

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)	
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 checked="" 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"/> Other/s:	17. RESIDENTIAL ADDRESS	#705 M-H del Pilar Street House/Block/Lot No. Street Brgy. Zone 9 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	161.5cm	ZIP CODE	6521
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	
11. PAG-IBIG ID NO.	1700-0024-9463		
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)	ma.zaida.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 (deceased)	SR. N/A	
MIDDLE NAME	LORETO		
25. MOTHER'S MAIDEN NAME			
SURNAME	ARRADAZA		
FIRST NAME	CECILIA (deceased)		
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	1974	1980	Certificates	1980	Diploma
SECONDARY	Franciscan College of the Immaculate Conception	Graduated	1981	1984	Diploma	1984	Diploma
VOCATIONAL / TRADE COURSE	none	none			None	None	None
COLLEGE	Franciscan College of the Immaculate Conception	Graduated	1985	1989	Diploma	1989	Diploma
GRADUATE STUDIES	N/A	N/A			None	None	None
(Continue on separate sheet if necessary)							

SIGNATURE		DATE	December 13, 2023
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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
	none					

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
Jan. 1, 2023	present	Administrative Aide III	NARC,VSU	667.18	SG-3	Casual	Yes
Jan. 1, 2022	Dec. 31, 2022	Administrative Aide III	NARC,VSU	642.05	SG3	Casual	Yes
Jan. 1, 2021	Dec. 31, 2021	Administrative Aide III	NARC,VSU	616.91	SG3	Casual	Yes
Jan. 1, 2020	Dec. 31, 2020	Administrative Aide III	NARC,VSU	591.77	SG3	Casual	Yes
Jan. 1, 2019	Dec. 31, 2019	Administrative Aide III	NARC,VSU	566.64	SG3	Casual	Yes
Jan. 1, 2018	Dec. 31, 2018	Administrative Aide III	NARC,VSU	541.54	SG3	Casual	Yes
Jan. 1, 2017	Dec. 31, 2017	Administrative Aide III	NARC,VSU	517.59	SG3	Casual	Yes
Jan. 1, 2016	Dec. 31, 2016	Administrative Aide III	NARC,VSU	494.68	SG3	Casual	Yes
Jan. 1, 2015	Dec. 31, 2015	Administrative Aide III	NARC,VSU	472.27	SG3	Casual	Yes
Jan. 1, 2014	Dec. 31, 2014	Administrative Aide III	NARC,VSU	472.27	SG3	Casual	Yes
Jan. 1, 2013	Dec. 31, 2013	Administrative Aide III	NARC,VSU	402.42	SG3	Casual	Yes
Jan. 1, 2012	Dec. 31, 2012	Administrative Aide III	NARC,VSU	402.42	SG3	Casual	Yes
Jan. 1, 2011	Dec. 31, 2011	Administrative Aide III	NARC,VSU	367.27	SG3	Casual	Yes
Jan. 1, 2001	Dec. 31, 2010	Administrative Aide III	NARC,VSU	332.14	SG3	Casual	Yes
Jan. 1, 2001	Dec. 31, 2008	Administrative Aide III	NARC,VSU	301.94	SG3	Casual	Yes
Jan. 1, 1999	Dec. 31, 2007	Administrative Aide III	NARC,VSU	301.94	SG3	Casual	Yes
Jan. 1, 1998	Dec. 31, 2004	Administrative Aide III	NARC,VSU	274.50	SG3	Casual	Yes
Jan. 1, 1996	Dec. 31, 2001	Administrative Aide III	NARC,VSU	261.41	SG3	Casual	Yes
Jan. 1,1995	Dec. 3, 1999	Administrative Aide III	NARC,VSU	237.64	SG3	Casual	Yes
Jan. 1, 1994	Dec. 31, 1997	Administrative Aide III	NARC,VSU	225.27	SG3	Casual	Yes
Jan. 1, 1992	Dec. 31, 1995	Administrative Aide III	NARC,VSU	179.82	SG3	Casual	Yes

(Continue on separate sheet if necessary)

SIGNATURE		DATE	December 13, 2023
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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	6/6/1905	present	n/a	Alumni Member	
	CYMWA Brgy. Sto. Rosario Baybay City Leyte	6/6/1984	present	n/a	Member	
	Sto. Padre Pio religious group (Baybay Chapter)	Sept. 23, 2013	present	n/a	Member/Facilitator/Coordinatro	
	Community Service/ Outreach Program ( Brgy. Sto. Rosario/Zone 9)	5/1/2007	present	n/a	Member/Facilitator/Coordinatro	
	BEC Cell #1 Sto. Padre Pio Group, San Isidro Chapel Baybay City Leyte	Sept. 1, 2018	present	n/a	Group Leader/Facilitator	
	San. Isidro Chapel (Zone 8; Baybay City Leyte)	5/15/2023	present	n/a	Chapel Secretary/Coordinator/Facilitator	
	BEC Baybay Parish	Oct.28,2023	present	n/a	Cluster Coordinator	
(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			
	Abaca Summit	Oct. 26, 2023	Oct. 27, 2023	2 days	Technical	Ormoc City Superdome
	Quality Policy Statement 5th Internal Quality Audit opening meeting/Overview @ Audit Plan	Sept. 13, 2023	Sept. 13, 2023	1 hour	Technical	RDE Hall; OVPREI
	Attendance to the Activity entitled "Navigating GSIS, Philhealth & PAG-IBIG Services and its updates	Sept. 11, 2023	Sept. 11, 2023	6hrs	Technical	RDE Hall, OVPREI
	Seminar on Working Towards Personal Effectiveness (POAP Inc.)	Aug. 22, 2023	Aug. 25, 2023	4days	Technical	Eurotel, Boracay Station 2 Boracay
	ISO Audit Opening	February 27, 2023	February 27, 2023	1hr.	Technical	RDE Hall, OVPREI
	Consultative Meeting with the Vice President of Res. & Ext. & Innovation	January 12, 2023	January 12, 2023	30min.	Technical	OVPREI
	Re-Orientation onn the Documentary Requirements for Financial Administrative Transaction	Dec. 5, 2022	Dec. 5, 2023	4 hrs.	Technical	
	ISO Audit 4th Cycle	Sept. 29, 2022	Sept. 29, 2022	3hrs.	Technical	RDE Hall; OVPREI
	CSC Culmination Program	Sept. 27, 2022	Sept. 27, 2022	4hrs	Technical	RDE Hall; OVPREI
	Opening of the 4th ISO 9001-2015 Internal Quality Audit	Sepy. 19, 2022	Sepy. 19, 2022	4hrs.	Technical	RDE Hall; OVPREI
	Orientation/Re-Orientation of Duties and Responsibilities as dDRC & adDRC & Records Control Document Information	Sept. 7, 2022	Sept. 7, 2022	3hrs.	Technical	CCE Bldg
	122nd CSC Philippine Civil Service Anniversary/Oath Taking Ceremony	Sept. 5, 2022	Sept. 5, 2022	3hrs.	Technical	RDE Hall; OVPREI
	AdPA Genreal Assembly Meeting	April 22, 2022	April 22, 2022	4hrs	Technical	RDE Hall; OVPREI
	Annual VSUCC Genreal Assembly Meeting	3/26/2022	3/26/2022	4hrs	Technical	RDE Hall; OVPREI
	Opening ISO 2nd Surveillance Audit	3/15/2022	3/15/2022	3hrs.	Technical	RDE Hall, OVPRI
	VSU 1st ISO Surveillance Audit (Virtual)	Feb. 2, 2022	Feb. 2, 2022	2hrs.	Technical	OP, OVPREI, QAC
	Orientation and Recascading of Internal Documented Information (Virtual)	Jan. 28, 2021	Jan. 28, 2021	1 hr.	Technical	QAC, VSU
	QMS Onboarding VSU Quality Management System (Virtual)	Jan. 27, 2023	Jan. 27, 2023	2 hrs.	Managerial	QAC, VSU
	Re-Orientation of the HR process cascading of HR Forms (Virtual)	Feb. 4, 2021	Feb. 4, 2021	2hrs.	Technical	QAC, VSU
	Seminar Workshop on Records Matrix & NAP Form 1 Completion	Dec. 13, 2019	Dec. 13, 2019	2hrs.	Technical	1st Flr. CCE Bldg.
	Awareness Seminar on RA#11032 & PDS Training	Nov. 26, 2019	Nov. 27, 2019	4 hrs.	Technical	RDE Hall, OVPREI
(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, bookeeping, records management		n/a		FCIA Alumni Association		
cooking, driving motorcycle, playing volleyball, table				VSU Personnel Association		
tennis, gardening landscaping, community services						
organizing events, facilitator, coordinator, facilitating		MTR WAL C U				
meetings, workshop, conferences, seminars ,						
Evaluation Facilitator of the VSU Faculty Teaching						
Performance and Extension Coordinator/Facilitator						
(Continue on separate sheet if necessary)						
SIGNATURE		DATE		December 13, 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)?

☐ 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

☐ YES☒ NO

If YES, give details:

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

☐ YES☒ NO

If YES, give details:

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. FELICIANO G. SINON	NARC, VSU	9173253829
DR. ROBelyn T. PIAMONTE	DPM, VSU	9171546999
DR. ROMEL B. ARMECIN	NARC, VSU	9190973688

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.

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: **UNIQ GSIS CARP**

ID/License/Passport No.: **CRN -006-0061-3305-6**

Date/Place of Issuance: **August 4, 2020**

**Zapais**

Signature (Sign inside the box)

**December 13, 2023**

Date Accomplished

SUBSCRIBED AND SWORN to before me this **05 JAN 2024** Affiant exhibiting his/her validly issued government ID as indicated above.

**ATTY. RYSAN C. GUINOCOR**  
VSU Chief Legal Officer

Person Administering Oath



## 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.

**Sample: If applying to Supervising Administrative Officer**

- Duration: January 1, 1995 – Present
  - Position: Administrative Aide III
  - Name of Office/Unit: National Abaca Research Center
  - Immediate Supervisor: Romel B. Armecin
  - Name of Agency/Organization and Location: Visayas State University
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
- Prepares Government Standard Forms - Trip tickets, RIS, travel Orders, itinerary of travel, certificate of travel completed, cash advances, liquidation reports, DTR/CSR, application for leave, request for overtime, , purchase request, obligation request/budget utilization request, disbursement voucher, inspection and acceptance report, claims/reimbursements, job order, job request, PDS, VAT certificates, etc.
  - Records incoming/outgoing documents communications, consolidates/binds NARC documents/ files
  - Customer Assistance Services – assists/entertains NARC walk-in visitors in the exhibit areas and in-charge in monitoring product displays at the VSU TechnoMart/Pasalubong Center and exhibits outside VSU.
  - Secretariat Work – encodes office documents and prints copies as requested by NARC staff.

  
MARIA ZAIDA A. FLORES

(Signature over Printed Name  
of Employee/Applicant)

Date: 2/6/19