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.

2. SURNAME	Miñoza								
FIRST NAME	Susana	NAME EXTENSION (JR., SR) N/A					L, SR) N/A		
MIDDLE NAME	Berido	, ,							
3. DATE OF BIRTH (mm/dd/yyyy)	11/14/1981	16. CITIZENSHIP*	CITIZENSHIP*			Dual Citizenship by birth by naturalization			
4. PLACE OF BIRTH	Ormoc City	. If holder of dual citizenship	ip,			Pls. indicate of		zadon	
5. SEX	☐ Male	please indicate the details	5.	Philippines	Philippines .				
S. CIVIL STATUS	Single Married	17. RESIDENTIAL ADDRESS		and the same of the same	a	Rud	Rudy Rivilla Avenue		
	✓ Widowed Separated ☐ Other/s:	House		House/Block/Lot No. Purok 1			Street Can-adieng		
	Unici/s.			bdivision/Village	9		Barangay		
7. HEIGHT (m)	7 2450 YAMOU J. YAMOU J. YAMOU J. YAMOU J.	Land to the Land		ORMOC CITY ity/Municipality	MO 11203 print that ar	Ann in	Province Province		
8. WEIGHT (kg)	80.00	ZIP CODE				6541			
9. BLOOD TYPE	Easter B+	18. PERMANENT ADDRESS	Hou	ise/Block/Lot No	evite tainimb/	Rud	y Rivilla Avenue	61/01/2025	
10. GSIS ID NO.	00624700113	at a supplied and the s		Purok 1	oranistrative		Street Can-adieng		
11. PAG-IBIG ID NO.	121149885653		(DRMOC CITY	evida talaimbi	Barangay LEYTE		£305125180	
12. PHILHEALTH NO.	130500651157	ZIP CODE "	С	ity/Municipality	evippalinimb/	6541	Province	01/01/2023	
13. SSS NO.	0624700113	19. TELEPHONE NO.		VI ebiAs	Administrative	N/A	55051F0160		
14. TIN NO.	279632535000	20. MOBILE NO.		908-558-4254					
15. AGENCY EMPLOYEE NO.	V00875	21. E-MAIL ADDRESS (if any)		susana.minoza@vsu.edu.ph					
II. FAMILY BACKGROUND		and the state of t	niversity of the second						
22. SPOUSE\'S SURNAME	MIÑOZA 1	23.	NAME of CHILDREN (Write full name and list all)			DATE OF BIRTH	H (mm/dd/yyy		
FIRST NAME	AMANCIO	NAME EXTENSION (JR., SR)	ALBE	ALBERT ANDREW BERIDO MIÑOZA 03/11/20				/2001	
MIDDLE NAME	CASAS	nv se s el sepvialV		In apiA sylfartammaA					
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EMPLOYER/BUSINESS NAME									
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24. FATHER\'S SURNAME	BERIDO I	iavnU statž asysa ^{p2}		*Earl/2015.			12631,203	erosironte	
FIRST NAME	RENATO : VIEW	NAME EXTENSION (JR., SR)		Ademnistrative Alou III			12/31/201	18/09/2015	
MIDDLE NAME	BANDE	- Visione State, Holye		ii anis s	avitettairimos		09/30/201	64,01/2015	
25. MOTHER\'S MAIDEN NAME	SOLAMO								
SURNAME	BERIDO								
FIRST NAME	MILAGROSA								
MIDDLE NAME	СО			(0	Continue on sep	parate sheet if neces	sary)		
III. EDUCATIONAL BACK	GROUND	•				HIGHEST		SCHOLARSH	
26. LEVEL	NAME OF SCHOOL (Write in full)	* BASIC EDUCATION/DEGREE/ (Write in full)	COURSE	PERIOD OF /	To	LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	ACADEMIC HONORS RECEIVED	
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		*							
COLLEGE	Visayas State University Visayas State University	Bachelor of Science in Statis		1998	2013	10	2013	N/A N/A	
	Visavas State University	Master of Management	a lava de	2016	2019	40	2019	IN/A	
GRADUATE STUDIES		(Continue on separate sheet if necessary	ary)						

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE RATING (If Applicable)			RATING	DATE OF	ATION / CONFEE	MENT	LICENSE (if applicable)		
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	ate employment SIVE DATES	. Start from your recen	t work) Description		e indicated in the attache	d Work Exper	SALARY/ JOB/	The section of the se	4-1-4
	To	POSITION TIT (Write in full/Do not al		DEPARTMENT / AGE (Write in full	ENCY / OFFICE / COMPANY //Do not abbreviate)	MONTHLY SALARY	PAY GRADE (if applicable)& STEP (Format"00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVIC (Y/ N)
01/01/2025	PRESENT	Administrative A	ide VI	• Visayas	State University	18,957.00	6-1	Permanent	Yeus
1/01/2024	grabs-reta	Administrative A	ide VI	Visayas	State University	18,255.00	6-1	Permanent	Y
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3/01/2022		Administrative A	ide IV	Visayas	State University	15,109.00	4-2	Permanent	Υ
1/01/2022		Administrative A	ide IV	Visayas	State University	14,993.00	4-1	Permanent	Υ
1/01/2021	44 68	Administrative A	ide IV	Visayas	State University	14,400.00	4-1	Permanent	Y
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01/01/2016	12/31/2016	Administrative A	ide III	Visayas	State University	11,387.00	3-1	Permanent	Y
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A. A. S.

TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full) Re-orientation of Employees' Duties and Responsibilities and Good Customer Service O9/23/2021 O9/23/2021 O9/23/2021 To Office of the Director for Human Resource Manage Visayas State University (VSU), Visca, Baybay City, HRMIS Webinar on Document Tracking System INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) NUMBER OF HOURS Type of LD (Managerial/Supervisory) Technicalletc) Office of the Director for Human Resource Manage Visayas State University ISO 9001:2015 ISO Awareness and Reawareness Webinar 11/27/2020 11/27/2020 11/13/2020 11/13/2020 Technical "Visayas State University (VSU), Visca, Baybay City, Inclusive Dates of Local Proposition (Write in full) CONDUCTED/SPONSORED BY (Write in full) CONDUCTED/SPONSORED BY (Write in full) Office of the Director for Human Resource Manage Visayas State University (VSU), Visca, Baybay City, Inclusive Dates of Local Proposition (Write in full) Office of the Director for Human Resource Manage Visayas State University (VSU), Visca, Baybay City, Office of the Director for Human Resource Manage Visayas State University (VSU), Visca, Baybay City, Office of the Director for Human Resource Manage Visayas State University (VSU), Visca, Baybay City, Office of the Director for Human Resource Manage Visayas State University (VSU), Visca, Baybay City, Office of the Director for Human Resource Manage Visayas State University (VSU), Visca, Baybay City, Office of the Director for Human Resource Manage Visayas State University (VSU), Visca, Baybay City, Office of the Director for Human Resource Manage Visayas State University (VSU), Visca, Baybay City, Office of the Director for Human Resource Manage Visayas State University (VSU), Visca, Baybay City, Office of the Director for Human Resource Manage Visayas State University (VSU), Visca, Baybay City, Office of the Director for Human Resource Office of the Director for Human Resource Office of the Director for Human	LEARNING AND DEVELOPMENT (L&D) INTERVENTI					gerial positions)	
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HMME Welter on Document Tracking System 11/12/2020 1	Re-orientation of Employees' Duties and Responsibilities and Good Custom	ner Service			7	Supervisory	Office of the Director for Human Resource Manageme Visayas State University
Another Tableting on Reputation And the 2018 Revised Implantation of Reputation of Technical Control of Technical	ISO 9001:2015 ISO Awareness and Reawareness Webinar		11/27/2020	11/27/2020	4	Managerial	"Visayas State University (VSU), Visca, Baybay City, L
Problem Soring and Designa-Notation (2) to Principle (2) Supervisory Prescried Offices Association of the Philippines, (I) OW) (I) OW) (I) OW) (I) OW) (I) OW) (I) OW) (II) OW) (II) OW) (II) OW) (III) OW) (I	HRMIS Webinar on Document Tracking System		11/13/2020	11/13/2020	3	Technical	"Visayas State University (VSU), Visca, Baybay City, L
	In-house Training on Republic Act 9184 and the 2016 Revised Implementing Rule	s and Regulations	06/10/2019	06/12/2019	21	Technical	"Visayas State University (VSU), Visca, Baybay City, L
	Problem Solving and Decision-Making		11/06/2018	11/09/2018	32	Supervisory	Personnel Officers Association of the Philippines, Ir (POAP)
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LEARNING AND DEVELOPMENT (L&E) INTERVENTIONS/TRAININ	(Continue on separati G PROGRAM				
rt from the most recent L&D/training program and includ	le only the relevant L&D/training taken fo	or the last five (5) ye		thief/Executive/Man	Section Section	*
, TITLE OF LEARNING AND DEVELOPMENT INTE (Write in full)		ATTEN (mm/do	DANCE	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
Seminar Workshop on Basic Records and Arch	ives 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	o) so 24 v (no	Technical	National Archives of the Philippines (NAP)
GENDER SENSITIVITY TR	AINING	04/12/2024	04/12/2024	8 7	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyt
Sparkling Spaces: Mastering the Art	of Housekeeping	03/26/2024	03/26/2024	roliper <mark>a</mark> leogi	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyt
HRIS Software Onboard	ling Ray Leril en	12/06/2023	12/06/2023	during the t	' Technical	"Visayas State University (VSU), Visca, Baybay City, Leyt
Training Workshop on Risk As	sessment · Instruction	09/11/2023	09/12/2023	16 In 16	Managerial	"Visayas State University (VSU), Visca, Baybay City, Leyl
Attended the ISO 9001:2015 Awareness/F	le-awareness Seminar	08/30/2023	08/31/2023	serinenomis 8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyi
Personality Development and Developing	Ò6/13/2023	06/16/2023	32	Supervisory	Personnel Officers Association of the Philippines, Inc. (PO	
Training-Workshop on Risk As	ssessment	11/24/2022	11/25/2022	GIQ (1688 A)	Managerial	Visayas State University
Regional Knowledge Management Seminar-Workshop on the Communication Plan, and IEC		11/23/2022	11/23/2022	8	Technical	RAISE (Regional Agri-Aqua Innovation System Enhancem Eastern Visayas
Orientation/Re-orientation of Duties and Responsibilities of Documents and Records Control Procedure		09/07/2022	09/07/2022	4	Managerial	Quality Assurance Center, Visayas State University
ISO 9001:2015 Awareness/ Re-awa	reness Seminar	08/30/2022	08/31/2022	8	Managerial	"Visayas State University (VSU), Visca, Baybay City, Leyt
Hands-Only Cardiopulmonary R	esuscitation	'07/22/2022	07/22/2022	us ins ² lors of	Technical	Department of Health / Visayas State University
Data Analytics & Statistics	Training O/A JET	- '07/18/2022	07/19/2022	14	Technical	Eastern Visayas Health Research and Development Conso (EVHRDC)
In-House Training on the Basics of Solar PV System	ns, Installation, and Maintenance	05/25/2022	05/27/2022	12	Technical	Renewable, Energy Research Center, VSU, Visca, Baybay Leyte
98th VSU Anniversary: "My Cha	anging Body"	05/02/2022	05/02/2022	7	Managerial	VSU Gender Resource Center
Forum: Women Inspiring	Women Carte Carte	. 03/07/2022	03/07/2022	7 and tradalic	Managerial	VSU Gender Resource Center
alidate nota las a	of the Republic of that	PLEASE SEE A	TTACHMENT A	val inaninac matusasion i	to anti-sivere	complete statement pursuant to the principlines. I authorize the agency her
I. OTHER INFORMATION	A Martin out 190 pale months and	(Continue on separa	te sheet if necessar			nothing it in a till entit. Approximation planting of the entitle
31. SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DIS		COGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZAT (Write in full)
			Vrite in full)		sonetraskio.	VSU ADMINISTRATIVE PERSONNEL ASSOCIATI
	1. <<	•	•			Visayas State University Alumni Association
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	Are you related by consanguinity or affinity to the appoint the chief of bureau or office or to the person who has imm	그림 사람들은 아이들이 있는데, 물 보고 되었다면 하셨다면 하는데 말을 보고 있다. 그리고 있는데 하는데 하는데 하는데 하는데 하는데 하는데 하는데 하는데 하는데 하		1.			
	Office, Bureau or Department where you will be appoint		A PART STAN				
	a. within the third degree?	YES	NO				
	b. within the fourth degree (for Local Government Unit - 0	YES	✓NO "				
			If YES, give details:				
35.	a. Have you ever been found guilty of any administrative	offense?	YES If YES, give details:	✓NO			
	Si		ii 120, give details.				
	b. Have you been criminally charged before any court?		YES If YES, give details:	✓NO			
			Date Filed:				
	All the second of the second o	And the second s	Status of Case/s:				
6.	Have you ever been convicted of any crime or violation of	f any law, decree, ordinance or	YES	✓ NO			
	regulation by any court or tribunal?		If YES, give details:				
	and the second of the second o		MANSY MARS 1080 25	semble bille at spoty other hydronic states reamined.			
7.	Have you ever been separated from the service in any of		YES	NO sale società di sale sale sale sale sale sale sale sale			
	retirement, dropped from the rolls, dismissal, termination phased out (abolition) in the public or private sector?	, end of term, finished contract or	If YES, give details:	421 YEN DON 38 R RINGS			
8.	a. Have you ever been a candidate in a national or local	election held within the last year	YES	✓NO			
	(except Barangay election)?	olodion note Wallin the last year	If YES, give deta	The state of the s			
	b. Have you resigned from the government service during	g the three (3)-month period before the	YES	✓NO			
	last election to promote/actively campaign for a national		If YES, give deta	ils:			
9.	Have you acquired the status of an immigrant or perman-	ent resident of another country?	YES VNO				
			If YES, give details (country):				
	Pursuant to: (a) Indigenous People\'s Act (RA 8371); (b)	en er en ek de derke believe ken er en e		THE WOOD OF THE STOLED CHARGE OF THE			
a.	7277); and (c) Solo Parents Welfare Act of 2000 (RA 897) Are you a member of any indigenous group?	(2), please answer the following items:	YES If YES, please spec	✓NO			
b.	Are you a person with disability?	YES If YES, please spec	✓NO				
C.	Are you a solo parent?	en e	☐YES If YES, please spec	✓NO			
41.	REFERENCES (Person not related by consanguinity or affinity to appli	cant /appointee)		e pear mayaya ONEO ebooks			
i de	Secretaria de la Companya de NAME	. ADDRESS	TEL, NO.				
1000	MARIA TERESA A. CRUZ	VISCA, BAYBAY CITY, LEYTE	09263037907				
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	NILO L. LEORNA	Kilbourne ST., VSU, Visca, Baybay City, Leyte	09996915424				
42.	I declare under oath that I have personally accomplishe complete statement pursuant to the provisions of pertir Philippines. I authorize the agency head/authorized representation made in this documents of the provisions of pertir Philippines.	nent laws, rules and regulations of the esentative to verify/validate the content	Republic of the s stated herein. I	SUSANA B. MIÑOZA			
	administrative/criminal case/s against me.						
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etc	c) PLEASE INDICATE ID Number and Date of Issuance	Size X	_				
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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.

and Contributions (

- Duration: May 2, 2023 Present
- Position: Administrative Aide VI WINU state asyssiV moticool bos neutranagro
- · 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
 - o 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: 3/12/2085