

PERSONAL DATA SHEET

3019

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	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.	1700-0024-9483		
12. PHILHEALTH NO.	B- 000014235-3		
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	June 8, 2021
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12. PHILHEALTH NO.	B- 000014235-3	ZIP CODE	
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14. TIN NO.	157-642-999		House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	007-721		Subdivision/Village Barangay
			Baybay City Leyte
		City/Municipality Province	
		ZIP CODE	6521
		19. TELEPHONE NO.	053-525-0140-1058
		20. MOBILE NO.	09268686630
		21. E-MAIL ADDRESS (if any)	mariazaida.flores@vsu.edu.ph

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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	
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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			
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 Records Matrix & NAP Form 1 Completion	Dec. 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

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

SPECIAL SKILLS and HOBBIES	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	DATE
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