

# 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	MIRAFLOR		
FIRST NAME	MARIA ROBERTA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	STA. IGLESIA		
3. DATE OF BIRTH (mm/dd/yyyy)	28/10/1977	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" 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.	Philippines ▼
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	#446 House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	ZIP CODE	6521
7. HEIGHT (m)	1.516 M	18. PERMANENT ADDRESS	#446 House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
8. WEIGHT (kg)	59 kgs.	ZIP CODE	6521
9. BLOOD TYPE	A+	19. TELEPHONE NO.	(053) 5630600 Local 1065
10. GSIS ID NO.	77102801302	20. MOBILE NO.	09176341528 / 09066701689
11. PAG-IBIG ID NO.	0701-5144-4401	21. E-MAIL ADDRESS (if any)	mabethmiraflor@vsu.edu.ph / mabeth_03@yahoo.com
12. PHILHEALTH NO.	13-200595600-9		
13. SSS NO.	0617-55-66-33		
14. TIN NO.	214-047-615-000		
15. AGENCY EMPLOYEE NO.	V00345		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MIRAFLOR	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	WARREN	KYLE LOUIS S. MIRAFLOR	23/09/2000
MIDDLE NAME	BILBAO	KLYDE LUCAS S. MIRAFLOR	26/03/2008
OCCUPATION	DEPED Secondary Teacher		
EMPLOYER/BUSINESS NAME	Baybay National High School, Division of Baybay City		
BUSINESS ADDRESS	#30 de Diciembre St., Baybay City, Leyte		
TELEPHONE NO.			
24. FATHER'S SURNAME	STA. IGLESIA		
FIRST NAME	ALFREDO		
MIDDLE NAME	LUMANTA		
25. MOTHER'S MAIDEN NAME			
SURNAME	MONTEROLA		
FIRST NAME	FLORA		
MIDDLE NAME	CERNA		
(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	Elementary Graduate	1984	1990	Graduated	1990	N/A
	SECONDARY	Franciscan College of the Immaculate Conception	High School Graduate	1990	1994	Graduated	1994	N/A
	VOCATIONAL / TRADE COURSE							
	COLLEGE	University of San Jose- Recoletos	Bachelor of Science in Computer Science	1994	1998	Graduated	1998	N/A
	GRADUATE STUDIES	Visayas State University	Masters in Management Major in Business Management	2016		40 units		N/A
(Continue on separate sheet if necessary)								

SIGNATURE		DATE	10/16/2024
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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
	CAREER SERVICE - PROFESSIONAL	80.04	10/21/2012	SAINT JOSEPH COLLEGE, MAASIN CITY	N/A	N/A
	CAREER SERVICE - SUB-PROFESSIONAL	82.25	10/19/1997	UNIVERSITY OF THE VISAYAS, CEBU CITY	N/A	N/A

## V. WORK EXPERIENCE

[illegible]

**SIGNATURE**

10/16/2024




29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Baybay City Football Club Grassroots Program	04/05/2008	Present	11A	Volunteer/Sponsor
	Kilim Chapel Pastoral Council (KCPC)				KCPC Officer/Mass Reader

**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)

[illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Driving	Loyalty Awardee fro 15 years of continued and dedicated service to VSU	BOD, LSU-AdPA
Gardening/Farming		Member, VSUCC
Road/Trail Biking		Elected Officer, VSUCC Audit Comm.
Participating in various Fun Run/Walk		

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	10/16/2024

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10/16/2024



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)?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:  
\_\_\_\_\_

35. a. Have you ever been found guilty of any administrative offense?  
  
b. Have you been criminally charged before any court?

☐ YES☒ NO

If YES, give details:  
\_\_\_\_\_

☐ YES☒ NO

If YES, give details:  
Date Filed: \_\_\_\_\_  
Status of Case/s: \_\_\_\_\_

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES☒ NO

If YES, give details:  
\_\_\_\_\_

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?

☐ YES☒ NO

If YES, give details:  
\_\_\_\_\_

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?

☐ YES☒ NO

If YES, give details: \_\_\_\_\_

☐ YES☒ NO

If YES, give details: \_\_\_\_\_

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ NO

If YES, give details (country):  
\_\_\_\_\_

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?

☐ YES☒ NO

If YES, please specify: \_\_\_\_\_

☐ YES☒ NO

If YES, please specify ID No: \_\_\_\_\_

☐ YES☒ NO

If YES, please specify ID No: \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
Dr. MARILOU M. BENITEZ	VSU, VISCA, BAYBAY CITY	(053) 5637068
Dr. JOAN C. RAPADA	Baybay City Divisions Office	(053) 5637615
Mr. JULIUS CESAR L. DELA CERNA	Baybay City Divisions Office	0967 7749713

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.

MARIA ROBERTA S. MIRAFLOR

PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: GSIS

ID/License/Passport No.: 771028001302

Date/Place of Issuance: 11/30/2001 / Tacloban City

Signature (Sign inside the box)

10/16/2024

Date Accomplished

SUBSCRIBED AND SWORN to before me this 17 OCT 2024, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR  
VSU Chief Legal Officer

Person Administering Oath

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**WORK EXPERIENCE SHEET**

**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: October 16, 2024 – present
  - Position: Administrative Officer V
  - Name of Office/Unit: Records and Archives Office
  - Immediate Supervisor: Atty. Rysan C. Guinocor
  - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Supervises the conduct of records inventory, appraisal and disposition of valueless records; establish, implement and maintain a systematic and scientific records management system and control the creation, use, transmission, retention, maintenance, storage, retrieval, preservation and disposition of operational records; Determine and implements the unit's operational plans, identifies and acquires resource requirements.
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- Duration: July 3, 2023 – October 15, 2024
  - Position: Administrative Officer III
  - Name of Office/Unit: Records and Archives Office
  - Immediate Supervisor: Atty. Rysan C. Guinocor
  - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Secured approval to dispose records and conducted actual disposition of records in the presence of representatives from the National Archives of the Philippines (NAP) and Commission on Audit (COA).
    - Initial discussion/assessment with NAP regarding our submission on our agency Records Disposition Schedule (ARDS)
  - Summary of Actual Duties
    - Provides proper records management relative to filing, safekeeping, preservation, safeguard, preservation, storage, retention and disposition of valueless records; provides efficient centralized mail/communication and messengerial services to the university; maintains and gathers archives display which showcase valuable records of the university.



MARIA ROBERTA S. MIRAFLOR

(Signature over Printed Name  
of Employee/Applicant)

Date: October 16, 2024