## **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.

And the same of th	DE TO FILLING OUT THE PERSONAL DATA SHE tes ( and use separate sheet if necessary. Indicate N			E PDS FORM	1. CS ID No.	- AW	(Do not fill up. f	For CSC use only
I. PERSONAL INFORMAT		ara il not applicable. Bo NOT A	ADDINE VIATE.		T de lo tte		(Bo flot iiii dp. i	or occ acc any
2. SURNAME	STA. IGLESIA							
FIRST NAME	MARILOU					NAME EXTENSION (J	R., SR) <b>N/A</b>	as a state of the control of the control
MIDDLE NAME	LABANA							
3. DATE OF BIRTH	09/30/1962	16. CITIZENSHIP				7		
(mm/dd/yyyy)		III. OTTZENOTII		☑ Filipi	no L	Dual Citizenship  J by birth	by natural	lization
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citiz	enship,			Pls. indicate of		
5. SEX	☐ Male ☑ Female	please indicate the	details.		24.40	rank market baken en		
6 CIVIL STATUS	☐ Single ☑ Married	17. RESIDENTIAL ADDRESS						
	☐ Widowed ☐ Separated		Н	louse/Block/Lot N	O.		Street ANGASUGAN	
- 100 mg	Other/s:	SECTION SECTIO	5	Subdivision/Village	0		Barangay	
7. HEIGHT (m)	151	eas (1) stain (beset)		BAYBAY City/Municipality			Province Province	
8. WEIGHT (kg)	58.6	ZIP CODE			Land Add Add	6521	100000000000000000000000000000000000000	05.000 NB
9. BLOOD TYPE	0	18. PERMANENT ADDRESS	н	ouse/Block/Lot N	0		Street	- Constant
10. GSIS ID NO.	62093002411	DEPARTMENT OF COL HOSPITALITY MAKA		70,151,10	331440	P	ANGASUGAN	et/torze i
11. PAG-IBIG ID NO.	1700-0026-2306	AYAG STATE UNIVERSI	Subdivision/Village BAYBAY		Barangay LEYTE		servicino i	
1 224 1 1417945	ANA LUGE SOYED UP	AND OODE MICH	City/Municipality		Province		actualon i-	
12. PHILHEALTH NO.	13-000014369-4	ZIP CODE	6521			6521	0111.6171.10	SCITE GIOV
13. SSS NO.	N/A	19. TELEPHONE NO.	NONE					
14. TIN NO.	116-627-050	20. MOBILE NO.	09152862332					
15. AGENCY EMPLOYEE NO.	V000648	21. E-MAIL ADDRESS (if any)	marilousta.ig	lesia@yahoo.	com			
II. FAMILY BACKGROUN	D							
22. SPOUSE'S SURNAME	STA. IGLESIA	Lynna syrangen de een	23. NAME of CHILDREN (Write full name and list all)  DATE OF BIRTH				TH (mm/dd/yyyy)	
FIRST NAME	NESTOR	NAME EXTENSION (JR., SR)		NESS MARIE	L. STA. IGI	ESIA	03/24	4/1982
MIDDLE NAME	CALIBUD			NHESLY L.	STA. IGLE	SIA	11/09	9/1992
OCCUPATION	LABORER			MARY LEE I	STA. IGLI	ESIA	04/24	4/1995
EMPLOYER/BUSINESS NAME	NONE							100
BUSINESS ADDRESS	NONE							
TELEPHONE NO.	NONE							
24. FATHER'S SURNAME	LABANA							The state of the s
FIRST NAME	VICENTE	NAME EXTENSION (JR., SR)						
MIDDLE NAME	MARANGUIT							
25. MOTHER'S MAIDEN NAME	NAYRE					-		out the second
SURNAME	LABANA							
FIRST NAME	PONCIANA							
MIDDLE NAME	POLIQUIT		(Continue on separate sheet if necessary)					
III. EDUCATIONAL BACK	GROUND	·						
26. LEVEL	NAME OF SCHOOL	BASIC EDUCATION/DEGR	EE/COURSE	PERIOD OF A	TTENDANCE	HIGHEST LEVEL/ UNITS EARNED	YEAR	SCHOLARSHIP/ ACADEMIC
	(Write in full)	(Write in full)		From	То	(if not graduated)	GRADUATED	HONORS RECEIVED
ELEMENTARY	PANGASUGAN ELEMENTARY SCHOOL	ELEMENTARY GRA	DUATE	1969	1974	N/A	1974	NONE
SECONDARY	VISAYAS STATE OF AGRICULTURE	HIGH SCHOOL GRADUATE		1974	1978	N/A	1978	NONE
VOCATIONAL / TRADE COURSE	FRANCISCAN COLLEGE OF IMMACULATE CONCEPTION	SECRETARIA	ıL	1978	1981	N/A	1981	CERT.
COLLEGE	N/A	N/A		N/A	N/A	N/A	N/A	N/A
GRADUATE STUDIES	N/A	N/A		N/A	N/A	N/A	N/A	N/A
process of the barriers of the second section of the section of the second section of the second section of the section of the second section of the secti		ontinue on separate sheet if ne	cessary)		in programming the second			water a control of
SIGNATURE	Metidal	DATE	Ja	nuary 1, 202	3	CS FORM 212	? (Revised 2017),	Page 1 of 4

7. CAREE	RVICE ELIGIBI	(BOARD/ BAR) UNDER	or or many comment of the	DATE OF				LICENSE (if a	pplicable) *
	SPECIAL LAWS/ ANGAY ELIGIBILITY /	CES/ CSEE	RATING (If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMINA	TION / CONFE	RMENT	NUMBER	Date o
	N/A		N/A	N/A	N/A			N/A	
	N/A		N/A	Best Walder	garan 1 septe Actor (A.N.)			N/A	N/A
							rii Ellin Aki		
56-16 x 50	e. e. j. ave	- 2							
WORK E	XPERIENCE		(Co	ontinue on separate sheet if	necessary)				
clude priva	ate employment.	Start from your recen	t work) Descript	ion of duties should b	e indicated in the attac	ned Work E	BACTER STREET,	et	
	SIVE DATES n/dd/yyyy)	POSITION TI (Write in full/Do not a			ICY / OFFICE / COMPANY to not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVIC (Y/ N)
1/01/1998	PRESENT	ADMINISTRATIV	E AIDE III	VISAYAS STA	ATE UNIVERSITY	642.05/day	03-1	CASUAL	YES
7/01/1992	12/31/1997	OFFICE CL	Kr. Maria	DEPARTMENT	OF CONSUMER & / MANAGEMENT	2,156/mo	N/A	CASUAL	YES
1/01/1985	06/30/1991	OFFICE CL	ERK	VISAYAS STATE U	NIVERSITY INFIRMARY	20.55/day	N/A	CASUAL	YES
09/01/1983	12/01/1984	LABORE	R	NATIONAL ABACA	RESEARCH CENTER	17.00/day	N/A	CASUAL	YES
			3	141 20 200			7.51		
			75578357	10	Train 1		380/7/81/1		
			E. C. Design		120		£160064	leran an analysis and	
								and the second second	
ABE DATE			an dedu						
-26 mby 1		175.00 113. 4	31V958				ENERGY.	1	
							2000		
							3/12/		
							Later	1	
							79101541.4		
							STYAN	Dan San	
							A2.1884		
	100000000000000000000000000000000000000						71 0 104		
			and the state of t						
	- 41 0			1000000					
Religion 1	L ES A	M 1 (A)(7 )	SEP 2	FRENTARY GRADULT	5 (6980898)	1° 347 - 18	endagene		
1404				4-20000000					
1932	P321 0			2419 1341032		1007			
AUI	apr 1 a	M Au	Assi	533		AM			
AN	2015	ilis kara t	431	-193		5/1/4			
a transportation about	ina dia kacamatan kalendara di kacamatan di kacamatan di kacamatan di kacamatan di kacamatan di kacamatan di k	property and appropriate property of the control of		ontinue on separate sheet i	f necessary)	Salvato subsequent		de la composition della compos	Parties on March The

• (4) • (4)	IT IN CIVIC / NON-GOVERNMENT					
29. NAME & ADDRESS OF (Write in		INCLUSIVE DATES (mm/dd/yyyy)  From To		NUMBER OF HOURS	POSITION / NATURE OF WORK	
N/A		N/A	N/A	N/A	ini/tessee	N/A
	Setra 23rt   .					
		- 1 - 1 PA (A-270 -	Communication Series	Foanchis	/62 Jin 6	In the think buy of page 16 at 104 bits
	Silve evip REVII.					
ON (s)	eay ()				maga visi i	on I begin on the most next way was
6 ali - Aligh						
/II. LEARNING AND DEVELOPMENT (L8		tinue on separate s PROGRAMS A				
start from the most recent L&D/training program and in	clude only the relevant L&D/training taken fo		ars for Division C	hief/Executive/Man		
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		ATTEN		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
IIV IN THE WORKPLACE SEMINAR	office) in FYES on scelar	12/09/2016	12/09/2016	4.0	TECHNICAL	VISAYAS STATE UNIVERSITY, CENTER FOR CONTINUING EDUCATION (VSU-CCE)
SO 9001-2008 ORIENTATION & WRITESHOP AM	ONG CLERK AND SECRETARIES	09/21/2015	09/21/2015	8.0	TECHNICAL	VISAYAS STATE UNIVERSITY, CENTER FOR CONTINUING EDUCATION (VSU-CCE)
LANNING WORKSHOP: ON THE PREPARATION ELATIVE TO PROCUREMENT	& PROCESSING OF DOCUMENTS	05/27/2015	05/27/2015	4.0	TECHNICAL	VISAYAS STATE UNIVERSITY
PMES-OPES) TRAINING ON RA9184 AND ITS RE	VISED IRR	1/26/2011	1/26/2011	8.0	TECHNICAL	OFFICE OF THE DIRECTOR FOR HUMAN RESOURCE DEVELOPMENT, VISAYAS STATE UNIVERSITY (ODAHRD, VSU)
ANNUAL RDE MANAGEMENT FORUM SEMINAR-WORKSHOP ON PREPARATION OF PERFORMANCE TARGETS AND ACCOMPLISHMENT		01/11/2011	01/12/2011	16.0	TECHNICAL	OFFICE OF THE VICE PRESIDENT FOR RESEARCH & EXTENSION, VISAYAS STATE UNIVERSITY (OVPRE, VSU)
MODULES I.II AND VI		7/29/2010	7/29/2010	8.0	TECHNICAL	DBM, R8, GPPB & VISAYAS STATE UNIVERS
WORKSHOP ON CONCEPTUALIZING R & D PROJECTS		7/22/2010	7/23/2010	16.0	TECHNICAL	OFFICE OF THE VICE PRESIDENT FOR RESEARCH & EXTENSION, VISAYAS STATE UNIVERSITY (OVPRE, VSU)
RESEARCH AND DEVELOPMENT IN-HOUSE REVIEW		4/26/2010	4/30/2010	40.0	TECHNICAL	OFFICE OF THE VICE PRESIDENT FOR RESEARCH & EXTENSION, VISAYAS STATE UNIVERSITY (OVPRE, VSU)
SEMINAR ON ESSENTIAL PSYCHOPARMACOLOGY: DRUGS, BEHAVIOR AND CLINICAL IMPLICATIONS AND FISHING FOR ANSWERS IN NEUROSCIENCE WITH ZEBRATISH		10/23/2009	10/23/2009	4.0	TECHNICAL	OFFICE OF THE VICE PRESIDENT FOR RESEARCH & EXTENSION, VISAYAS STATE UNIVERSITY (OVPRE, VSU)
SEMINAR-WORKSHOP ON LEADERSHIP AND ETHICS IN RESEARCH & EXTENSION MANAGEMENT		10/15/2009	10/15/2009	8.0	TECHNICAL	OFFICE OF THE VICE PRESIDENT FOR RESEARCH & EXTENSION, VISAYAS STATE UNIVERSITY (OVPRE, VSU)
COMPUTER TRAINING FOR EXCEL AND POWER	1 Al 121	10/28/2003	10/30/2003	24.0	TECHNICAL	HRMDO, DCST, VISAYAS STATE UNIVERSITY
AREER AND PERSONALITY DEVELOPMENT FO	OR CLERK AND OTHER	5/19/2003	5/20/2003	24.0	TECHNICAL	VISAYAS STATE UNIVERSITY
ALUES ORIENTATION WORKSHOP (VOW)	VIE 9773873556	09/01/1998	09/03/1998	24.0	TECHNICAL	VISCA AT HERST AZOS FORS
article politics are determined a	2003-000- 377	U THO YAS	ine nout			ок отнедов смеря
Version and instruction of Version below the solution of of version and solution of of version and solution of of version and solution of of version and solution of of version and of	Adding the state of the state o	100 7 300	00000	TO TO THE	Married Married Victor of	CHARLES OF CHARLES OF THE CO
- 0-400	of the Linu opinos i subjortica betest. Lieginas shat brig	policia aine	ne areasus neo est e	is i brat askri Briás v vinev	er evision	ement pur suant to the province of the agency major / authorized repre-
	E construction yes governous	to gaille sa	05000 0	One too	to all bree to	et tail
	(Con	tinue on separate s	heet if necessary	)		
/III. OTHER INFORMATION						
31. SPECIAL SKILLS and HOBBIES	32. NON	I-ACADEMIC DISTIN	ICTIONS / RECOG in full)	SNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATIO (Write in full)
OMPUTER LITERATE		NON	E		and the second sector is the second second	NONE
OLLEYBALL	- T. 1973	Vision				1000.600.016.000
ANCING		The second secon		territoria de la companión de	AND THE SAME A STATE OF SAME	
жения от селече О в селена от чем.	ybdsy affad omdrise his i		5707 to	Mb b 3	431.5	алз. "FISED AND 8770-Ки to berote a
						TY TY
		11000		1		
	(ton	tinue on separate s	heet if necressiv	1		
	Con	on ocparate s	ii necessary,	erine allegations		

Are you related by consanguinity or affinity to the appointin					
chief of bureau or office or to the person who has immedia Bureau or Department where you will be apppointed,	te supervision over you in the Office,	llag retire to the terminal of the terminal o	S 4.50		
a. within the third degree?		YES 🗸	NO		
b. within the fourth degree (for Local Government Unit - Ca	YES V NO				
	If YES, give details:				
a. Have you ever been found guilty of any administrative of	ffense?	☐ YES ☑	NO		
		If YES, give details:			
b. Have you been criminally charged before any court?		☐ YES ☑	NO		
	If YES, give details:				
			Date Filed:		
		Status	of Case/s:		
Have you ever been convicted of any crime or violation of any court or tribunal?	☐ YES ☑ NO				
any court of tribunar:	If YES, give details:				
2.7.2 (1997)   Western   W	A COMMENT				
Have you ever been separated from the service in any of the dropped from the rolls, dismissal, termination, end of term,	4. [1] [1] [1] [1] [1] [1] [1] [1] [1] [1]	☐ YES ☑ If YES, give details:	NO		
the public or private sector?					
a. Have you ever been a candidate in a national or local el	ection held within the last year (except	☐ YES	✓ NO		
Barangay election)?	If YES, give details:				
b. Have you resigned from the government service during	the three (3)-month period before the last	☐ YES	☑ NO		
election to promote/actively campaign for a national or local	If YES, give details:				
Have you acquired the status of an immigrant or permaner	nt resident of another country?	☐ YES	√ NO		
	If YES, give details (country):				
	us lower interest				
Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma			7		
and (c) Solo Parents Welfare Act of 2000 (RA 8972), pleas	se answer the following items:	£168* 108			
Are you a member of any indigenous group?		YES If YES, please specify:	✓ NO		
Are you a person with disability?	Are you a person with disability?				
007 (1-#0HM294 30H 30H 39 30 190	☐ YES ☑ NO If YES, please specify ID No: ☐ YES ☑ NO				
Are you a solo parent?					
ADA 16300 309 509 2HT 40 309950	ALKARA)	If YES, please specify II	J No:		
REFERENCES (Person not related by consanguinity or affinity to applica	int /appointee)		High to the property of the same of		
NAME	ADDRESS	TEL. NO.	ID picture taken within		
DR. MILAGROS BALES	VISCA, BAYBAY CITY, LEYTE	9424814524	the last 6 months 3.5 cm. X 4.5 cm (passport size)		
PROF. ROSA OPHELIA D. VELARDE	VISCA, BAYBAY CITY, LEYTE	9773873556	With full and handwritten		
DR. OTHELLO B. CAPUNO	VISCA, BAYBAY CITY, LEYTE	563-8935	name tag and signature over printed name		
I declare under oath that I have personally accomplished	this Personal Data Sheet which is a true co	rrect and complete	Computer generated or photocopied picture		
<ul> <li>I declare under oath that I have personally accomplished statement pursuant to the provisions of pertinent laws, rule</li> </ul>			is not acceptable		
the agency head / authorized representative to ver			CULOTO		
misrepresentation made in this document and its attact against me.	nments shall cause the filling of administra	tive/criminal case/s	PHOTO		
	and the control of the first term of the control of	Control of			
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)			and the second		
PLEASE INDICATE ID Number and Date of Issuance	110 1 . 1 9				
Government Issued ID: GSIS UMID ID	Mitright				
D/License/Passport No.: 006-0076-3488-4	Signature (Sign inside the bo	x)	W. College		
Date/Place of Issuance:	January 1, 2023  Date Accomplished		Right Thumbmark		
2			raga, muniphala		
SUBSCRIBED AND SWORN to before me this	5 JAN 2023 , affiant exhib	ting his/her validly issued of	government ID as indicated above.		
Γ	Mai				
	ATTY REAL GUINOCON				
	VSU CALLEGAL Officer				
	Person Administering Oath	1			
L	The second of th		The second secon		
			CS FORM 212 (Revised 2017), Page		

## **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 1, 1998 Present
- · Position: Administrative Aide III
- Name of Office/Unit: Office of the Vice President for Research & Extension
- Immediate Supervisor: Dr. Othello B. Capuno
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  - Summary of Actual Duties
    - Receive all the important documents; take charge of sending and receiving correspondence, as well as greeting clients and customers; Facilitating all papers needed in the office; took charge of encoding important papers needed by my immediate supervisor; Managing and distributing information within an office. This generally includes answering phones.
- Duration: July 1, 1992 December 31, 1997
- · Position: Office Clerk
- Name of Office/Unit: Department of Consumer & Hospitality Management (DCHM)
- Immediate Supervisor: Lucylen B. Ponce
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  - Summary of Actual Duties
    - Receive all the important documents, facilitating all papers needed; take charge of encoding important papers to disseminate to the other offices; took charge in processing and prepare documents, such as business or government forms and expense reports.
- Duration: January 1, 1985 June 30, 1991
- · Position: Office Clerk
- Name of Office/Unit: VSU-Infirmary
- Immediate Supervisor: Dr. Isabel P. Bertulfo
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  - Summary of Actual Duties

Collect, count, and disburse money, do basic bookkeeping and complete transactions.
 Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information; take orders and address complaints; took charge of receiving & sending of documents.

• Duration: September 1, 1983 - December 31, 984

Position: Laborer

- Name of Office/Unit: National Abaca Research Center
- Immediate Supervisor: Nguyen T. Than-Tuyen
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  - Summary of Actual Duties
    - Take charge in cleaning and preparing materials; Keeps simple records and logs; do other tasks assigned by my immediate supervisor.

MARILOU L. STA IGLESIA
(Signature over Printed Name of Employee/Applicant)

Date: \_\_\_\_\_