018				Pavillon Glassroom, VSU
Evaluation Facilitator Performance Evaluation	Nov. 8,2018	Nov. 17,2018			Dept. of Agronomy VSU
Participant Final Reminders On Site Assessment & GSIS Updates	Sept. 14,2018				RDE Hall,OVPRE, VSU
Participant PRIME HRM Training Seminar	April 29,2018				RDE Hall,OVPRE,VSU
Facilitator/Committee Regional Abaca Summit	June 20,2018	June 21,2018			RDE Hall,OVPRE,VSU
Loyalty Awardee 25 years of Continuous Dedicated Service from June 16,1992	Sept. 29,2017				VSU Gymnasium

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
computer literate, bookkeeping, record management, handicraft making, cooking, driving motorcycle, playing volleyball, table tennis,gardening and landscaping, community service organizing, events facilitatorand coordinator, facilitating meetings, trainings, seminars, workshop, conferences, Evaluation Facilitator of VSU Faculty Teaching Performance		FCIC Alumni Association, CYMWA, Administrative VSU Personnel Association





(Continue on separate sheet if necessary)

SIGNATURE

[Signature]

DATE

5/30/22

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)?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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?		<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)														
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>DR. FELICIANO G. SINON</td><td>NARC,VSU</td><td>9173108072</td></tr><tr><td>DR. LUZ O. MORENO</td><td>NARC,VSU</td><td></td></tr><tr><td>DR. RUBEN M. GAPASIN</td><td>Brgy. Guadalupe,Baybay City Leyte</td><td>9176336571</td></tr></table>			NAME	ADDRESS	TEL. NO.	DR. FELICIANO G. SINON	NARC,VSU	9173108072	DR. LUZ O. MORENO	NARC,VSU		DR. RUBEN M. GAPASIN	Brgy. Guadalupe,Baybay City Leyte	9176336571
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DR. LUZ O. MORENO	NARC,VSU													
DR. RUBEN M. GAPASIN	Brgy. Guadalupe,Baybay City Leyte	9176336571												
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.														
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: UMID GSIS CARD</div> <div>ID/License/Passport No.: CRN 006-0061-3305-6</div> <div>Date/Place of Issuance:</div>	<div></div> <div>Signature (Sign inside the box)</div> <div></div> <div>Date Accomplished</div>	<div></div> <div></div> <div>Right Thumbmark</div>												
SUBSCRIBED AND SWORN to before me this 04 AUG 2022, affiant exhibiting his/her validly issued government ID as indicated above.														
<div>ATTY. RYSALYN C. GUINOCOR</div> <div>VSU Chief Legal Officer</div> <div>Person Administering Oath</div>														