

## 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	MIÑOZA		
FIRST NAME	SUSANA		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	BERIDO		
3. DATE OF BIRTH (mm/dd/yyyy)	11/14/1981	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	ORMOC CITY	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Philippines
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	089 HARRISON ST House/Block/Lot No. Street RUDY RIVILLA AVENUE CAN-ADIENG Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.50	ZIP CODE	6541
8. WEIGHT (kg)	83		6541
9. BLOOD TYPE	"B"	18. PERMANENT ADDRESS	089 HARRISON ST House/Block/Lot No. Street RUDY RIVILLA AVENUE CAN-ADIENG Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province
10. GSIS ID NO.	CRN# 000 624 700 113	ZIP CODE	6541
11. PAG-IBIG ID NO.	121149885653		6541
12. PHILHEALTH NO.	130500651157	19. TELEPHONE NO.	- NONE -
13. SSS NO.	06-2470011-3	20. MOBILE NO.	(globe) 0927-829-5480; (smart) 0908-558-4254
14. TIN NO.	279-632-535-000	21. E-MAIL ADDRESS (if any)	sberido@gmail.com ; susana.minoza@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00875		

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MIÑOZA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	AMANCIO (deceased)	NAME EXTENSION (JR., SR) N/A	ALBERT ANDREW BERIDO MIÑOZA	3/11/2001
MIDDLE NAME	CASAS			
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	BERIDO			
FIRST NAME	RENATO (deceased)	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	BANDE			
25. MOTHER'S MAIDEN NAME				
SURNAME	CO			
FIRST NAME	MILAGROSA			
MIDDLE NAME	SOLAMO			

(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	CAN-ADIENG ELEMENTARY SCHOOL	PRIMARY EDUCATION	1988	1994	N/A	1994	FAST ACHIEVER
SECONDARY	ORMOC CITY NATIONAL HIGH SCHOOL	HIGH SCHOOL	1994	1998	N/A	1998	NONE
VOCATIONAL / TRADE COURSE	-- none --	-- none --	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN STATISTICS	1998	2000	N/A	2013	NONE
			2010	2013			
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY	MASTER OF MANAGEMENT	2016	PRESENT	2nd year/ 31 units	On-Going	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	16-2-2018
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[illegible]

<b>V. WORK EXPERIENCE</b> <i>(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.</i>	
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[illegible]

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# VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NA GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	NONE	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)

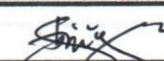
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Website Content Workshop	9/12/2018	9/12/2018	8	Technical	RDE Hall, VSU
	Training Workshop on the IEC Materials Production	11/14/2017	11/15/2017	16	Technical	MMDC, VSU
	International Seminar on Earthquake	8/21/2017	8/21/2017	8	Technical	CCE, VSU
	Records Management Training	6/6/2017	6/7/2017	16	Technical	Quality Assurance Center, VSU
	ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	3/2/2017	3/3/2017	16.0	Technical	Visayas State University
	Seminar on Marketing Management	3/19/2017	3/19/2017	5.0	Managerial	DBM, VSU
	Full Awareness Training Course ISO 9001:2015	1/26/2017	1/27/2017	16.0	Technical	Visayas State University
	HIV in the Workplace Seminar	12/09/2016	12/09/2016	4.0	Technical	Visayas State University (VSU)
	Seminar-Workshop on 5S and Record Management	12/15/2016	12/15/2016	8.0	Technical	College of Engineering, VSU
	Seminar on Basic Toolsets in Millennial Management	10/02/2016	10/02/2016	4.0	Managerial	Department of Business and Management, VSU
	Procurement Planning Workshop	09/13/2016	09/13/2016	8.0	Technical	Visayas State University (VSU)
	Research, Development, and Extension (RDE) In-House Review	09/03/2016	09/03/2016	8.0	Technical	College of Engineering, VSU
	Gender Sensitivity Training and Anti-Sexual Harassment Orientation for the Faculty and Staff of the College of Engineering	06/15/2016	06/15/2016	6.0	Technical	ISRDS, VSU
	Workshop in Preparation for AACUP Level III, Phase I accreditation using the new outcomes-based Program Survey Instrument	06/13/2016	06/14/2016	18.0	Technical	Visayas State University (VSU)
	QGIS Training Workshop	06/06/2016	06/08/2016	24.0	Technical	College of Engineering, VSU
	Training Workshop on Content Management System for the College of Engineering Website and Online Class using Moodle	05/03/2016	05/05/16	24.0	Technical	Department of Computer Science and Technology, VSU
	Orientation on ISO & Writeshop in the preparation of Quality objectives and Work Instructions at the College of Engineering (CoE)	09/09/2015	09/09/2015	4.0	Technical	Visayas State University (VSU)
	Briefing of ORS and BURS at the OVPAF Conference Room	08/28/2015	08/28/2015	3.0	Technical	Budget and Finance Office, VSU
	Seminar-Workshop on the Preparation of Outcomes-Based Education (OBE) Syllabi and Teaching Manuals of Courses Offered	06/04/2015	06/05/2015	16.0	Technical	College of Engineering, VSU
	Seminar-Workshop on the Preparation of Outcomes-Based Education (OBE) Syllabi and Teaching Manuals of Courses Offered	05/28/2015	05/29/2015	16.0	Technical	College of Engineering, VSU
	CoE Seminar-Workshop on Research, Development and Extension (RDE) Preparation	02/12/2015	02/13/2015	16.0	Technical	College of Engineering, VSU
	Lecture-Presentation on BuB Implementing Guidelines particularly on the Joint Memorandum Circulars for BuB and National Budget 101	01/09/2015	01/09/2015	8.0	Technical	Department of Energy (DOE)
	Department of Energy - Gender and Development (DOE-GAD) Information, Education, & Communication (IEC) Campaign on Energy	11/04/2014	11/05/2014	20.0	Technical	DOE and VSU-AREC
	Household Electrification Program (HEP) Visayas Semestral Assessment and Workshop	08/28/2014	08/29/2014	20.0	Technical	Department of Energy (DOE)
	CoE Research Development and Extension (RDE) In-House Review	06/03/2014	06/04/2014	16.0	Technical	College of Engineering, VSU
	64th PSAE Annual National Convention, 11th International Agricultural Engineering Conference and Exhibition and 25th Philippine Agricultural VSU Alumni in the Asean Community: Building a future through Modern Agriculture	04/21/2014	04/25/2014	60.0	Technical	PSAE and VSU
		05/17/2013	05/17/2013	4.0	Technical	VSU Alumni Association
	Monitoring Progress on Decent Work Through Statistics: Pathway to Inclusive Growth	10/23/2012	10/23/2012	3.0	Technical	Department of Mathematics, Physics and Statistics, VSU
	Echo-Seminar: Orientation on the Use of Stata	02/25/2012	02/25/2012	3.0	Technical	Department of Mathematics, Physics and Statistics, VSU

(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 Literate using:		none		Visayas State University Alumni Association
	MS Word (average)				College of Engineering Records Controller Committee
	MS Excel (average)				Administrative Personnel Association
	MS Power Point (average)				
	SPSS v2.0 (average)				
	Adobe Photoshop (average)				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10-2-2018
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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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: Finished contract as Job Order worker
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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify ID No: 133

## 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
ROBERTO C. GUARTE	VISAYAS STATE UNIVERSITY	09173108078
REMBERTO A. PATINDOL	VISAYAS STATE UNIVERSITY	09266736112
MARIA TERESA A. CRUZ	VISAYAS STATE UNIVERSITY	09263037907

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.



SUSANA B. MINDZA

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)  
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: SSS

ID/License/Passport No.: 06-2470011-3

Date/Place of Issuance: Ormoc City

Signature (Sign inside the box)

October 2, 2018

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this OCT 04 2018, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR  
VSULEGAL OFFICER

Person Administering Oath