

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.	ZIP CODE	
8. WEIGHT (kg)	73.8 kgs		
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	ZIP CODE	6521
11. PAG-IBIG ID NO.	1700-0024-9463		
12. PHILHEALTH NO.	B-000014235-3		
13. SSS NO.	620994475	19. TELEPHONE NO.	053525-01401058
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	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

June 1, 2020

(Continue on separate sheet if necessary)

[illegible]

IV. CIVIL SERVICE ELIGIBILITY

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		
	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)

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			
	Seminar Workshop on Records Matrix & NAP Form 1 Completion	December 13,2019				CCE Bldg. 1st Floor,VSU Baybay City
	Awareness Seminar on RA #11032 & PDS Training	Nov. 26-27,2019				RDE Hall,OVPRE, VSU
	Human Resource Mgt. 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 General Assembly	March 23,2019				Pavillon Glass Room,VSU Baybay City
	Environmental Ethic the Heart & Tourism Industry	3/22/2019				RDE Hall, OVPRE<VSU
	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
	Facilitator Proposal Dev't workshop on Establishment an Abaca Planting Materials Production & Distribution	Aug. 17,2017	Aug. 18,2017			NARC Training Hall, VSU
	Facilitator Training on Abaca Production , Productivity Enhancing Measure to increase supply in the City of Baybay	7/26/2017	July 27,2017			NARC Training Hall, VSU
	Facilitator Workshop on Developing a Program Proposal for Abaca Rehabilitation in Ormoc City	March 9,2017	March 10,2017			NARC Training Hall, VSU
	Facilitator Trauring on Production, Pest & Diseases Identification of Mgt. Nursery & Plantation Establishment	Feb. 20,2017	Feb. 21,2017			NARC Training Hall, VSU

(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)
	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		None		FCIC Alumni Association, CYMWA, Administrative VSU Personnel Association

(Continue on separate sheet if necessary)

SIGNATURE

[Signature]

DATE

June 1, 2020

