

CS Form No. 212
Revised 2017

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	ESTRERA		
FIRST NAME	AIDA	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	LUBAY		
3. DATE OF BIRTH (mm/dd/yyyy)	09/05/1994	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	POMPONAN, 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	Siteo Caatoy House/Block/Lot No. Street Pomponan Subdivision/Village Barangay Baybay Leyte City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	1.049 m		
8. WEIGHT (kg)	55 kg		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	Siteo Caatoy House/Block/Lot No. Street Pomponan Subdivision/Village Barangay Baybay Leyte City/Municipality Province ZIP CODE 6521
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	121237135823		
12. PHILHEALTH NO.	13-202405284-6		
13. SSS NO.	N/A	19. TELEPHONE NO.	N/A
14. TIN NO.	727-603-015	20. MOBILE NO.	09638165675
15. AGENCY EMPLOYEE NO.	V02018	21. E-MAIL ADDRESS (if any)	aida.estrera@vsu.edu.ph

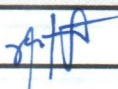
II. FAMILY BACKGROUND

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	ESTRERA			
FIRST NAME	DANILO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CLAROS	N/A		
25. MOTHER'S MAIDEN NAME	ERLINDA ESPANTO LUBAY			
SURNAME	ESTRERA			
FIRST NAME	ERLINDA			
MIDDLE NAME	LUBAY		(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	POMPONAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	2000	2006	N/A	2006	N/A
SECONDARY	POMPONAN NATIONAL HIGH SCHOOL	HIGH SCHOOL	2006	2010	N/A	2010	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY-MAIN CAMPUS	BACHELOR OF ELEMENTARY EDUCATION	2013	2017	N/A	2017	LGU SCHOLARSHIP
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY-MAIN CAMPUS	MASTER OF EDUCATION major in ENGLISH	2021	2022	6 units	N/A	N/A

(Continue on separate sheet if necessary)


SIGNATURE		DATE	11/12/2023
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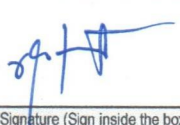
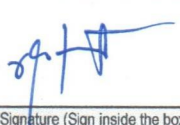
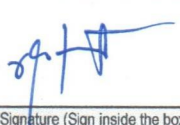






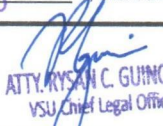
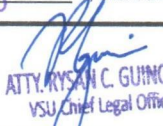
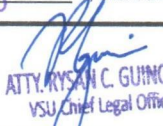
[illegible]

V. WORK EXPERIENCE <i>(include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.</i>	
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[illegible]

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	11/11/2023

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			
	"ISO 9001:2015 Awareness/Re-awareness Webinar	08/29/2023	08/29/2023	3 Hours	TECHNICAL	Visayas State University
	" Microsoft Office 365 A3"	8/18/2023	8/18/2023	4 Hours	TECHNICAL	Visayas State University via Microsoft Teams
	"Gamified Quizzes and Lessons with Quizizz AI"	08/12/2023	08/12/2023	2 Hours		EdTech Training Center
	"Mental Health Wellness Seminar"	04/25/2023	04/25/2023	4 Hours	TECHNICAL	Visayas State University
	" Frontline and Excellent Customer Service"	11/09/2022	11/11/2022	24 Hours	TECHNICAL	Visayas State University
	" Orientation/Re-orientation of Duties & Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines"	09/07/2022	09/07/2022	3 Hours	TECHNICAL	Visayas State University
	"ISO 9001:2015 Awareness/Re-awareness Seminar	08/30/2022	08/31/2022	3 Hours	TECHNICAL	Visayas State University
	"Women Inspiring Women"	03/07/2022	03/07/2022	3 Hours	TECHNICAL	Visayas State University
	" Trends in Soft Matter Research and Its Applications"	02/04/2022	02/04/2022	3 Hours	TECHNICAL	Visayas State University
	"ISO 9001:2015 Awareness/Re-awareness Webinar	9/13/2021	9/13/2021	3 Hours	TECHNICAL	Visayas State University
	"Rebuilding the Economy from the COVID-19 Pandemic: The Role of SUCs and HEIs" - CME Convocation Program	05/03/2021	05/03/2021	2 1/2 Hours	TECHNICAL	College of Management and Economics (CME)
	ISO 9001:2015 Awareness/Re-awareness Webinar	27/11/2020	27/11/2020	3 Hours	TECHNICAL	Visayas State University
	Orientation Workshop Among JO Clerks & Laboratory Technicians	15/01/2019	15/01/2019	8 Hours	TECHNICAL	Visayas State University
	Basic Operation of Microsoft Office 2010 (Word, Excel, Powerpoint)	12/03/2018	12/21/2018	8 Hours	TECHNICAL	Engr. Jose A. Amora Jr.
	Orientation on Basic Customer Service & Work Values	05/09/2017	05/09/2017	8 Hours	TECHNICAL	Office of the Director for Administration & Human Resource Development (ODAHRD)
(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		N/A		N/A	
	COOKING					
	READING BOOKS					
	LISTENING MUSIC					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	11/17/2023	

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)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>MA. RACHEL KIM L. AURE</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>0933-820-9486</td></tr><tr><td>BEATRIZ S. BELONIAS</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>0917-311-3309</td></tr><tr><td>CONNEL D. ANTIPASO</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>0917-310-1458</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	MA. RACHEL KIM L. AURE	VISCA, BAYBAY CITY, LEYTE	0933-820-9486	BEATRIZ S. BELONIAS	VISCA, BAYBAY CITY, LEYTE	0917-311-3309	CONNEL D. ANTIPASO	VISCA, BAYBAY CITY, LEYTE	0917-310-1458
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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.													
<table><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: PRC</td></tr><tr><td>ID/License/Passport No.: 1593883</td></tr><tr><td>Date/Place of Issuance: 12/21/17 - Tacloban City</td></tr></table>	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: PRC	ID/License/Passport No.: 1593883	Date/Place of Issuance: 12/21/17 - Tacloban City	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>11/17/2023</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	11/17/2023	Date Accomplished				
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<table><tr><td> AIDA L. ESTRERA num tag 5 signature</td><td> Right Thumbmark</td></tr></table>		 AIDA L. ESTRERA num tag 5 signature	 Right Thumbmark										
 AIDA L. ESTRERA num tag 5 signature	 Right Thumbmark												
SUBSCRIBED AND SWORN to before me this <u>20 NOV 2023</u> affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td> ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>		 ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer	Person Administering Oath										
 ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer													
Person Administering Oath													


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: September 16, 2021 to Present
 - Position: Education Research Assistant I
 - Name of Office/Unit: Instruction and Evaluation Office
 - Immediate Supervisor: Dr. Ma. Rachel Kim L. Aure
 - Name of Agency/Organization and Location: Visayas State University,
Visca, Baybay City, Leyte
-
- List of Accomplishments and Contributions (if any)
-
- Summary of Actual Duties
 1. Coordinates and assist the evaluation facilitators in the conduct of the Teaching Performance Evaluation by Students and consolidates the results of the rating summary of the Teaching Performance Evaluation by student in the Main & Component Campuses.
 2. Perform the functions of the Deputy Document and Records Controller (dDRC) of the office by maintaining, retrieving and controlling of the controlled documents, assigning of document control numbers and other coding controls, coordinate and inform relevant personnel on any changes and ensuring the implementation of control of records. Filing of relevant records. Answer phone calls.
 3. Performs other functions that the immediate supervisor will assign as the need arises.
-
- Duration: June 25, 2018 to September 15, 2021
 - Position: Encoder/Clerk
 - Name of Office/Unit: Office of the Vice President for Academic Affairs
 - Immediate Supervisor: Dr. Beatriz S. Belonias
 - Name of Agency/Organization and Location: Visayas State University,
Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 1. Summarize and encoded the Teaching Performance Evaluation by Students (TPES) in the main and external campus.
 2. Receiving and releasing the documents.
 3. Record, sort and file the documents.
 4. Performs other functions that the immediate supervisor will assign as the need arises.


AIDA L. ESTRERA

(Signature over Printed Name
of Employee/Applicant)

Date: 01/30/2021