

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.

I. PERSONAL INFORMATION

2. SURNAME	SIAREZ		
FIRST NAME	MILDRED	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MERGAL		
3. DATE OF BIRTH (mm/dd/yyyy)	15/05/1981	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	CEBU CITY	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	APARTMENT 41 KILBOURNE DRIVE House/Block/Lot No. Street VSU PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.6256 m	ZIP CODE	6521
8. WEIGHT (kg)	91kg	18. PERMANENT ADDRESS	APARTMENT 41 KILBOURNE DRIVE House/Block/Lot No. Street VSU PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
9. BLOOD TYPE	A+	ZIP CODE	6521
10. GSIS ID NO.	02003906510	19. TELEPHONE NO.	NA
11. PAG-IBIG ID NO.	1670-0180-6038	20. MOBILE NO.	09064211742
12. PHILHEALTH NO.	190900324816	21. E-MAIL ADDRESS (if any)	mildred.siares@vsu.edu.ph
13. SSS NO.	NA		
14. TIN NO.	214-743-839		
15. AGENCY EMPLOYEE NO.	V000481		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	SIAREZ	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JOE	NAME EXTENSION (JR., SR)	ANTOINETTE JOSEPHINE M. SIAREZ
MIDDLE NAME	NONE		RAYNE NINA KIRSTEN M. SIAREZ
OCCUPATION	BARANGAY KAGAWAD		FRANCES MARIAN M. SIAREZ
EMPLOYER/BUSINESS NAME	BARANGAY PANGASUGAN		
BUSINESS ADDRESS	PANGASUGAN, BAYBAY CITY, LEYTE		
TELEPHONE NO.	09234576168		
24. FATHER'S SURNAME	MERGAL		
FIRST NAME	FELIX	NAME EXTENSION (JR., SR)	
MIDDLE NAME	MACATIMPAG		
25. MOTHER'S MAIDEN NAME			
SURNAME	UGSANG		
FIRST NAME	EDITHA		
MIDDLE NAME	INOCANDO		

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	UNIVERSITY OF SOUTHERN PHILIPPINES	PRIMARY EDUCATION	01/06/1997	31/03/1993		1987	NA
SECONDARY	FLORENCIO URO MEMORIAL NATIONAL HIGH SCHOOL	SECONDARY EDUCATION	01/06/1993	31/03/1997		1997	NA
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A		N/A	NA
COLLEGE	CEBU NORMAL UNIVERSITY	BSED SOCIAL SCIENCES	01/06/1997	25/03/2001		2001	NA
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	MAEd SOCIAL STUDIES	01/06/2011	28/03/2016		2016	NA
	UNIVERSITY OF SAN CARLOS	PhD ANTHROPOLOGY	6/1/2018	PRESENT			

SIGNATURE	DATE	September 30 2022
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE	<i>[Signature]</i>
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DATE _____

September 30 2022

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	DAUGHTERS OF MARY IMMACULATE	25/01/2017	PRESENT	12 HRS/MO	RELIGIOUS
	SIDLAK PAGLAUM	01/04/2022	PRESENT	2 HRS/MO	VOLUNTARY PSYCHOLOGICAL FIRST AID

(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	
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31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	BAKING		NA		UGNAYANG PANG-AGHAMTAO
	CRAFTING				PHILIPPINE ALLIANCE OF FACULTY AND TEACHERS
	DESIGNING				
	SKETCHING				

(Continue on separate sheet if necessary)

SIGNATURE	<i>[Signature]</i>	DATE	September 30 2022
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CS FORM 212 (Revised 2017), Page 3

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

If YES, give details:

☐ YES☒ 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?

☐ 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

If YES, give details:

☐ YES☒ NO

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.
LEO MAMOLO	VSU, BAYBAY CITY , LEYTE	09254388765
SHALOM GRACE C. SUGANO	BRGY. GUADALUPE, BAYBAY CITY, LEYTE	09104583906
CHRISTY M. DESADES	BRGY. GUADALUPE, BAYBAY CITY, LEYTE	09122665495

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.



MILDRED M. SUAREZ



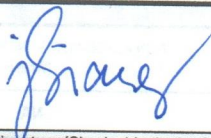
Right Thumbmark

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 PIC

ID/License/Passport No.: 0721428

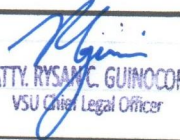
Date/Place of Issuance: 11/06/2001



Signature (Sign inside the box)

SEPTEMBER 30, 2022
Date Accomplished

SUBSCRIBED AND SWORN to before me this 13 OCT 2022, affiant exhibiting his/her validly issued government ID as indicated above.



ATTY. RYSAN C. GUINOCOR
VSU Chief Legal Officer

Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4

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.

- Duration: 06/05/2009- present
- Position: Asisstant Professor
- Name of Office/Unit: VSU Integrated High School
- Immediate Supervisor: Shalom Grace C. Sugano
- Name of Agency/Organization and Location: VSU, Visca Baybay

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 - Teaches assigned subjects and performs other teaching related functions.
 - Prepares and revised teaching materials/guides and submit to department head-
 - Prepares and gives examinations (mid/final/long/quizzes)
 - Checks test papers and returns to students one week after examination
 - Submits grade sheets within prescribed period to the Registrar through the department
 - Turns over class records to department heads within two weeks after final examination
 - Makes himself available for consultation by his/her students during scheduled consultation hours
 - Performs research and/or extension functions, among others the following:
 - Prepares research/extension proposals
 - Implements duly approved research/extension projects within time frame
 - Prepares and prepares reports within the prescribed period
 - Presents research/extension outputs during conferences/fora of legitimate professional organizations
 - Submits output for possible publication/patenting
 - Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions
 - Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President

- Duration: 05/23/2006 - 04/30/2009
- Position: HIGH SCHOOL TEACHER
- Name of Office/Unit: St. Augustine International School
- Immediate Supervisor: RUBEN GATES
- Name of Agency/Organization and Location: KAGUDOY, LAPULAPU CITY

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Teaches assigned subjects and performs other teaching related functions.
- Prepares and revised teaching materials/guides and submit to department head-
- Prepares and gives examinations (mid/final/long/quizzes)
- Checks test papers and returns to students one week after examination
- Submits grade sheets within prescribed period to the Registrar through the department
- Turns over class records to department heads within two weeks after final examination
- Makes himself available for consultation by his/her students during scheduled consultation hours

- Duration: 05/15/2004 - 04/30/2006

- Position: ESL TEACHER

- Name of Office/Unit: PCA International

- Immediate Supervisor: MR. CHING

- Name of Agency/Organization and Location: AGUS, LAPULAPU CITY

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Teaches ENGLISH to adult Korean students
- Prepares and revised teaching materials/guides and submit to English head-
- Prepares and gives examinations (mid/final/long/quizzes)
- Checks test papers and returns to students one week after examination
- Submits grade sheets within prescribed period to the department

- Duration: 05/15/2003 - 04/30/2004

- Position: HIGH SCHOOL TEACHER

- Name of Office/Unit: CEBU CHERISH SCHOOL

- Immediate Supervisor: CHINESE CHAMBER OF COMMERCE

- Name of Agency/Organization and Location: J. LLORENTE ST. CEBU CITY

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Teaches assigned subjects and performs other teaching related functions.
- Prepares and revised teaching materials/guides and submit to department head-
- Prepares and gives examinations (mid/final/long/quizzes)
- Checks test papers and returns to students one week after examination
- Submits grade sheets within prescribed period to the Principal
- Turns over class records to department heads within two weeks after final examination
- Makes himself available for consultation by his/her students during scheduled consultation hours

- Duration: 04/30/2002 - 04/30/2003
- Position: HIGH SCHOOL TEACHER
- Name of Office/Unit: CHERUBS ACADEMY
- Immediate Supervisor: DAISY AGRAVANTE
- Name of Agency/Organization and Location: LARAY, INAYAWAN, CEBU

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 - Teaches assigned subjects and performs other teaching related functions.
 - Prepares and revised teaching materials/guides and submit to department head-
 - Prepares and gives examinations (mid/final/long/quizzes)
 - Checks test papers and returns to students one week after examination
 - Submits grade sheets within prescribed period to the Principal
 - Turns over class records to department heads within two weeks after final examination
 - Makes himself available for consultation by his/her students during scheduled consultation hours


MILDRED M. SIAREZ

(Signature over Printed Name
of Employee/Applicant)

Date: 09/30/2022