SIGNATURE

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filling 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) 2. SURNAME Estrera NAME EXTENSION (JR., SR) N/A FIRST NAME Aida MIDDLE NAME Lubay 3. DATE OF BIRTH 16. CITIZENSHIP (mm/dd/yyyy) 05/09/1994 ✓ Filipino Dual Citizenship by birth by naturalization 4. PLACE OF BIRTH If holder of dual citizenship, Pls. indicate country: please indicate the details. 5. SEX Male ✓ Female Philippines Married ✓ Single 17. RESIDENTIAL ADDRESS 6. CIVIL STATUS Sitio Caatoy Widowed Separated House/Block/Lot No. Street Pomponan Other/s: Subdivision/Village Barangay BAYBAY I FYTE 7. HEIGHT (m) 1.04 City/Municipality Province 55.00 ZIP CODE 8. WEIGHT (kg) 6521 18. PERMANENT ADDRESS 9. BLOOD TYPE 0+ House/Block/Lot No. Street 10. GSIS ID NO. 2005960225 Subdivision/Village Barangay 11. PAG-IBIG ID NO. 121237135823 City/Municipality Province 12 PHILHEALTH NO. 132024052846 ZIP CODE 13 SSS NO. N/A 19. TELEPHONE NO. N/A 727603015 14. TIN NO. 20. MOBILE NO. 963-816-5675 21. E-MAIL ADDRESS (if any) 15. AGENCY EMPLOYEE NO. V02018 aida.estrera@vsu.edu.ph 22. SPOUSE\'S SURNAME N/A 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) FIRST NAME N/A N/A N/A MIDDLE NAME N/A OCCUPATION N/A EMPLOYER/BUSINESS NAME N/A **BUSINESS ADDRESS** N/A TELEPHONE NO. N/A 4. FATHER\'S SURNAME **ESTRERA** NAME EXTENSION (JR., SR) FIRST NAME DANILO MIDDLE NAME **CLAROS ESPANTO** 25. MOTHER\'S MAIDEN NAME SURNAME **ESTRERA** FIRST NAME **ERLINDA** MIDDLE NAME LUBAY (Continue on separate sheet if necessary) HIGHEST LEVEL/UNITS SCHOLARSHIF ACADEMIC PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE YEAR LEVEL HONORS RECEIVED (Write in full) (Write in full) EARNED GRADUATED From To (if not graduated) ELEMENTARY Pomponan Elementary School Elementary 2000 2006 2006 N/A SECONDARY N/A Pomponan Elementary School High School 2006 2010 2010 VOCATIONAL/ TRADE COURSE N/A Bachelor in Elementary Education (Major in General Education) COLLEGE Visayas State University-Baybay 2013 2017 2017 N/A GRADUATE STUDIES VISAYAS STATE UNIVERSITY Master in Education 2020 N/A 6 (Continue on separate sheet if necessary)

11/29/2024

DATE

77. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE (If Applicable)			RATING	DATE OF	18 100 100 100 100 100 100 100 100 100 1		LICENSE (if applicable)		
				EXAMINATION / CONFERMENT	PLACE OF EXAMI	NATION / CONFER	KMENT	NUMBER	Date o Validity
Licensed Professional Teacher 77.80			77.80	09/24/2017	Tacloban City			1593883	05/09/20
Career Service Eligibility - Professional			80.31	08/20/2023	Maasin City, Southern Leyte			N/A	11/03/20
				(Continue on separate sheet	if naraccan)				-
	EXPERIENC	CE tt. Start from your recen	t work) Description			ed Work Exper	ience sheet.		
	INCLUSIVE DATES (mrn/dd/yyyy) POSITION TITL (Write in full/Do not ab			DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format*00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVIO (Y/N)
1/01/2024	PRESENT	Education Research	Assistant I	Visayas Sta	ate University	22,219.00	9-1	Casual	Υ
1/01/2024	06/30/2024	Education Research	Assistant I	Visayas Sta	ate University	21,211.00	9-1	Casual	Y
7/01/2023	12/31/2023	Education Research	Assistant I	Visayas Sta	Visayas State University		9-1	Casual	Y
1/01/2023	06/30/2023	Education Research	Assistant I	Visayas Sta	ate University	21,211.00	9-1	Casual	Υ
7/01/2022	12/31/2022	Education Research	Assistant I	Visayas State University		20,402.00	9-1	Casual	Υ
1/03/2022		Education Research	Assistant I	Visayas State University		20,402.00	9-1	Casual	Y
1/01/2022	06/30/2022	Education Research	Assistant I	Visayas State University		19,593.00	9-1	Casual	Y
9/16/2021	12/31/2021	Education Research	Assistant I	Visayas State University		19,593.00	9-1	Casual	Υ
9/16/2021	12/31/2021	Education Research	Assistant I	Visayas State University		19,593.00	9-1	Casual	Υ
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SIGNA	TURE	A A A A A A A A A A A A A A A A A A A	Towns	(Continue on separate sheet in	f necessary) DATE		11/29/2	2024	

29. NAME & ADDRESS OF ORGA	NIZATION	ENT / PEOPLE / VOLUNT/		FF 26 77 11	Control of the second		
(Write in full)		(mm/dd/yyyy) From To		NUMBER OF HOURS	POSITION / NATURE OF WORK		
N/A		N/A	N/A	N/A	g - say y ne o	N/A	
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	Phillips to grade gal						
			e sheet if necessary	TOTAL CONTRACTOR OF THE PARTY O			
I. LEARNING AND DEVELOPMENT (L&D) I art from the most recent L&D/training program and include o					agerial positions)		
30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)			DATES OF DANCE d/yyyy)	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
Webinar on Basic Records & Archives Management (BRAM)			08/31/2024	16	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyt	
From Policy to Practice: EODB, DPA of 2012, and PIA R	eorientation for VSU Personnel	07/29/2024	07/29/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyt	
Shaping Culture: Embracing Values for Optimal Workplace Performance			05/15/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyt	
Financial Transaction Forum			03/20/2024	8 1896	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyt	
Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)			02/23/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyl	
"10-Day International Training for 21st Century Educators in L Management with Module and Book Writing" via Go	eadership, Pedagogies, and Crisis ogle Classroom (online)	02/01/2024	02/10/2024	92	Technical	Philippine Continuing Professional Development (PCPD	
Gamified Quizzes and Lessons with Q	Quizizz Al	12/08/2023	12/08/2023	2	Technical	EDTECH Training Center	
University Curriculum & Instruction Review			10/06/2023	32	Technical	"Visayas State University (VSU), Visca, Baybay City, Ley	
Attended the ISO 9001:2015 Awareness/Re-awareness Webinar			08/29/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyt	
Microsoft Office 365 A3 End-User Training			08/18/2023	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyt	
Basic Computer Skills Training			08/19/2023	120	Technical	EDTECH Teacher Training Center	
Mental Health Wellness Semin	nar	04/25/2023	04/25/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyt	
TURNITIN Feedback Studio Instructor's Wi	orkflow Training	04/17/2023	04/17/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyt	
Learn and Re-learn: VSU Table of Specifications and Test Item Analysis			04/04/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyl	
andatory Orientation and Re-Orientation of Academic Advisers an for 2nd Semester AY 2022-20		02/10/2023	02/10/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyt	
The Landscape of Blended Learning in th	12/09/2022	12/09/2022	3	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyl		
POAP-Frontline and Excellent Custom	ner Service	11/09/2022	11/11/2022	24	Technical	Personnel Officers Association of the Philippines, Inc. (PO	
100 100	garan pinaggaran Kulan salah kara	PLEASE SEE A	TTACHMENT A	e est vascina. Alsecesendo	TO ARREST AND	iu pri di mesanti vialikili in sesanti. Pri momeni a danasan seni seni seni	
III. OTHER INFORMATION		Continue on separat	te sheet if necessary	1			
31. SPECIAL SKILLS and HOBBIES	32. NO		TINCTIONS / REC	OGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
Ability to work in harmony with co-workers	N/A					N/A	
Ability to work unsupervised		1				AH Susana Francis	
Computer Literate (MS word, excel, ppt presentation) - Good in communication Skills	101AC.U	an 1887 ye.				AN 187 September	
				STATE OF			
	on the Property Sector	of 6	NCUS.) J(1 & 3		SUDGERALD AND SEE BY	
	Services	Continue on separa	ale sheet if necessar	7)			
SIGNATURE			M.	D	ATE	11/29/2024	

34. Are you related by consanguinity or affinity to the appoin the chief of bureau or office or to the person who has im Office, Bureau or Department where you will be apppoin		, , , , , , ,		
a. within the third degree?	YES	✓ NO		
b. within the fourth degree (for Local Government Unit -	YES If YES, give details:	✓NO		
35. a. Have you ever been found guilty of any administrative	YES If YES, give details:	✓NO		
b. Have you been criminally charged before any court?	TYES If YES, give details: Date Filed: Status of Case/s:	NO		
36. Have you ever been convicted of any crime or violation or regulation by any court or tribunal?	YES If YES, give details:	✓NO		
37. Have you ever been separated from the service in any or retirement, dropped from the rolls, dismissal, termination phased out (abolition) in the public or private sector?	YES If YES, give details:	✓NO		
38. a. Have you ever been a candidate in a national or local (except Barangay election)?	a. Have you ever been a candidate in a national or local election held within the last year			
b. Have you resigned from the government service durin last election to promote/actively campaign for a national	☐YES If YES, give details	☑ NO		
^{39.} Have you acquired the status of an immigrant or permar	TYES If YES, give details (c	vountry):		
 40. Pursuant to: (a) Indigenous People\'s Act (RA 8371); (b) 7277); and (c) Solo Parents Welfare Act of 2000 (RA 89°) a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent? 	TYES If YES, please specify YES If YES, please specify YES If YES, please specify	y ID No		
41. REFERENCES (Person not related by consanguinity or affinity to appl	icant /appointee)	11000		
NAME	ADDRESS	TEL, NO.		
CONNEL D. ANTIPASO	VISCA, BAYBAY CITY, LEYTE	09173101458	A STATE OF THE STA	
MA. RACHEL KIM L. AURE	VISCA, BAYBAY CITY, LEYTE	09338209486	(a a	
BEATRIZ S. BELONIAS	VISCA, BAYBAY CITY, LEYTE	09173113309	Made made	
42. I declare under oath that I have personally accomplishe complete statement pursuant to the provisions of pertin Philippines. I authorize the agency head/authorized repragree that any misrepresentation made in this doctad administrative/criminal case/s against me.	nent laws, rules and regulations of the esentative to verify/validate the contents	Republic of the stated herein. I	AIDA L. ESTRERA	
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: N/A				
ID/License/Passport No.: N/A				
Date/Place of Issuance: N/A	oox)	Dight Thursday		
SUBSCRIBED AND SWORN to before me this	Date Accomplished 3 DEC 2024 , affiant exh	biting his/her validly issue	Right Thumbmark led government ID as indicated above.	
	all.		oo government id as muitaleu above,	
	ATTY RESAN C. GUINOCOR			
	Person Administering Oat	h		

Attachment A.1 II. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED INCLUSIVE DATES OF Type of LD TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS ATTENDANCE NUMBER OF CONDUCTED/ SPONSORED BY (Managerial/ Supervisory/ Technical/etc) (mm/dd/yyyy) (Write in full) HOURS (Write in full) From To VSU Newly-Hired Faculty and Staff Onboarding and Training Workshop on VSU E-Learning Environment 09/08/2022 09/09/2022 16 Technical "Visayas State University (VSU), Visca, Baybay City, Leyte Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of 09/07/2022 09/07/2022 8 Technical "Visayas State University (VSU), Visca, Baybay City, Leyte Documents and Records Control Procedure Manuals and Guidelines VSU Faculty Onboarding with the theme "Padayon sa Panaghiusa, VSU!" 09/05/2022 09/07/2022 24 Technical "Visayas State University (VSU), Visca, Baybay City, Leyte ' Attended the ISO 9001:2015 Awareness/Re-awareness Webinar 08/30/2022 08/31/2022 16 Technical "Visayas State University (VSU), Visca, Baybay City, Leyte Forum: Women Inspiring Women 03/07/2022 03/07/2022 8 Technical "Visayas State University (VSU), Visca, Baybay City, Leyte VSU Faculty Onboarding 02/07/2022 02/08/2022 16 Technical "Visayas State University (VSU), Visca, Baybay City, Leyte ' Department of Physics, VSU in collaboration with the Medical Trends in Soft Matter Research and Its Applications 02/04/2022 02/04/2022 8 Technical Biophysics Group of University of San Carlos Mandatory Orientation and Re-orientation of Academic Advisers, Department Enrollment Focal Persons, and 02/03/2022 02/03/2022 8 Technical "Visayas State University (VSU), Visca, Baybay City, Leyte College Hotline Agents 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 "Rebuilding the Economy from the COVID-19 Pandemic: The Role of SUCs and HEIs" 03/05/2021 03/05/2021 2 Technical "Visayas State University (VSU), Visca, Baybay City, Leyte ' Attended the ISO 9001:2015 Awareness/Re-awareness Seminar 11/20/2020 11/20/2020 3 Technical "Visayas State University (VSU), Visca, Baybay City, Leyte Orientation Workshop Among JO Clerks & Laboratory Technicians 01/15/2019 01/15/2019 8 Technical "Visayas State University (VSU), Visca, Baybay City, Leyte ' Basic Operations of Microsoft Office 2010 (Word, Excel, Powerpoint) 12/03/2018 12/21/2018 80 Technical Engr. Jose A. AMora Jr. Orientation on Basic Customer Service & Work Values 05/09/2017 05/09/2017 Technical ODAHRD, Visayas State University

SIGNATURE DATE 11/29/2024 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: September 16, 2021 to Present
- Position: Education Research Assistant I
- Name of Office/Unit: Instruction and Evaluation Office
- Immediate Supervisor: Dr. Ma. Rachel Kim L. Aure
- Name of Agency/Organization and Location: Visayas State University,
 Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Computed the Overload Pay of the faculty for 2nd semester 2022-2023, 1st semester 2023-2024 & 2nd semester 2023-2024
 - 2. Prepares the 1st and 2nd Quarterly Physical Report of Operation FY 2022
- Summary of Actual Duties
 - Coordinates and assist the evaluation facilitators in the conduct of the Teaching Performance Evaluation by Students and consolidates the results of the rating summary of the Teaching Performance Evaluation by student in the Main & Component Campuses.
 - Perform the functions of the Deputy Document and Records Controller (dDRC) of the office
 by maintaining, retrieving and controlling of the controlled documents, assigning of
 document control numbers and other coding controls, coordinate and inform relevant
 personnel on any changes and ensuring the implementation of control of records. Filing of
 relevant records. Answer phone calls.
 - 3. Assist in deleting the paper in the Turnitin submission.
 - 4. Performs other functions that the immediate supervisor will assign as the need arises.

- Duration: June 25, 2018 to September 15, 2021
- Position: Encoder/Clerk
 Name of Office/Unit: Office of the Vice President for Academic Affairs
- Immediate Supervisor: Dr. Beatriz S. Belonias
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Summarize and encoded the Teaching Performance Evaluation by Students (TPES) in the main and external campus.

 And external campus.
 - 2. Receiving and releasing the documents.
 - 3. Record, sort and file the documents.
 - 4. Performs other functions that the immediate supervisor will assign as the need arises.

(Signature over Printed Name

of Employee/Applicant)

Date: 11/29/2024