# **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

Print legibly. Tick appropriate boxes	TO FILLING OUT THE PERSONAL DATA SHE s ( ) and use separate sheet if necessary. Indicate I				1. CS ID No.		(Do not fill up. f	For CSC use only)	
I. PERSONAL INFORMATIO									
2. SURNAME	MANINGO  NAME EXTENSION (JR., SR)  NIA						A		
FIRST NAME	RIZA MAE								
MIDDLE NAME  3. DATE OF BIRTH	LUCAÑAS								
(mm/dd/yyyy)	11/08/1990	16. CITIZENSHIP			Filipino Dual Citizenship by birth by naturalization				
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citize	Pls. indicate country:						
5. SEX	Male Female	please indicate the o	letails.						
6 CIVIL STATUS	Single Married	17. RESIDENTIAL ADDRESS	House/Block/Lot No.			Nat'l Rd. Street			
Production of the control of the con	Widowed Separated Other/s:					BRG	BRGY. PANGASUGAN Barangay		
7. HEIGHT (m)	1.54		Subdivision/Village BAYBAY CITY			LEYTE			
8. WEIGHT (kg)	46.5	ZIP CODE	City/Municipality 6521			Province			
9. BLOOD TYPE	0+	18. PERMANENT ADDRESS					NAT'L RD.		
10. GSIS ID NO.	NA NA	-	House/Block/Lot No.				Street PANGASUGAN		
		-	Subdivision/Village BAYBAY CITY City/Municipality						
11. PAG-IBIG ID NO.	121074883561								
12. PHILHEALTH NO.	12-051132793-3	ZIP CODE	6521		A. S. Mark				
13. SSS NO.	NA	19. TELEPHONE NO.	NA	o (Mo <sub>re</sub> )	- This	<b>用作</b> 基件	1 4 7-		
14. TIN NO.	312-287-597-000	20. MOBILE NO.	09692387880			t grandine t			
15. AGENCY EMPLOYEE NO.	NA	21. E-MAIL ADDRESS (if any)	rizamae.n	rizamae.maningo@vsu.edu.ph					
II. FAMILY BACKGROUND	)								
22. SPOUSE'S SURNAME	BERONDO		23. NAME of CHILDREN (Write full name and			DATE OF BIRTH (mm/dd/		TH (mm/dd/yyyy)	
FIRST NAME	JAY MONN NAME EXTENSION (JR., SR) N/A ADRI		ADRIEL RIV	DRIEL RIVER M. GALLARDO				07/16/2018	
MIDDLE NAME	TISANG		RANDALL ZANE M. BERONDO 05/09/2022						
OCCUPATION	IT STAFF/AUDIO-TECH OPERATOR								
EMPLOYER/BUSINESS NAME	UIMC-VISAYAS STATE UNIVERSITY								
BUSINESS ADDRESS	Brgy. Pangasugan, VisCA, Baybay City, L	.eyte					-		
TELEPHONE NO.	N/A		211						
24. FATHER'S SURNAME	MANINGO								
FIRST NAME	ISAGANI	NAME EXTENSION (JR., SR) SR. SR.				AV-2004-00-00-00-00-00-00-00-00-00-00-00-00-			
MIDDLE NAME	OTERO								
25. MOTHER'S MAIDEN NAME					He				
SURNAME	LUCAÑAS	<del></del>	-						
FIRST NAME	RUFINA								
MIDDLE NAME	AUSTRIA			(Co	ontinue on se	parate sheet if neces	sary)		
III. EDUCATIONAL BACK	GROUND							SCHOLARSHIP/	
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGR (Write in full)	REE/COURSE	PERIOD OF A	TTENDANCE	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	ACADEMIC HONORS	
	<del> </del>			From	То	(ii not graduated)		RECEIVED	
ELEMENTARY	BILWANG ELEMENTARY SCHOOL	PRIMARY EDUC	ATION	1996	2002	GRADUATED	1998	SALUTATORI	
SECONDARY	LIDE LEARNING CENTER, INC.	SECONDARY EDU	CATION	2002	2006	GRADUATED	2002	N/A	
VOCATIONAL / TRADE COURSE	N/A	N/A		N/A	N/A	N/A	N/A	N/A	
COLLEGE	COLLEGE CEBU NORMAL UNIVERSITY		BACHELOR OF ARTS major in ENGLISH LANGUAGE		2010	GRADUATED	2006	CUM LAUDE	
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	MASTER OF EDUCATION ma		08/07/1905	present	ON-GOING (THESIS	N/A	N/A	
SIGNATURE		(Continue on separate sheet if nee	cessary)				07/0/2		
SIGNATURE		Wb		DA	IE		07/2/2025	d 2017), Page 1 of 4	

7. CARE	ER SERVICE/ RA 1	1080 (BOARD/ BAR) UNDER	DATING	DATE OF				LICENSE (if ap	oplicable)
	SPECIAL LAV	WS/ CES/ CSEE ITY / DRIVER'S LICENSE	RATING (If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT  COLLEGE GRADUATION			NUMBER	Date of Validity
HONOR	GRADUATE E	LIGIBILITY (PD 907)	N/A	COLLEGE GRADUATION				N/A	ON DA
	DRIVER'S L	DRIVER'S LICENSE NON-PROF 25/06/2020 LAND TRANSPORTATION OFFICE BAYBAY CITY				BAYBAY CITY	H12-20-002119	UNTIL 8/11/202	
WORK E	experience		(Con	tinue on separate shee	tif necessary)				
nclude priv	ate employmer	nt. Start from your recen	t work) Description (	of duties should be	indicated in the attached	Work Exper			
	. INCLUSIVE DATES (mm/dd/yyyy) POSITION T (Write in full/Do not			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 SERVICE (Y/ N)
							ATTACK.		
28/22	02/06/2023	SOCIAL MEDIA/CON	TENT MANAGER	SUBSILIO CO	DNSULTING AGENCY	45,000+	N/A	EMPLOYEE	N
14/11/2015	07/28/23	PART-TIME INS	STRUCTOR		STATE UNIVERSITY	20,000+	N/A	JOB ORDER	Y
01/02/2011	13/06/2014	DOCUMENTER/INFOR	MATION OFFICER	CEBU CITY COMMUNITY ENVIRONMENT AND NATURAL RESOURCES		20,000+	N/A	JOB ORDER	Y
			į (Cor	ntinue on separate shee	t if necessary)		1		
CICN	ATURE		_ [ ]		DATE		07/2/2025		

9.	CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGA	INCLUSIV	Æ DATES				
NAME & ADDRESS OF ORGANIZATION	(Write in full)	(mm/d	d/yyyy)	NUMBER OF HOURS		POSITION / NATURE OF WORK	
GI	/E BACK/CEBU CITY	11/03/2016	To 11/03/2016	600+		ENGLISH/ARTS TEACHER	
SOCI	ETAS SPECTRA LEGIS	12/09/2010	27/03/2013	400+	ASST. LEGAL C	OFFICER FOR LEGAL MISSION COMMITTEE	
	(Continue on separate s ITERVENTIONS/TRAINING PROGRAMS ATTENDED only the relevant L&Ditraining taken for the last live (5) years for Division Cheffe.		sitions)				
10. TITLE OF LEARNING AND DEVELOPMENT	INTERVENTIONS/TRAINING PROGRAMS (Write in full)	ATTEN	E DATES OF IDANCE Id/yyyy)	NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
I/UX for Beginners (Website Design)		40/44/0000	40/44/0000	40	Tarter	Const Languis - A	
ager Reader Learning Session: Making	Your Own Board Book	10/11/2023 10/28/2023	10/28/2023	10 8	Technical	Great Learning Academy Adarna Group Foundation, Inc./Ada	
ocial Media Management raphic Design wth Canva Course		01/06/2022 29/05/2022		8	Technical Technical	Kurso PH Kurso PH	
ng Gubat Playwright Workshop		05/06/2021	24/07/2021	24	Technical	Forest Sustainability Lab	
rst International Conference on Forensic I	Inguistics	18/09/2021	18/09/2021	7	Technical	University of Santo Tomas	
eaching English as a Foreign Language	Course (120 Hours)	2/17/2021	3/17/2021	120	Technical	TEFL Professional Institute - Teache	
	o Stop It: The Forensic Linguistic Approach"	24/02/2021	24/02/2021	3	Technical	University of Santo Tomas	
Nriting the "Marketing Tools" of Your Paper	; Title, Abstract, and Keywords"	2/15/2021	2/15/2021	3	Technical	De La Salle State University	
ELT & the Digital Future: How Can Lang	uage Teachers Stay Ahead of the Curve"	13/02/2021	13/02/2021	3	Technical	De La Salle State University	
SEAMEO-Partners Lecture Series on Tea	cher Training Solutions"	28/01/2021	28/01/2021	3	Technical	SEAMEO	
STYLE LANG!: A Webinar on Stylistics"		27/01/2021	27/01/2021	3	Technical	University of Santo Tomas	
WordPress and Marketing Course"		10/15/2020	10/15/2020	3	Technical	Course Belt Academy	
echnical Research Conference		18/03/2017	18/03/2017	8	Technical	Cebu Normal University	
egional Senior High School (SHS) Teachers'	Training for SUCs and LUCs, Region 8	11/07/2016	14/07/2016	96	Technical	Commission on Higher Education	
	\$46						
	(Continue on separate	sheet if necessary)					
VIII. OTHER INFORMATION						MEMBERSHIP IN ASSOCIATION/ORGANIZAT	
31. SPECIAL SKILLS and HOBBIES	1. SPECIAL SKILLS and HOBBIES 32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)						
Hosting	MS. CONGENIALITY (DENR N	SOCIETAS SPECTRA LEGIS					
Dancing	COMMUNICATI						
Dootry Writing	Poetry Writing						
	Arts/Crafting  Social Media Management/Marketing						
Arts/Crafting	<b>204</b> <b>★</b>		a n a considera de la considera				
Arts/Crafting	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	te sheet if necessary)	a consider solo				

34. Are you related by consanguinity or affinity to the appointin chief of bureau or office or to the person who has immediat	그 얼마나 되었다면서 가게 되었다면서 얼마나 되었다. 그는 사람들은 사람들은 사람들은 사람들은 사람들은 사람들이 되었다.		
Bureau or Department where you will be approinted,	e aupervision over you in the Office,		
a. within the third degree?		YES NO	
b. within the fourth degree (for Local Government Unit - Ca	reer Employees)?	YES NO	
	If YES, give details:	Lancon	
35. a. Have you ever been found guilty of any administrative of	YES N		
		If YES, give details:	
		YES N	
b. Have you been criminally charged before any court?	If YES, give details:		
		Date Filed:	
		Status of Case/s:	
36. Have you ever been convicted of any crime or violation of a	any law, decree, ordinance or regulation by	YES 1	w /
any court or tribunal?		If YES, give details:	
<ol> <li>Have you ever been separated from the service in any of the dropped from the rolls, dismissal, termination, end of term,</li> </ol>		YES If YES, give details:	N
in the public or private sector?	minoriou contiduct of phiased out (abolition)		
38. a. Have you ever been a candidate in a national or local ele	ection held within the last year (except	YES	N
Barangay election)?		If YES, give details:	Vannama
b. Have you resigned from the government service during	YES NO If YES, give details:		
	election to promote/actively campaign for a national or local candidate?		
39. Have you acquired the status of an immigrant or permaner	it resident of another country?	YES	N
		If YES, give details (co	ountry):
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma	agna Carta for Disabled Persons (RA 7277)		
and (c) Solo Parents Welfare Act of 2000 (RA 8972), pleas			motivate transfer
a. Are you a member of any indigenous group?		YES	N_
Are you a person with disability?		If YES, please specify:	
Are you a person with disability?	YES If YES, please specify ID	No:	
Are you a solo parent?	YES	N	
ting the second of the second		If YES, please specify ID	No:
41. REFERENCES (Person not related by consanguinity or affinity to applicant	nt /appointee)		
NAME	ADDRESS	TEL. NO.	
MS. SHEENA MAE P. LUBRIO	VSU CAMPUS, VISCA, BAYBAY CITY, LEYTE	9286800902	
DR. ANNIE P. AMORGANDA	VSU CAMPUS, VISCA, BAYBAY CITY,	0454204700	<b>6</b>
DIC ARRIET. AMORGANDA	LEYTE	9154384726	
DR. REMEDIOS BACUS	CEBU NORMAL UNIVERSITY	9189252683	
42. I declare under oath that I have personally accomplished	ed this Personal Data Sheet which is a t	rue, correct and	
complete statement pursuant to the provisions of perti	nent laws, rules and regulations of the	Republic of the	RIZA MAF I MANTNGO
Philippines. I authorize the agency head/authorized repres agree that any misrepresentation made in this doc	entative to verity/validate the contents state	ed herein.	РНОТО
administrative/criminal case/s against me.	and its attachments shall caus	e the ming of	PNOTO
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)			
PLEASE INDICATE ID Number and Date of Issuance			
Government Issued ID: Voter's ID			
ID/License/Passport No.; 3722-0030A-H1190RLM20000	License/Passport No.: 3722-0030A-H1190RLM20000  Signature (Sign inside the botte/Place of Issuance: April 20 2009/(sahal Loute)  07/2/2025		
Date/Place of Issuance: April 20, 2009/Isabel Leyte		Right Thumbmark	
SUBSCRIBED AND SWORN to before me this	Date Accomplished  O 4 JUL 205  affiant exhibit		
	, attiant exhibit	ing his/her validly issued gover	mment ID as indicated above.
	ATTY. KARENABEGAILS, MONT	ERON	
	VSU Dire Man Land Affairs and Sarv	loae	
	Person Administering Oat	h	

## **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.

#### Social Media/Content Manager

- Duration: June 2022 Feb 2023
- Position: Social Media/Content Manager
- Name of Office/Unit: Social Media Department
- Immediate Supervisor: Kay P. Noman
- Name of Agency/Organization and Location: Subsilio Digital Agency/Denver Colorado USA
- List of Accomplishments and Contributions (if any)
  - Streamlined social media coordination and content flow/processes
  - o Prepared templates/documents for client onboarding
  - Created more effective reputation marketing flow/process
- Summary of Actual Duties
  - Conducts client onboarding
  - o Conducts client meetings to regularly update them of services' progress.
  - Writes blogs for clients' web pages
  - Writes social media content for clients' Facebook, Google My Business, and Instagram accounts
  - Coordinates with graphic design team to ensure production of correctly detailed, visually appealing, and brand-adherent images

## Travel Blogger/Writer

- Duration: Nov 2016 Nov 2017
- · Position: Travel Blogger/Writer and Editor
- Name of Office/Unit: Content Team
- Immediate Supervisor: Charmaine Acha
- Name of Agency/Organization and Location: Tripzilla, Inc./Singapore
  - List of Accomplishments and Contributions (if any)
    - o Promoted to manage and edit co-writers' outputs
  - Summary of Actual Duties
    - Writes travel blogs for Tripzilla's web pages
    - Writes social media content for Tripzilla's Facebook Page
    - o Manages and edits the outputs of the content team
    - Ensures grammatically correct content (both graphics and written outputs)

#### **Tech News Reporter**

- Duration: Feb 2015 Oct 2016
- Position: Tech News Reporter
- Name of Office/Unit: Tech News Reporter Team
- Immediate Supervisor: Joanne Celestial Montebon
- Name of Agency/Organization and Location: Int'l Business Times AU/Australia

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Writes articles about emerging and trending news about technology
  - Coordinates with the graphic design team to ensure accurate image/graphic to include in the article

#### **SEO Content Writer**

- Duration: July 2013 Jan 2015
- · Position: SEO Content Writer
- Name of Office/Unit: SEO Content Writers Team PH
- Immediate Supervisor: Jenny P. Ong
- Name of Agency/Organization and Location: Thumbtack, Inc.
  - List of Accomplishments and Contributions (if any)
    - -Consistent top ranking SEO content writer
    - -Consistently hits the daily and weekly quota
  - Summary of Actual Duties
    - Writes search engine optimized profile descriptions about our clients' services and products
    - o Conducts keyword research
    - o Attends weekly meetings with the team

### Information Officer/Documenter

- Duration: Feb 2012 June 2013
- Position: Information Officer
- Name of Office/Unit: CENRO Cebu City (Head's Office)
- Immediate Supervisor(s): Anastacio C. Caballejo
- Name of Agency/Organization and Location: Community Environment and Natural Resources Office Cebu City/Cebu City
- List of Accomplishments and Contributions (if any)
  - Best video editor and article writer in Region 7
- Summary of Actual Duties
  - Conducts field work to document the plantations and gardens of the POs (People's Organizations of all the barangays in Cebu City.
  - o Takes photos of the gardens and plantations of the POs
  - Writes articles of the progress and updates of each PO
  - o Regularly reports to the Provincial Environment and Natural Resources Office (PENRO)
  - o Attends regular meetings with the other information officers under PENRO Cebu

RIZA MAEL, MANINGO

(Signature over Printed Name of Employee/Applicant) Date: 07/2/2025