

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
MIDDLE NAME	Berido
3. DATE OF BIRTH (mm/dd/yyyy)	11/14/1981
4. PLACE OF BIRTH	Ormoc City
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:
7. HEIGHT (m)	1.50
8. WEIGHT (kg)	80.00
9. BLOOD TYPE	B+
10. GSIS ID NO.	00624700113
11. PAG-IBIG ID NO.	121149885653
12. PHILHEALTH NO.	130500651157
13. SSS NO.	0624700113
14. TIN NO.	279632535000
15. AGENCY EMPLOYEE NO.	V00875
16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: Philippines
17. RESIDENTIAL ADDRESS	Rudy Rivilla Avenue House/Block/Lot No. Street Purok 1 Can-adieng Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province 6541
18. PERMANENT ADDRESS	Rudy Rivilla Avenue House/Block/Lot No. Street Purok 1 Can-adieng Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province 6541
19. TELEPHONE NO.	N/A
20. MOBILE NO.	908-558-4254
21. E-MAIL ADDRESS (if any)	susana.minoza@vsu.edu.ph

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	ALBERT ANDREW BERIDO MIÑOZA	03/11/2001
MIDDLE NAME	CASAS		
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME	BERIDO		
FIRST NAME	RENATO		
MIDDLE NAME	BANDE		
25. MOTHER'S MAIDEN NAME	SOLAMO		
SURNAME	BERIDO		
FIRST NAME	MILAGROSA		
MIDDLE NAME	CO		
(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	Elementary	1988	1994		1994	N/A
SECONDARY	Ormoc City National High School	High School	1994	1998		1998	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Statistics	1998	2013		2013	N/A
GRADUATE STUDIES	Visayas State University	Master of Management	2016	2019	40	2019	N/A
(Continue on separate sheet if necessary)							
SIGNATURE			DATE		03/12/2025		

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

[Handwritten signature]

DATE _____

03/12/2025

[illegible]

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS				
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS
		From	To	
	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			
	Seminar Workshop on Basic Records and Archives Management (BRAM)	07/30/2024	07/31/2024	16	Technical	National Archives of the Philippines (NAP)
	Regional Seminar-Workshop on Records Counter Disaster Preparedness and Business Continuity	05/14/2024	05/16/2024	24	Technical	National Archives of the Philippines (NAP)
	GENDER SENSITIVITY TRAINING	04/12/2024	04/12/2024	8	Technical	Visayas State University (VSU), Visca, Baybay City, Leyte
	Sparkling Spaces: Mastering the Art of Housekeeping	03/26/2024	03/26/2024	8	Technical	Visayas State University (VSU), Visca, Baybay City, Leyte
	HRIS Software Onboarding	12/06/2023	12/06/2023	8	Technical	Visayas State University (VSU), Visca, Baybay City, Leyte
	Training Workshop on Risk Assessment	09/11/2023	09/12/2023	16	Managerial	Visayas State University (VSU), Visca, Baybay City, Leyte
	Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	08/30/2023	08/31/2023	8	Technical	Visayas State University (VSU), Visca, Baybay City, Leyte
	Personality Development and Developing Customer Satisfaction	06/13/2023	06/16/2023	32	Supervisory	Personnel Officers Association of the Philippines, Inc. (POAP)
	Training-Workshop on Risk Assessment	11/24/2022	11/25/2022	16	Managerial	Visayas State University
	Regional Knowledge Management Seminar-Workshop on the Inventory of Knowledge Resources and Communication Plan, and IEC Materials	11/23/2022	11/23/2022	8	Technical	RAISE (Regional Agri-Aqua Innovation System Enhancement) Eastern Visayas
	Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	09/07/2022	09/07/2022	4	Managerial	Quality Assurance Center, Visayas State University
	ISO 9001:2015 Awareness/ Re-awareness Seminar	08/30/2022	08/31/2022	8	Managerial	Visayas State University (VSU), Visca, Baybay City, Leyte
	Hands-Only Cardiopulmonary Resuscitation	07/22/2022	07/22/2022	2	Technical	Department of Health / Visayas State University
	Data Analytics & Statistics Training	07/18/2022	07/19/2022	14	Technical	Eastern Visayas Health Research and Development Consortium (EVHRDC)
	In-House Training on the Basics of Solar PV Systems, Installation, and Maintenance	05/25/2022	05/27/2022	12	Technical	Renewable Energy Research Center, VSU, Visca, Baybay City, Leyte
	98th VSU Anniversary: "My Changing Body"	05/02/2022	05/02/2022	7	Managerial	VSU Gender Resource Center
	Forum: Women Inspiring Women	03/07/2022	03/07/2022	7	Managerial	VSU Gender Resource Center

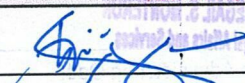
PLEASE SEE ATTACHMENT A

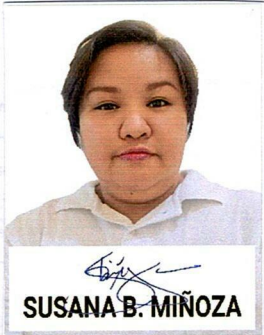
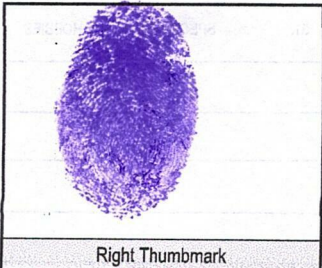
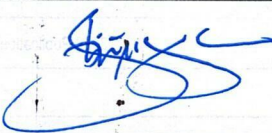

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	N/A		2020 Publication Award		VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)
					Visayas State University Alumni Association

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/12/2025
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>		<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>		<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>		<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p>												
<p>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?</p>		<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>		<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details:</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>		<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country):</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>		<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify:</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>MARIA TERESA A. CRUZ</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>09263037907</td></tr><tr><td>ROBERTO C. GUARTE</td><td>BRGY. STA. CRUZ, BAYBAY CITY, LEYTE</td><td>09991723334</td></tr><tr><td>NILO L. LEORNA</td><td>Kilbourne ST., VSU, Visca, Baybay City, Leyte</td><td>09996915424</td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	MARIA TERESA A. CRUZ	VISCA, BAYBAY CITY, LEYTE	09263037907	ROBERTO C. GUARTE	BRGY. STA. CRUZ, BAYBAY CITY, LEYTE	09991723334	NILO L. LEORNA	Kilbourne ST., VSU, Visca, Baybay City, Leyte	09996915424
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NILO L. LEORNA	Kilbourne ST., VSU, Visca, Baybay City, Leyte	09996915424												
<p>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.</p>		<div><p>SUSANA B. MIÑOZA</p><p>PHOTO</p></div> <div><p>Right Thumbmark</p></div>												
<p>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</p> <p>Government Issued ID: UMID</p> <p>ID/License/Passport No.: 000624700113</p> <p>Date/Place of Issuance: 10/09/2018 / Maasin City</p>	<div><p>Signature (Sign inside the box)</p><p>03/12/2025</p><p>Date Accomplished</p></div>													
<p>SUBSCRIBED AND SWORN to before me this 14 MAR 2025, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div><p>ATTY. KAREN BEGAIL S. MONTERON</p><p>VSU Director, Legal Affairs and Services</p><p>Person Administering Oath</p></div>														

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: May 2, 2023 – Present
- Position: Administrative Aide VI
- Name of Office/Unit: Department of Pure and Applied Chemistry
- Immediate Supervisor: Mark Ryan R. Tripole
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Served as the deputy document and records controller of the department from May 2023 to present
 - Served as the university document and records controller from February 1, 2024 to present
 - Served as the deputy risk manager since 2023
 - Served as the department clerk
 - Assisted in the preparation of the 2023 and 2024 Annual reports of the department
 - Assisted in the formulation/updating of Planning Forms
- Summary of Actual Duties
 - Provide effective and efficient support services to the operations of the department such as but no limited to: performing administrative, financial, and technical tasks; provide support to student; responds to queries and performs other related functions.

- Duration: March 1, 2019 – May 1, 2023
- Position: Administrative Aide IV
- Name of Office/Unit: Renewable Energy Research Center
- Immediate Supervisor: Eldon P. De Padua (2022-2023), Roberto C. Guarte (2019-2022)
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Served as the deputy document and records controller of the Center from 2019 to 2023
 - Served as the deputy risk manager in 2023
 - Assisted in the preparation of the CY2020 to CY2022 Annual reports of the Center
 - Assisted in the formulation/updating of Planning Forms
- Summary of Actual Duties
 - Responsible for office and records management and all administrative and financial matters; provides assistance in the technical and socioeconomics division of the Center; assist in the implementation of the programs and activities of the Center; conduct monitoring and evaluation of various research and extension projects and activities; prepare technical reports; prepare information, education, and communication (IEC) materials including tarpaulins and signages; supervise the repair and maintenance of renewable energy (RE) demo units found at the Center; supervise the cleaning and maintenance of the RERC building and grounds; ensure that forms and procedures used by the Center are up-to-date and perform the functions of the document and records controller (DRC) within the unit; monitors and verifies the accomplishment of the Center in mitigating risks as indicated in the OTP and perform the functions of the risk manager (RM) within the office, responds to queries and perform other Center-.

- Duration: April 1, 2015 – February 28, 2019
- Position: Administrative Aide III
- Name of Office/Unit: Renewable Energy Research Center
- Immediate Supervisor: Roberto C. Guarte
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Contributed to the formulation/updating of the Strength, Weakness, Threat, Opportunities (SWOT) Analysis Matrix, Risk and Opportunities Assessment Matrix (ROAM), Objectives, Targets, and Programs (OTP) and Needs and Expectations of Interested Parties (NEIP) of the Center
 - Served as the deputy document and records controller (dDRC) and the deputy risk manager (dRM) of the Center
 - Prepared RERC Annual Reports from CY 2015 to CY 2018
 - Manage the office in the absence of the director since 2015 up to February 28, 2019
 - Facilitated all administrative and financial transactions of the Center since April 1, 2015 up to February 28, 2019
 - Supervised the cleaning and maintenance of the RERC building and grounds from 2016 up to February 28, 2019
 - Supervised the repair and maintenance of RE demo units in the RE park of the Center since 2015
 - Facilitated the implementation of the Household Electrification Program (HEP) and other related activities in 2015
 - Facilitated the implementation of the projects under the Socioeconomic Division of the Center in 2017-2019 and assisted in the preparation of one (1) project terminal report in 2019
 - Facilitated the preparation of reports and presentations for the Annual In-House Review (AIHR) since 2018
 - Prepared tarpaulins, signage, and brochures for the Center since 2015
- Summary of Actual Duties
 - Responsible for office and records management and all administrative and financial matters; provides assistance in the technical and socioeconomics division of the Center; assist in the implementation of the programs and activities of the Center; conduct monitoring and evaluation of various research and extension projects and activities; prepare technical reports; prepare information, education, and communication (IEC) materials including tarpaulins and signages; supervise the repair and maintenance of renewable energy (RE) demo units found at the Center; supervise the cleaning and maintenance of the RERC building and grounds; ensure that forms and procedures used by the Center are up-to-date and perform the functions of the document and records controller (DRC) within the unit; monitors and verifies the accomplishment of the Center in mitigating risks as indicated in the OTP and perform the functions of the risk manager (RM) within the office and perform other Center-related tasks.


SUSANA B. MINOZA

(Signature over Printed Name
of Employee/Applicant)

Date: 3/12/2025