. . . . CS Fei in 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 1. CS ID No. (Do not fill up. For CSC use only Print legibly. Tick appropriate boxes (
) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE. BESAVILLA 2. SURNAME NAME EXTENSION (JR., SR) FIRST NAME AIZA TVA MIDDLE NAME BANDALAN 3. DATE OF BIRTH 8/27/1995 16. CITIZENSHIP Dual Citizenship ✓ Filipino (mm/dd/yyyy) ✓ by birth by naturalization BAYBAY, LEYTE If holder of dual citizenship, Pls. indicate country: 4. PLACE OF BIRTH please indicate the details ✓ Female Male 5 SEX Single ✓ Married 17. RESIDENTIAL ADDRESS 6 CIVIL STATUS House/Block/Lot No. Street Widowed Separated SAN ISIDRO Other/s: Subdivision/Village Barangay BAYBAY LEYTE 7. HEIGHT (m) 1.5m City/Municipality Province 67kg ZIP CODE 6521 8. WEIGHT (kg) 18. PERMANENT ADDRESS 9. BLOOD TYPE 0+ House/Block/Lot No Street SAN ISIDRO N/A 10 GSIS ID NO. Subdivision/Village Barangay I FYTE RAVRAY 11. PAG-IBIG ID NO. 1212-0373-9452 City/Municipality Province 12-025640995-5 ZIP CODE 12. PHILHEALTH NO W/A 13. SSS NO. 06-3995838-7 19. TELEPHONE NO 09556130793 14. TIN NO. 342-433-725-000 20. MOBILE NO. N/A aizabesavilla@gmail.com 15 AGENCY EMPLOYEE NO. 21 E-MAIL ADDRESS (if any) 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) 22. SPOUSE'S SURNAME BESAVILLA NAME EXTENSION (JR., SR) ZIANNA GABRIELLE B. BESAVILLA REX 7/7/2019 FIRST NAME ZOE DANIELLE B. BESAVILLA 7/2/2022 DUBLIN MIDDLE NAME SCIENCE RESEARCH ASSISTANT OCCUPATION 75 VISAYAS STATE UNIVERSITY EMPLOYER/BUSINESS NAME **BUSINESS ADDRESS** VISCA, BAYBAY CITY, LEYTE TELEPHONE NO BANDALAN 24. FATHER'S SURNAME NAME EXTENSION (JR., SR) MEDEL FIRST NAME N'A PEREZ MIDDLE NAME 25. MOTHER'S MAIDEN NAME BULAWAN SURNAME FIRST NAME **IMELDA** CUATON (Continue on separate sheet if necessary) MIDDLE NAME SCHOLARSHIP HIGHEST LEVEL PERIOD OF ATTENDANCE 26. YEAR GRADUATED NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE ACADEMIC UNITS EARNED LEVEL (Write in full) (Write in full) HONORS (if not graduated) RECEIVED From To CANDADAM ELEMENTARY SCHOOL NA 2002 2008 NA 2008 ALUTATORIAN ELEMENTARY SECONDARY VSU-LHS NA 2008 2012 Y/A 2012 NA VOCATIONAL / N/A NA NA NA TRADE COURSE

Bachelor of Science in Business Administration UNIVERSITY OF CEBU-BANILAD major in Human Resource Development 2014 2017 2017 MA Management NA N/A NA VA NA MA WA AU DATE December 12, 2023 CS FORM 212 (Revised 2017), Page 1 of 4

COLLEGE

GRADUATE STUDIES

SIGNATURE

IV. CIVIL SERVICE ELIGIBILITY 27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER PATING				DATE OF			LICENSE (if applicable)		
SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE CSC Sub-professional			EXAMINATION / CONFERMENT	PLACE OF EXAMINAT	ION / CONFE	RMENT	NUMBER	Date of Validity	
			3/13/2022	LEYTE NORMAL UNIVERSITY, TACLOBAN CITY			NA	MA	
CSC Professional			8/20/2023	RSITY, TACLOBAN CITY		AN	M		
			(Co.	ntinue on separate she	et if necessary)				
	XPERIENCE					Work Eyno	rionce sheet		
Include private employment. Start from your recent 28. INCLUSIVE DATES (mm/dd/yyyy) POSITION T (Write in full/Do not		ITLE	DEPARTMENT / A	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)		
01/16/2023	PRESENT	ADMIN AIDE III (CLERK 1)	DATA PROTECTION OFFICE-VISAYAS STATE UNIVERSITY		14678		CASUAL	Y
1/5/2021	1/15/2023	CLER	(ODAS-VISAY	12174.80	NA	JOB ORDER	Y	
7/8/2018	12/4/2020	CUSTOMER SALES RE	PRESENTATIVE	MEAR CONCEPT	12532.00	NA-	REG	N	
7/8/2017	7/7/2018	CUSTOMER SALES REPRESENTATIVE		3MRS DIONSO	N CORP-RICOS LECHON	9516.00	NA	REG	N
		7/.x							
						2.11			
			the experience of the	7					
			1,34,11						
							-	-	
		-							
							-		
							1 1		
					*		 		
									-
							-		
							-		-
							_		-
									-
							+		
-							+		1
1							 		
							 		+
							†		
	*		-						
			(Co	ontinue on separate she	eet if necessary)				

29. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy) From To		NUMBER OF HOURS		POSITION / NATURE OF WORK	
NA.	I/A	NA NA	VA	W	ने	
			,			
	ntinue on separate		0			
(II. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING F Start from the most recent L&D/training program and include only the relevant L&D/training taken			Chief/Executive/Ma	nagerial positions)		
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	ATTE	E DATES OF NDANCE (dd/yyyy)	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
NLOCKING EXCELLENCE: THE 5S REVOLUTION FOR CLERKS AND HEADS AT ISAYAS STATE UNIVERSITY	11/29/2023	11/29/2023	8.00	Technical	VISAYAS STATE UNIVERSITY	
ORUM ON STUDENT DISCIPLINE, FACULTY-STUDENT RELATIONSHIP, DATA PRIVACY RE- WARENESS, PIA AND EODB	10/4/2023	10/4/2023	8.00	Technical	VISAYAS STATE UNIVERSITY- VILLABA	
60 900:01 AWARENESS AND RE-AWARENESS WEBINAR Data Awareness Seminar and Compliance Workshop	08/29/2023 07/28/2023	08/29/2023 07/30/2023	4.00 24.00	Technical Technical	VISAYAS STATE UNIVERSITY Yisrael Training Solutions	
Conflict and Stress Management	05/23/2023	05/26/2023	32.00	Technical	Philippines	
IRIENTATION ON DATA PRIVACY ACT VORKSHOP ON REVISITING THE STRATEGIC PLAN OF ODAS AND GSO	04/08/2022 03/16/2022	04/08/2022	8.00 16.00	Technical Technical	VISAYAS STATE UNIVERSITY VISAYAS STATE UNIVERSITY	
VOMEN INSPIRING WOMEN	03/07/2022	03/07/2022	4.00	Technical	VISAYAS STATE UNIVERSITY	
RIENTATION ON THE USE OF THE QMS PORTAL AND SHARED DRIVE IRTUAL RE-ORIENTATION WEBINAR ON EMPLOYEES' DUTIES AND RESPONSIBILITIES	2/24/2022	2/24/2022	8.00	Technical	VISAYAS STATE UNIVERSITY	
IND GOOD CUSTOMER SERVICES FOR CLERKS, DDRCs AND UTILITY WORKERS SO 900:01 AWARENESS AND RE-AWARENESS WEBINAR	7/23/2021	7/23/2021	4.0	Technical Technical	VISAYAS STATE UNIVERSITY VISAYAS STATE UNIVERSITY	
VIRTUAL BRIEFING BY THE NATIONAL ARCHIVES OF THE PHILIPPINES (NAP) ON VSU	5/17/2021	5/17/2021	4.0			
RECORDS DISPOSITION SCHEDULE (RDS) HUMAN RESOURCE: KEEPING UP WITH THE MILLENNIALS	12/3/2016	12/3/2016	4.0	Technical Technical	VISAYAS STATE UNIVERSITY UNIVERSITY OF BANILAD-JPMAP	
	en an a	1837 3535 18			ROCKER SILEYR	
	1					
				The American	13 St. 25 - 14	
14 May 14				104		
				- 1900		
(A)		* *************************************			200 (000)	
VIII. OTHER INFORMATION	ontinue on separat	e sheet if necessar	y)			
31. SPECIAL SKILLS and HOBBIES 32. NO	ON-ACADEMIC DIST	TINCTIONS / RECO	GNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZ (Write in full)	
PROFICIENT IN MS OFFICE	N	/A			LSW Administrative Personnel	
GOOD INTERPERSONAL SKILLS		Y				
WATCHING MOVIES/COOKING SHOW						
LISTENING TO MUSIC					AND AND PROPERTY OF AND POST OF A STATE OF A	

chi Bu	e you related by consanguinity or affinity to the appointing ef of bureau or office or to the person who has immediate reau or Department where you will be apppointed, within the third degree?	☐ YES ☑	Z NO				
	within the fourth degree (for Local Government Unit - Can	☐ YES ☐ If YES, give details:	NO NO				
35. a. l	Have you ever been found guilty of any administrative offe	☐ YES ☐ If YES, give details:	☑ NO				
b. I	Have you been criminally charged before any court?	☐ YES ☑ NO If YES, give details: Date Filed: Status of Case/s:					
	ve you ever been convicted of any crime or violation of ar y court or tribunal?	☐ YES ☑ NO If YES, give details:					
dro in t	ve you ever been separated from the service in any of the pped from the rolls, dismissal, termination, end of term, fi he public or private sector?	☐ YES ☑ NO If YES, give details:					
Bai	Have you ever been a candidate in a national or local electrongy election)?	☐ YES ☑ NO If YES, give details:					
ele	Have you resigned from the government service during the ction to promote/actively campaign for a national or local	☐ YES ☑ NO If YES, give details:					
39. Ha	ve you acquired the status of an immigrant or permanent	☐ YES ☑ NO If YES, give details (country):					
40. Pui	rsuant to: (a) Indigenous People's Act (RA 8371); (b) Mag d (c) Solo Parents Welfare Act of 2000 (RA 8972), please	na Carta for Disabled Persons (RA 7277); answer the following items:					
	e you a member of any indigenous group?	YES If YES, please specify:					
	e you a person with disability?		☐ YES ☑ NO If YES, please specify ID No:				
	you a colo paroin.	☐ YES If YES, please specify I	ID No:				
41. REF	ERENCES (Person not related by consanguinity or affinity to applican	nt /appointee)		<i>r</i>	,		
	NAME	ADDRESS	TEL. NO.				
	RYSAN C. GUINOCOR NELIA GABRILLO	ViscA, Baybay City, Leyte	0917312 4264				
	AYGGLEOUE SADVADA -AIMMAIN	CEBU CITY	09458550979				
cor Phi agr	eclare under oath that I have personally accomplished in plete statement pursuant to the provisions of pertin lippines. I authorize the agency head/authorized represe ee that any misrepresentation made in this docuministrative/criminal case/s against me.	d this Personal Data Sheet which is a trent laws, rules and regulations of the entative to verify/validate the contents state	Republic of the ed herein.	ALZA B. BESAVILLA			
100000000000000000000000000000000000000	nment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) SE INDICATE ID Number and Date of Issuance						
	ment Issued ID: Resident Identification Card	forder.					
ID/Lice	nse/Passport No.: 83708084-752-3477						
Date/PI	ace of Issuance: Baybay City, Leyte	ox)	Right Thumbmark				
	SUBSCRIBED AND SWORN to before me this	DFC 2022, affiant exhibit	ting his/her validly issued g	government ID as indicated above.			
** ' <u>,</u>		ATTY, RYSAN C. GUINOCOR W. Orien Legal Officer Person Administering Oat					

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: January 16,2023 present
- Position: Administrative Aide III (Clerk I)
 Name of Office/Unit: Office of the Data Protection Officer
- Immediate Supervisor: Atty. RYSAN C. GUINOCOR
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)

Attachment to CS Form No. 212

Maintains the office's filing system, prepares financial and personnel papers, receives and releases documents, and coordinates and monitors National Privacy Commission (NPC) submissions issuance.

AIZA B. BESAVILLA
(Signature over Printed Name of Employee/Applicant)

Date: December 12, 7023