

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	MILLEZA		
FIRST NAME	DYANA ROSE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	TARIPE		
3. DATE OF BIRTH (mm/dd/yyyy)	9/2/1995	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input checked="" 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 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	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
7. HEIGHT (m)	1.51 m	ZIP CODE	GABAS LEYTE
8. WEIGHT (kg)	47 kg		6521-A
9. BLOOD TYPE	O+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	GABAS LEYTE
11. PAG-IBIG ID NO.	121190849087		6521
12. PHILHEALTH NO.	13-250362125-1	19. TELEPHONE NO.	N/A
13. SSS NO.	06-3907455-9	20. MOBILE NO.	09351315130
14. TIN NO.	472-543-858	21. E-MAIL ADDRESS (if any)	dyanamilleza02@gmail.com
15. AGENCY EMPLOYEE NO.	N/A		

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		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	MILLEZA		N/A	N/A
FIRST NAME	LORENZO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	GOFREDO		N/A	N/A
25. MOTHER'S MAIDEN NAME	GUIA TARIPE PIAMONTE		N/A	N/A
SURNAME	TARIPE		N/A	N/A
FIRST NAME	GUIA		N/A	N/A
MIDDLE NAME	PIAMONTE		(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	GABAS CENTRAL SCHOOL	PRIMARY EDUCATION	06 2001	03 2007		2007	VALEDICTORIAN
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	SECONDARY EDUCATION	06 2007	04 2011		2011	WITH HIGH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN CHEMISTRY	6/1/2011	4/21/2015		2015	CUM LAUDE
GRADUATE STUDIES	VISAYAS STATE UNIVERSTY	MASTER OF SCIENCE IN SOIL SCIENCE	9/1/2020	8/12/2022		2022	DOST-ASTHRDP

(Continue on separate sheet if necessary)

SIGNATURE		DATE	05/10/23
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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
	RA 10657		October 4-5, 2016	UC-Gym/UC-METC	0013436	2/9/2025
	Non-Professional Driver's License			Baybay City	H12-20-001065	2/9/2024

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

(Continue on separate sheet if necessary)			
SIGNATURE	<i>Jmiller</i>	DATE	05/10/2023

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

[illegible]

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED


[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	05/10/2023

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: _____

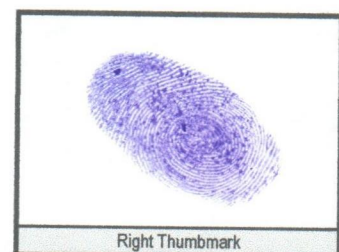
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
Anabella B. Tulin	VSU, Visca, Baybay City, Leyte	anabella.tulin@vsu.edu.ph
Deejay M. Lumanao	VSU, Visca, Baybay City, Leyte	deejay.maranguit@vsu.edu.ph
Suzette B. Lina	VSU, Visca, Baybay City, Leyte	sblina@vsu.edu.ph
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.		



DMilleza
DYANA ROSE T. MILLEZA
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:	PRC
ID/License/Passport No.:	0013436
Date/Place of Issuance:	12/20/2022-Renewed at PRC (Ormoc)

Signature (Sign inside the box)
05/10/2023
Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 06 JUN 2023, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR VSU Chief Legal Officer
Person Administering Oath

WORK EXPERIENCE SHEET

- Duration: September 19, 2022 – Present
- Position: Part-time Instructor
- Name of Office/Unit: Department of Soil Science
- Immediate Supervisor: Suzette B. Lina
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- Summary of Actual Duties

- Conducts classes as scheduled.
- Introduce various strategies to enhance the learnings of the students.
- Apply/conduct applicable modes of assessment of the learnings gained by students.
- Attend to student queries even outside class schedule.
- Perform other tasks assigned by the Department Head and College Dean to facilitate the effective delivery of teaching functions.

- Duration: December 16, 2016 – August 27, 2020
- Position: Laboratory Analyst
- Name of Office/Unit: PASAR-Metallurgical Laboratory
- Immediate Supervisor: Charito T. Boñul
- Name of Agency/Organization and Location: PASAR, LIDE, Isabel, Leyte

- List of Accomplishments and Contributions

- Internal Auditor for Laboratory Management System based on ISO 17025

- Summary of Actual Duties

- Performs analysis of diverse raw materials, products and by-products for price settlements, metal balance, and other commercial by using established methods and work instructions within allotted turnaround time
- Prepares the reagents required for the work in accordance with the predefined work instructions and schedule.
- Calculate, analyze, and interpret the data by using the relevant statistical techniques. Look for trends, abnormalities, and/or potential contributing factors that could provide biased or inaccurate data.
- Implements QA/QC. updates and interprets control charts, and, if QA/QC fails, implements action plans as necessary.
- Participate in Proficiency Testing
- Gives internal customers rapid input on any noticed out-of-trend or odd results
- Encode, check, and authorize results in Sample Manager
- Observe strict compliance to confidentiality of laboratory data
- Provides initial support to customer inquiries and discuss with immediate leader especially those that needs further action

- Escalates to immediate leader any issues and concerns that are beyond the level of capability and authority
- Monitors analytical instrument performance and coordinates with maintenance team during repairs and preventive maintenance
- Conduct inventory of consumables and report to team leader if there are any consumables which are nearing to run out
- Implements 5S in the workplace and consistently practices good housekeeping
- Follows LMS implementation guidelines and takes part in internal and external audits.
- Conducts risk assessment prior to commencing any work and report to immediate superior any unsafe conditions and acts observed, issue related work permits in the absence of team leader

- Duration: June 8, 2015 – March 24, 2016
- Position: Part-time Instructor
- Name of Office/Unit: Department of Pure and Applied Chemistry
- Immediate Supervisor: Jacob Glenn Jansalin
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- Summary of Actual Duties
 - Designs and develops learning lessons, study and research to stay current on educational trends and instructional techniques
 - Record-keeping and assessment of students' outputs and performance
 - Discuss safety measures and the dos and don'ts in the laboratory
 - Facilitate students in conducting laboratory experiments


DYANA ROSE T. MILLEZA

(Signature over Printed Name
of Employee/Applicant)

Date: May 10, 2023