

PERSONAL DATA SHEET

WARNING: Any misinterpretation 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)
MIDDLE NAME	ARRADAZA		
3. DATE OF BIRTH	12/9/1967	16. CITIZENSHIP	<input 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 Brgy. Zone 9 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	161.5cm		
8. WEIGHT (kg)	73.8kgs.	ZIP CODE	
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	#705 M-H del Pilar Street House/Block/Lot No. Street Brgy. Zone 9 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province 6521
10. GSIS ID NO.	67120901408		
11. PAG-IBIG ID NO.	1700-0024-9463		
12. PHILHEALTH NO.	B-000014235-3	ZIP CODE	
13. SSS NO.	620994475	19. TELEPHONE NO.	053-563-7598
14. TIN NO.	157-642-999	20. MOBILE NO.	09268686630
15. AGENCY EMPLOYEE NO.	007-721	21. E-MAIL ADDRESS (if any)	mariazaida.flores@yahoo.com

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 SR.			
MIDDLE NAME	LORETO			
25. MOTHER'S MAIDEN NAME	GESULGA			
SURNAME	FLORES			
FIRST NAME	CECILIA			
MIDDLE NAME	ARRADAZA			

(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
ELEMENTARY	Franciscan College of the Immaculate Conception (FCIC)	Graduated	From To	Certificate	1980	Diploma
SECONDARY	Franciscan College of the Immaculate Conception (FCIC)	Graduated		Diploma	1984	Diploma
VOCATIONAL / TRADE COURSE	None	None		None	None	None
COLLEGE	Franciscan College of the Immaculate Conception (FCIC)	Bachelor of Arts		Diploma	1999	Diploma
GRADUATE STUDIES	None	None		None	None	None

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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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	None	None	None	None	None

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

[illegible]

SIGNATURE	<i>Zafar</i>	DATE	<i>June 17, 2018</i>
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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		present		Alumni
	CYMWA;Brgy. Sto. Rosario Baybay City Leyte		present		Member/Coordinator/Facilitator
	Sto.Pio religious group (Baybay Chapter)	Sept. 23,2013	present		Member
	Community Service Outreach Program (Brgy. Sto. Rosario;Baybay City)	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

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			
	Participant VSU Coop Gen. Assembly meeting/Participant VSU AdPA Gen. Assembly Meeting	Dec. 7,2018	& Mar. 23,2019	6hrs		RDE Hall/ Convention Center
	Participant VSUCC Basic Coop Seminar	Nov. 17,2018		6hrs		VSU Pavilion Glass Room/VSUCC
	Evaluation Facilitator Performance Evaluation Faculty of Dept. of Agronomy	Nov. 8,2018	Nov. 17,2018			DASS Building,VSU
	Participant Final Reminders On Site Assessment & GSIS Updates	Sept. 14,2018				RDE Hall
	Participant PRIME -HRM Training Seminar	Aug. 29,2018		6hrs		RDE Hall, OVPRE
	Participant Sto. Padre Pio VizMin Summit	Aug. 18-19,2018		2days		Ormoc Superdome ,Ormoc City
	Facilitator/Committee Regional Abaca Summit	June 20-21,2018				RDE Hall,OVPRE
	Loyal Awardee 25years of Continuous & Dedicated Service from June 16,1992-2017	Sept. 29,2017				VSU Gymnasium
	1st Vis-Min Conference of Sto. Padre Pio Prayer Group /A Gift of Spirituality Modern World	Aug. 20-21,2017				Sacred Heart Center Cebu City
	Proposal Dev't. Workshop on Establishment of an Abaca Planting Materials Production & Distribution..	Aug. 17-18,2017				NARC, VSU
	Training on Abaca Production, Productivity, Enhancing Measure to increase supply in the City of Baybay	July 26-27,2017				NARC, VSU
	Workshop on Developing a Program Proposal for Abaca Rehabilitation in Ormoc City	March 9-10,2017				NARC, VSU
	Training on Abaca Production,Pest & Disease Identification of Mgt. Nursery & Plantation Establishment	Feb. 20-21,2017				NARC, VSU
	Participant Entrepreneurial Mind Setting & Skills Training	Nov. 30,2016				DTI,Baybay City Leyte
	Evaluation Facilitator Performance Evaluation Faculty of Dept. of Agronomy	Nov. 8-28,2016				DASS Building,VSU
	Re-Orientation Meeting of secretaries	Nov. 15,2016				CCE Bldg. 2nd floor
	GAD Sensitivity Seminar among Frontliners	Sept. 16,2016				ISRDS AV Room
	Workshop on Procurement Planning Among Project Leaders and personnel incharge for the PPMs	Sept. 12,2016				CCE Bldg. 2nd floor
	Orientation among Heads & Secretaries in the Procurement Act & their responsibilities & accountabilities	Sept. 9,2016				CCE Bldg. 2nd floor
	NARC Staff Seminar series	April 19,2016				NARC Training Hall.
	Facilitator during the Abaca RDE In-House Review	July 21-22,2016				NARC Training Hall.
	LSU-AdPA General Assembly Meeting	June 24,2016	March 18,2016			CCE Bldg. 2nd floor

VIII. OTHER INFORMATION

[illegible]

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.
DR. FELICIANO G. SINON	NARC, VSU	563-7598
DR. LUZ O.MORENO	NARC, VSU	563-7598
DR. RUBEN M. GAPASIN	DPM, VSU	9176336571

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.

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: UM17 GSIS Card

ID/License/Passport No. CRN 006-0061-33056

Date/Place of Issuance:

Signature (Sign inside the box)

Date Accomplished

SUBSCRIBED AND SWORN to before me this 08 JUL 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAL C. GUINOCOR

VSU LEGAL COUNSEL

Person Administering Oath