

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	Piamonte		
FIRST NAME	Raizel	NAME EXTENSION (JR., SR.) N/A	
MIDDLE NAME	Meano		
3. DATE OF BIRTH (mm/dd/yyyy)	03/05/1988	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: Philippines
4. PLACE OF BIRTH	NAVAL, BILIRAN	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	PUROK 4
7. HEIGHT (m)	1.65	House/Block/Lot No.	Street
8. WEIGHT (kg)	82.00	Subdivision/Village	Pangasungan
9. BLOOD TYPE	O	BAYBAY	Barangay
10. GSIS ID NO.	N/A	City/Municipality	LEYTE
11. PAG-BIG ID NO.	121214828050		Province
12. PHILHEALTH NO.	130253175029	ZIP CODE	6521
13. SSS NO.	0643434557	18. PERMANENT ADDRESS	PUROK 4
14. TIN NO.	477786280	House/Block/Lot No.	Street
15. AGENCY EMPLOYEE NO.	VJO00670	Subdivision/Village	Pangasungan
		BAYBAY	Barangay
		City/Municipality	LEYTE
			Province
		ZIP CODE	6521
		19. TELEPHONE NO.	N/A
		20. MOBILE NO.	945-733-3320
		21. E-MAIL ADDRESS (if any)	raizel.piamonte@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	PIAMONTE		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	PATRICK JOHN	NAME EXTENSION (JR., SR.)	XANDER UZIEL M. PIAMONTE	08/14/2013
MIDDLE NAME	BELARMINO		EDUARD DUANE M. CAMINONG	08/03/2014
OCCUPATION	ADMINISTRATIVE AIDE IV		XAVIER UZIEL M. PIAMONTE	01/07/2022
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	BRGY. PANGASUGAN BAYBAY CITY LEYTE			
TELEPHONE NO.	09261272386			
24. FATHER'S SURNAME	MEANO			
FIRST NAME	EDUARD	NAME EXTENSION (JR., SR.)		
MIDDLE NAME				
25. MOTHER'S MAIDEN NAME	LUNA NGUYEN DELOS REYES ASODISEN			
SURNAME	MEANO			
FIRST NAME	LUNA NGUYEN			
MIDDLE NAME	ASODISEN			

(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	VISCA FOUNDATION ELEMENTARY SCHOOL	PRIMARY EDUCATION	1996	2001		2001	N/A
SECONDARY	Plaridel National High School	Secondary Education	2001	2005		2005	N/A
VOCATIONAL/TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY	Bachelor of Science in Hotel Restaurant and Tourism Management (Major in Hospitality)	2005	2016	n/a	2016	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE

DATE

06/18/2025

[illegible]

V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	06/18/2025
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06/18/2025

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		
	N/A	N/A	N/A	N/A	N/A

(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			
	ORIENTATION AND RE-ORIENTATION OF GUIDELINES AND PROCEDURES ON PROCESS/SERVICES OF THE OFFICES UNDER ADMINISTRATIVE SERVICES(AS)	04/08/2025	04/08/2025	8	Technical	Administrative Service Office, Visayas State University
	Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016	11/26/2024	11/28/2024	24	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	Seminar Workshop on Basic Records and Archives Management (BRAM)	07/30/2024	07/31/2024	16	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	Shaping Culture: Embracing Values for Productive Workplace Performance	05/15/2024	05/15/2024	8	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	Sparkling Spaces: Mastering the Art of Housekeeping	03/26/2024	03/26/2024	8	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)	02/23/2024	02/23/2024	8	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	HRIS Software Onboarding	12/06/2023	12/06/2023	8	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	The 5S Revolution for Clerk & Heads	11/29/2023	11/29/2023	8	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	08/29/2023	08/29/2023	8	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	GPPB Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016	08/22/2023	08/24/2023	24	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	08/30/2022	08/31/2022	16	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *
	Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	09/13/2021	09/13/2021	8	Technical	*Visayas State University (VSU), Visca, Baybay City, Leyte *

(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)
	Driving two/four wheels vehicles		N/A		N/A
	• Computer Literate (MS word, excel, ppt presentation) • Good in communication Skills				
	- Basic computer literacy skills - Time Management skills - Positive and can work independently				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/18/2025
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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 _____

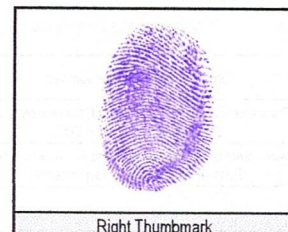
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
DOREEN B. ALBA	BRGY. GUADALUPE BAYBAY CITY	09283664408
ANTONETTE S. CRUZ	TINAG-AN, ALBUERA LEYTE	09518000520
ALICIA M. FLORES	BRGY. GUADALUPE BAYBAY CITY	09464928865
42. I declare under oath 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.		



RAIZEL M. PIAMONTE

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: TIN
ID/License/Passport No.: 477786280
Date/Place of Issuance: 11/30/-0001 / ORMOC CITY

Signature (Sign inside the box)
06/18/2025
Date Accomplished



SUBSCRIBED AND SWORN to before me this 30 JUN 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABEGAIL S. MONTERON YSU Director, Legal Affairs and Services
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.

- Duration: August 2, 2021- June 8, 2025
- Position: Clerk
- Name of Office/Unit: Supply and Property Office
- Immediate Supervisor: Ms. Vivian V. Balbarino/ Ms. Alice M. Flores
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
 - List of Accomplishments and Contributions (if any)
 - Act as alternate Deputy Documents and Records Controller
 - Manage the SPO records and documents following the ISO process
- Summary of Actual Duties
 - Responsible for the issuance, maintenance, retrieval and control of controlled documents, assignment of document numbers and other coding controls for the documents in coordination with the university documents and records controller; and implementation of the controlled records.
 - Provides of administrative support to ensure continuity of office operations i.e processing of cash advance, travels/liquidation/replenishment reports, vouchers and other office related reports.
 - Responsible for preparing Statements of Account for end users, daily and monthly reports, inventory report of the VSU Fuel Station, and RSMI/RCPI reports for submission to Accounting and COA; receives and checks RIS from end users and follows up on their payments.
 - Collects and prepares ICS/PAR from end users for the creation of inventory tagging stickers for issued items and equipment.
 - Perform other duties assigned by the immediate supervisor.

- Duration: December 1, 2017- July 31, 2021
- Position: Front desk/clerk
- Name of Office/Unit: VSU Hostel
- Immediate Supervisor: Ms. April Gayle V. Calunangan/ Dr. Nancy V. Dumaguing
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Handling dual roles as Front Desk Officer and Office Clerk during morning shift, assigned to perform all clerical tasks including preparation of daily and monthly guest arrival reports, financial reports, and inventory reports while attending to front desk operations.
 - Manage the VSU hostel records and files.
- Summary of Actual Duties
 - Provided excellent customer service by greeting guests, assisting with inquiries, and ensuring a welcoming front desk environment.
 - Handled front desk operations including guest registration, room assignments, pre-registration assistance, and filing of room keys.
 - Performed cashier-related functions such as billing, posting charges to guest accounts, issuing official receipts, and preparing invoices.
 - Monitored and updated office email and social media accounts and carried out general clerical duties to support daily office operations.
 - Perform other functions as assigned by the manager.

Attachment to CS Form No. 212

RAIZEL M. PIAMONTE

(Signature over Printed Name
of Employee/Applicant)

Date: June 9, 2025