

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 ( ) 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	LOR		
FIRST NAME	LETTY JEAN	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	CAYANONG		
3. DATE OF BIRTH (mm/dd/yyyy)	9/20/1992	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BRGY. PANGASUGAN, BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Philippines
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	PUROK 4
7. HEIGHT (m)	1.51	ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)	65		Subdivision/Village Barangay
9. BLOOD TYPE	B+		BAYBAY CITY LEYTE
10. GSIS ID NO.	N/A		City/Municipality Province
11. PAG-IBIG ID NO.	1212-0352-8560	18. PERMANENT ADDRESS	PUROK 4
12. PHILHEALTH NO.	13-025156496-6		House/Block/Lot No. Street
13. SSS NO.	06-3705265-4	ZIP CODE	PANGASUGAN
14. TIN NO.	706-221-028		Subdivision/Village Barangay
15. AGENCY EMPLOYEE NO.	V01066	19. TELEPHONE NO.	BAYBAY CITY LEYTE
		20. MOBILE NO.	City/Municipality Province
		21. E-MAIL ADDRESS (if any)	6521
			None
			09050940216
			lettyjean.lor@vsu.edu.ph; lettyjean.lor@gmail.com; leteciamie@yahoo.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LOR		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MICHAEL	NAME EXTENSION (JR., SR) N/A	MIKHAEL ROVSTIN NIKLAUZ C. LOR	8/22/2013
MIDDLE NAME	OMILLON		MICHAEL NIKULAZ C. LOR	1/26/2016
OCCUPATION	Account Executive/Collector			
EMPLOYER/BUSINESS NAME	Transcycle Mart			
BUSINESS ADDRESS	Baybay City, Leyte			
TELEPHONE NO.	None			
24. FATHER'S SURNAME	CAYANONG			
FIRST NAME	JAIME	NAME EXTENSION (JR., SR) SR		
MIDDLE NAME	BATION			
25. MOTHER'S MAIDEN NAME				
SURNAME	ARGALLON			
FIRST NAME	ANGELITA			
MIDDLE NAME	BOREGON			

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	ALBUERA SOUTH CENTRAL SCHOOL	PRIMARY EDUCATION	6/1/1998	3/31/2005	Graduated	2005	VALEDICTORIAN
SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	HIGH SCHOOL	6/1/2005	4/15/2009	Graduated	2009	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BS in Environmental Management	6/1/2009	4/15/2013	Graduated	2013	N/A
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MS in Development Sociology	6/1/2014	7/3/2024	Graduated	2024	N/A

SIGNATURE

DATE

7/01/2024

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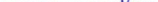


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## V. WORK EXPERIENCE

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

[illegible]




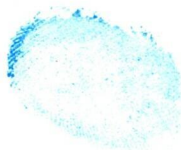
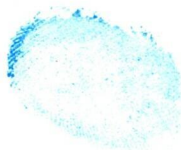

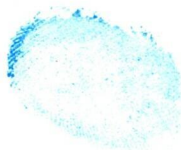
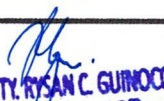
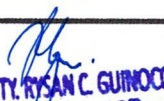
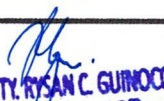
<b>SIGNATURE</b>		<b>DATE</b>	7/01/2024
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7/01/2024



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			
	Guadalupe Consumers Cooperative	3/14/2017	3/15/2017	6.0	Assisted the GCC members to undergo Gender Sensitivity Training	
	Baybay Dairy Cooperative	3/22/2018	3/23/2018	6.0	Assisted for the BDC members to undergo Gender Sensitivity Training	
(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			
	International Conference on Local Knowledge 2024	2/1/2024	2/2/2024	16	Technical	Asian Universities Digital Resource Network
	2024 Women Inspiring Women Forum	3/22/2024	3/22/2024	4	Technical	VSU
	"Sparkling Spaces: Mastering the Art of Housekeeping (Batch 1)"	3/26/2024	3/26/2024	8	Technical	VSU
	Gender Sensitivity Training	4/12/2024	4/12/2024	8	Technical	VSU
	Design Thinking Workshop	12/13/2023	12/14/2023	16	Technical	VSU
	Women's and Gender Studies Association of the Philippine's Annual International Conf	11/22/2023	11/24/2023	24	Technical	Women and Gender Studies Assoc. of the Ph
	Levelling Session for Potential Members of PCW GAD Resource Pool	10/25/2023	10/27/2023	24	Managerial	Philippine Commission on Women
	Personality Development and Developing Customer Satisfaction	6/13/2023	6/16/2023	32	Technical	Philippine Officers Association of the Phil.
	Re-Orientation of Employees' Duties and Responsibilities and Good Customer Se	9/23/2021	9/23/2021	8	Technical	VSU
	Leveling Session on Basic GAD Concepts, GA, and GA Tools, and GAD Planning and	8/28/2019	8/30/2019	24	Technical	Philippine Commission on Women
(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 skills (Microsoft Office Word, Excel, Publisher, Powerpoint)		University Supreme Student Council - Visayas State University (Auditor of S.Y. 2010-2011)		Eastern Visayas Association of GAD Focal Persons (EVAGAD) - member/recording secretary of VSU GAD	
	Graphic Layouting		College of Forestry and Natural Resources Supreme Student Council - Visayas State University (President of S.Y. 2010-2011)		VSU GAD Focal Point System Technical Working Group -	
	Event Organizing				VSU Anti-Sexual Harassment Committee - Recording Secretary	
	Qualitative Research				Gamma Sigma Confraternity (Magenta/VSU Chapter)	
	Basic use of SPSS				Womens and Gender Studies Association of the Philippines	
	Online Selling (Fashion Items)				VSU Administrative Personnel Association	
	Travelling					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	7/01/2024	



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)?		<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>MARIA AURORA TERESITA W. TABADA</td><td>Apt. 5, VSU, Visca, Baybay City, Leyte</td><td>9177174514</td></tr><tr><td>LILIAN B. NUNEZ</td><td>Brgy. Gabas, Baybay City, Leyte</td><td>9751285910</td></tr><tr><td>LOUELLA C. AMPAC</td><td>Baybay City, Leyte</td><td>563-7273</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	MARIA AURORA TERESITA W. TABADA	Apt. 5, VSU, Visca, Baybay City, Leyte	9177174514	LILIAN B. NUNEZ	Brgy. Gabas, Baybay City, Leyte	9751285910	LOUELLA C. AMPAC	Baybay City, Leyte	563-7273						
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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 colspan="2">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:</td><td>Unified Multi-Purpose ID</td></tr><tr><td>ID/License/Passport No.:</td><td>0111-5040827-b</td></tr><tr><td>Date/Place of Issuance:</td><td>N/A</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:	Unified Multi-Purpose ID	ID/License/Passport No.:	0111-5040827-b	Date/Place of Issuance:	N/A	<table><tr><td colspan="2"></td></tr><tr><td colspan="2">Signature (Sign inside the box)</td></tr><tr><td colspan="2">07/23/2024</td></tr><tr><td colspan="2">Date Accomplished</td></tr></table>			Signature (Sign inside the box)		07/23/2024		Date Accomplished		<table><tr><td></td></tr><tr><td>Right Thumbmark</td></tr></table>		Right Thumbmark
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SUBSCRIBED AND SWORN to before me this <u>24 JUL 2024</u> , affiant exhibiting his/her validly issued government ID as indicated above.																				
<table><tr><td colspan="2"></td></tr><tr><td colspan="2">ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer</td></tr><tr><td colspan="2">Person Administering Oath</td></tr></table>					ATTY. RYSAN C. GUINOCOR VSU Chief Legal Officer		Person Administering Oath													
																				
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**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 1 – December 31, 2013

- Position: Science Aide (Job Order)
- Name of Office/Unit: Philippine Higher Research Network (PHERNet) – Visayas State University
- Immediate Supervisor: Maria Aurora Teresita W. Tabada / Editha Cagasan
- Name of Agency/Organization and Location: Visayas Sate University (VSU), Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Made articles/documentation reports of the different activities/statuses of assigned studies in the PHERNet Program which were included in the terminal report/publication of the process documentation study.
  - Became part of the organizing committee and documenters for the National Conference on Marginal Upland Development on October 2013 in VSU.
- Summary of Actual Duties
  - Responsible for documenting the activities/undertakings conducted by various studies in the PHERNet program and make an article on it as major output.

- Duration: January 1, 2014 to March 15, 2018
- Position: Science Research Assistant (Job Order)
- Name of Office/Unit: Gender and Development Program / Anti-Sexual Harassment Office
- Immediate Supervisor: Prof. Maria Aurora Teresita W. Tabada
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Made necessary preparations for the reconstitution of the Gender Focal Point System of VSU and Anti-Sexual Harassment Committee/s
  - Served as official recording secretaries of mentioned system/committees
  - Successful organization of GAD/related events in VSU e.g. Women's month celebrations, gender sensitivity trainings and anti-sexual harassment orientations
  - Member of the Team in accessing and maintaining the university's Gender Mainstreaming and Monitoring System.
- Summary of Actual Duties
  - Responsible in performing administrative and technical tasks e.g., receiving/assisting clients, , preparation of reports, preparation of minutes of meetings of various committees and monitoring of trainings conducted; responds to queries and performs other related functions.

- Duration: March 16, 2018-April 15, 2021 (Casual)
- Position: Administrative Aide III
- Duration: April 16, 2021-April 15, 2022 (Regular)
- Position: Administrative Aide III
- Duration: April 16, 2022-June 30, 2024(Regular)
- Position: Administrative Aide IV
- Name of Office/Unit: Gender and Development Program / Anti-Sexual Harassment Office / Gender Resource Center
- Immediate Supervisor: Prof. Maria Aurora Teresita W. Tabada
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  - Made necessary preparations for the reconstitution of the Gender Focal Point System of VSU and Anti-Sexual Harassment Committee/s
  - Served as official recording secretaries of mentioned system/committees
  - Successful organization of GAD/related events in VSU e.g. Women's month celebrations, gender sensitivity trainings and anti-sexual harassment orientations
  - Member of the Team in accessing and maintaining the university's Gender Mainstreaming and Monitoring System.
  - Serve as resource person during GAD related orientations
- Summary of Actual Duties
  - Responsible in performing administrative and technical tasks e.g., receiving/assisting clients, , preparation of reports, preparation of minutes of meetings of various committees and monitoring of trainings conducted; responds to queries, serve as speaker during GAD orientations and performs other related functions.

- Duration: July 1, 2024 to present
- Position: Administrative Aide VI, GRC, VSU

**LETTY JEAN C. LOR**

(Signature over Printed Name of Employee/Applicant)

Date: 01 July 2024