

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	MANINGO								
FIRST NAME	RIZA MAE						NAME EXTENSION (JR., SR)		N/A
MIDDLE NAME	LUCAÑAS								
3. DATE OF BIRTH (mm/dd/yyyy)	11/08/1990		16. CITIZENSHIP		Filipino Dual Citizenship by birth by naturalization Pls. indicate country:				
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE		If holder of dual citizenship, please indicate the details.						
5. SEX	Male Female								
6 CIVIL STATUS	Single Married Widowed Separated Other/s:		17. RESIDENTIAL ADDRESS		Nat'l Rd. House/Block/Lot No. Street BRGY. PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province				
7. HEIGHT (m)	1.54		ZIP CODE		6521				
8. WEIGHT (kg)	46.5								
9. BLOOD TYPE	O+		18. PERMANENT ADDRESS		NAT'L RD. House/Block/Lot No. Street PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province				
10. GSIS ID NO.	NA		ZIP CODE		6521				
11. PAG-IBIG ID NO.	121074883561		19. TELEPHONE NO.		NA				
12. PHILHEALTH NO.	12-051132793-3		20. MOBILE NO.		09692387880				
13. SSS NO.	NA		21. E-MAIL ADDRESS (if any)		rizamae.maningo@vsu.edu.ph				
14. TIN NO.	312-287-597-000								
15. AGENCY EMPLOYEE NO.	NA								

II. FAMILY BACKGROUND									
22. SPOUSE'S SURNAME	BERONDO				23. NAME of CHILDREN (Write full name and list all)			DATE OF BIRTH (mm/dd/yyyy)	
FIRST NAME	JAY MONN		NAME EXTENSION (JR., SR) N/A		ADRIEL 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, Leyte								
TELEPHONE NO.	N/A								
24. FATHER'S SURNAME	MANINGO								
FIRST NAME	ISAGANI		NAME EXTENSION (JR., SR) SR.						
MIDDLE NAME	OTERO								
25. MOTHER'S MAIDEN NAME									
SURNAME	LUCAÑAS								
FIRST NAME	RUFINA								
MIDDLE NAME	AUSTRIA								
(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	BILWANG ELEMENTARY SCHOOL	PRIMARY EDUCATION	1996	2002	GRADUATED	1998	SALUTATORI AN		
SECONDARY	LIDE LEARNING CENTER, INC.	SECONDARY EDUCATION	2002	2006	GRADUATED	2002	N/A		
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
COLLEGE	CEBU NORMAL UNIVERSITY	BACHELOR OF ARTS major in ENGLISH LANGUAGE	2006	2010	GRADUATED	2006	CUM LAUDE		
GRADUATE STUDIES	CEBU NORMAL UNIVERSITY	MASTER OF EDUCATION major in ENGLISH LANGUAGE TEACHING	08/07/1905	present	ON-GOING (THESIS WRITING 2)	N/A	N/A		
(Continue on separate sheet if necessary)									

SIGNATURE	DATE			07/2/2025
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27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	HONOR GRADUATE ELIGIBILITY (PD 907)	N/A	COLLEGE GRADUATION	COLLEGE GRADUATION	N/A	GRAUDATI ON DAY
	DRIVER'S LICENSE	NON-PROF	25/06/2020	LAND TRANSPORTATION OFFICE BAYBAY CITY	H12-20-002119	6/25/2020 UNTIL 8/11/2024

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

(Continue on separate sheet if necessary)

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	GIVE BACK/CEBU CITY	11/03/2016	11/03/2016	600+	ENGLISH/ARTS TEACHER
	SOCIETAS SPECTRA LEGIS	12/09/2010	27/03/2013	400+	ASST. LEGAL OFFICER FOR LEGAL MISSION COMMITTEE

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

VIII. OTHER INFORMATION

(Continue on separate sheet if necessary)

07/2/2025

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)?

YES

NO

YES

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?

YES

NO

If YES, give details:

YES

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?

YES

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?

YES

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?

YES

NO

If YES, give details:

YES

NO

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

YES

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?

YES

NO

If YES, please specify:

YES

NO

If YES, please specify ID No:

YES

NO

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /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, LEYTE	9154384726
DR. REMEDIOS BACUS	CEBU NORMAL UNIVERSITY	9189252683

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.

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

Date/Place of Issuance: April 20, 2009/Isabel Leyte

Signature (Sign inside the box)

07/2/2025

Date Accomplished

Right Thumbmark

RIZZA MAE L. MANINGO

PHOTO

SUBSCRIBED AND SWORN to before me this 04 JUL 2025, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. KAREN ABEGAL S. MONTERON
VSU Director of Legal Affairs and Services

Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4

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
 - Prepared templates/documents for client onboarding
 - Created more effective reputation marketing flow/process
- Summary of Actual Duties
 - Conducts client onboarding
 - 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)
 - 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
 - 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
 - Conducts keyword research
 - 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.
 - Takes photos of the gardens and plantations of the POs
 - Writes articles of the progress and updates of each PO
 - Regularly reports to the Provincial Environment and Natural Resources Office (PENRO)
 - Attends regular meetings with the other information officers under PENRO Cebu

RIZA MAE L. MANINGO

(Signature over Printed Name
of Employee/Applicant)

Date: 07/2/2025