Revised 2017 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 () a 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 LORETO NAME EXTENSION (JR., SR) FIRST NAME GINA MIDDLE NAME ARCIGA 3. DATE OF BIRTH 30/11/1967 16. CITIZENSHIP Filipino (mm/dd/yyyy) ☐ Dual Citizenship by birth by naturalization 4. PLACE OF BIRTH Malinao, Albay If holder of dual citizenship, Pls. indicate country: please indicate the details. ☐ Male √ Female 5 SFX ☐ Single Married 17. RESIDENTIAL ADDRESS 20 Jose P. Laurel Street 6 CIVIL STATUS ✓ Widowed ☐ Separated House/Block/Lot No Street Regino Palermo Sr., Zone-5 Other/s: Subdivision/Village Barangay **Baybay City** 7. HEIGHT (m) 1.6 Levte City/Municipality Province 59 8. WEIGHT (kg) 7IP CODE 6521 18. PERMANENT ADDRESS 20 Jose P. Laurel Street "0" 9 BLOOD TYPE House/Block/Lot No Street Regino Palermo Sr., Zone-5 10. GSIS ID NO. 003-0702713-6 Subdivision/Village Barangay **Baybay City** Leyte 11 PAG-IBIG ID NO 1210-52160263 City/Municipality Province 13-025059592-2 12. PHILHEALTH NO 7IP CODE 6521 13. SSS NO. 33-0702713-6 19 TELEPHONE NO None 14 TIN NO 129-063-216 20. MOBILE NO. 0905-8946608 15. AGENCY EMPLOYEE NO. V01142 21. E-MAIL ADDRESS (if any) gina.loreto@vsu.edu.ph 22. SPOUSE'S SURNAME LORETO 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) LEIGH JEANNE A. LORETO FIRST NAME ELBIN 07/03/1999 LEANNE MARIE A. LORETO SUAN MIDDLE NAME 03/13/2001 LEJOHN OWEN A. LORETO OCCUPATION Private Architect/Master Plumber 10/27/2005 NA EMPLOYER/BUSINESS NAME **BUSINESS ADDRESS** Baybay City, Leyte TELEPHONE NO 0967-7005398 ARCIGA 24. FATHER'S SURNAME NAME EXTENSION (JR., SR) MATIAS FIRST NAME CAÑA MIDDLE NAME MOTHER'S MAIDEN NAME BOTON SURNAME **FELICITACION** FIRST NAME MIDDLE NAME CARISO (Continue on separate sheet if necessary) SCHOLARSHIP/ HIGHEST LEVEL/ 26 NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE PERIOD OF ATTENDANCE YEAR GRADUATED ACADEMIC HONORS LEVEL UNITS EARNED (Write in full) (Write in full) (if not graduated) RECEIVED From To ELEMENTARY BARANGKA ELEMENTARY SCHOOL PRIMARY 1975 Graduted 1981 N/A 1981 QUIRINO HIGH SCHOOL SECONDARY SECONDARY 1981 1985 Graduted N/A 1985 VOCATIONAL / N/A TRADE COURSE PHILIPPINE SCHOOL OF BUSINESS COLLEGE **BSBA-Accounting** 1985 1989 Graduted N/A 1989 ADMINISTRATION (PSBA) **GRADUATE STUDIES** N/A you went SIGNATURE

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		1080 (BOARD/ BAR) UNDER	RATING	DATE OF	DI ACE OF EVALUATION	TION LOOKIEES	MENT	LICENSE'(if a	
BAR		WS/ CES/ CSEE ITY / DRIVER'S LICENSE	(If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMINA	HON / CONFER	MENI	NUMBER	Date of Validity
Barangay Official Eligibility - Treasurer						220108170354	11/29/20		
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	(PERIENCE		t work! Decrint	on of duties should	be indicated in the attache	d Work Evo	erience sheel		
. INCLUS	SIVE DATES	POSITION TI				MONTHLY	SALARY/ JOB/ PAY GRADE (if	STATUS OF	GOV
(Write in full/D		(Write in full/Do not		DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)		SALARY	applicable)& STEP (Format *00-0*)/ INCREMENT	APPOINTMENT	SERVIC (Y/ N)
06/13/2025	To Present Administrative Aide VI		University Registrar	18,957.00	SG 6	Regular	Yes		
08/02/2021	06/12/2023	Administrative Aide IV		Accounting Departme	ent	17,586.00	SG 4	Regular	Yes
08/06/2018	31/07/2021	Administrative Aide III		Accounting Departme	ent	13,019.00	SG 3	Regular	Yes
05/09/2014	07/30/2018	Administrative Aide III	-2	General Services Div	rision	6,600.00	NA	Job Order	Yes
07/01/2007	11/30/2013	Barangay Treasurer		Barangay Zone-5	Barangay Zone-5			Appointed	Yes
03/16/1999	06/30/2000	Property Accountant		CB Richard Ellis Phil	12,000.00	NA	Permanent	Priva	
05/13/1996	09/08/1997	Property Accountant		Century Properties M	8,000.00	NA	Probationary	Priva	
06/01/1992	04/30/1996	Admin Staff-Accounting Staff		California Beverage	, 6,000.00	NA	Permanent	Priva	
12/16/1990	06/15/1991	Accounting clerk		National Bookstore	. *	5,000.00	NA	Contractual	Priva
05/10/1990	11/15/1990	Sales Clerk		Shoe Mart Manila	1	3,500.00	NA	Contractual	Priva
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VI. VÕLUNTÄRŸ-WORK OR INVOLVEMENT II	N CIVIC / NON-GOVERNMENT	PEOPLE /V	OLINTARY O	RGANIZATION	V/S	
29. NAME & ADDRESS OF OR		INCLUSIV	/E DATES	AGANIZATIO	7. 3	
(Write in full)		(mm/di	d/yyyy) To	NUMBER OF HOURS		POSITION / NATURE OF WORK
General Parents -Teachers & Community Association - Baybay 1 Central School			06/30/2012		President	
Barangay Treasurer Association - Baybay City Chap	ter	12/01/2012	11/30/2013		President	¥
		;				
		tinue on separate	The latest the same of the latest terms and the latest terms are the latest terms and the latest terms and the latest terms and the latest terms are the latest terms are the latest terms and the latest terms are the lat			
VII. LEARNING AND DEVELOPMENT (L&D) in Start from the most recent L&D training program and include				Executive/Manage	rial positions)	
		, INCLUSIVE	DATES OF		Type of LD	
30. TITLE OF LEARNING AND DEVELOPMENT INTEI (Write in full)	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)		ATTENDANCE (mm/dd/yyyy)		(Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
Quality Management in the Workplace Environment		From 06/24/2025	To 06/27/2025	32 hours	Foundation	Personnel Officers Association of the Philippines,
Learning Management in the workplace Environment Learning Management System (LMS)	× .	12/03/2024	12/03/2024		- Technical	Inc. (POAP), Quezon City K2C General Marchandise Libon Albay
Learning Management System (LMS) Sparkling Spaces: Mastering the Art of Housekeeping	(Batch 1)	03/26/2024	03/26/2024	8 hours	Foundation	K2C General Merchandise, Libon, Albay Human Resource Management Office, Visayas Sta
Women Inspiring Women Forum	(03/22/2024	03/22/2024	4 hours	Foundation	University, Visca, Baybay City, Leyte Gender Resource Center-Visayas State University
ISO 9001:2015 Awareness/Re-awareness Seminar		06/29/2023	06/29/2023	8 hours	Technical	Visayas State University, Visca, Baybay City
Laws and Rules on Government Expenditures (LARG	=)	10/25/2022	10/28/2022	32 hours	Technical	Commission on Audit RO No. VIII, Palo, Leyte
ISO 9001:2015 Awareness/Re-awareness Seminar		08/30/2022	08/31/2022	8 hours	Technical	Visayas State University, Visca, Baybay City
Hands-Only Cardiopulmonary Resuscitation		07/21/2022	07/22/2022	4 hours	Financial	Department of Health Eastern Visayas Center for Health Development
WEBINAR On Inception Meeting "RAISE" Project			01/28/2022	4 hours	Financial	VICARP-DOST-PCAARRD, Los Baños, Laguna
WEBINAR On Financial Management			07/07/2021	16 hours	Financial	VICARP-DOST-PCAARRD, Los Baños, Laguna
WEBINAR "RA 11313 Safe Spaces Act"			12/10/2020	3 hours	Foundation	Visayas State University-Institue of Strategic Research and Development Studies
WEBINAR "Seminar on Financial Management"			12/03/2020	16 hours	Financial	VICARP-DOST-PCAARRD, Los Baños, Laguna
WEBINAR "ISO 9001:2015 Awareness/Re-awareness"			11/27/2020	4 hours	Technical	Visayas State University, Visca, Baybay City
Strategic Planning Workshop for ODFM			07/24/2020	24 hours	Managerial	Administration and Human Resource Developmen
Seminar on Financial Management			10/0892019	16 hours	Financial	DOST-PCAARRD, Los Baños, Laguna
Orientation of Newly-Hired Admin Personnel			09/02/2019	8 hours	Technical	Visayas State University, Visca, Baybay City
Project Inception Meeting "Enhancing Livelihoods through Forest and Landscape Restoration (ACIAR/ASEM/2016/103)"			05/03/2019	8 hours	Financial	DOST-PCAARRD, Los Baños, Laguna
Project Inception Meeting "Mainstreaming Knowledge Management for the AANR Sector"			06/20/2019	8 hours	Financial	VICARP-DOST-PCAARRD, Los Baños, Laguna
Target Setting Workshop			08/21/2018	24 hours	Technical	Visayas State University
Seminar-Workshop on 5S & Records Management		02/18/2017	02/18/2017	08 hours	Technical	College of Engineering - Visayas State University
Gender and Development Reorientation			09/16/2016	08 hours	Foundation	Visayas State University-Institue of Strategic Research and Development Studies
2013 Annualized Mandatory Local Government Unit/Barangay Financial Compliance and Advanced Fiscal Management Program			02/28/2013	24 hours	Financial	Sangguniang Barangay
2013 Provincial Convention of the Liga Ng Mga Barangay sa Pilipinas			09/20/2013	16 hours	Technical	Liga Ng Mga Barangay, Leyte Chapter
VIII. OTHER INFORMATION	(Co	ntinue on separate	sneet ii necessar	1		
31. SPECIAL SKILLS and HOBBIES	32. NO	N-ACADEMIC DIST	INCTIONS / RECO	GNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION
Watching TV, Dancing, Singing & Social Media	Baybay 1 Central School Award in		-	ion Exercises as	President	ADPA
vvaccining i v, Dancing, Singing a Social Media	Daysay i Ventual Outool Award III				14 18	VSUCC
			- COE JUL	31		
		1	<u>.</u>			
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	· ·	ontinue on separa	te sheet if necessa	nry)		
SIGNATURE	may make	lour			DATE	July 01, 2025 CS FORM 212 (Revised 2017), Page

34. Are you related by consanguinity or affinity to the appointin chief of bureau or office or to the person who has immedia	가입니다 보다 하는데 보면했다면 없는데 하면 가게 되었다면 하는데	
Bureau or Department where you will be apppointed, a. within the third degree?	V.	☐ YES ☑ NO
b. within the fourth degree (for Local Government Unit - Ca	YES V NO	
D. William the local at degree (for Local Cotton monte of the	ilee Employees/:	If YES, give details:
		ii 120, giro detaile.
35. a. Have you ever been found guilty of any administrative of	ffense?	☐ YES ☑ NO
		If YES, give details:
	* \(\frac{1}{V}\)	
Lava you have ariminally sharged hefore any court?	•	☐ YES ☑ NO
b. Have you been criminally charged before any court?	Λ	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	☐ YES ☑ NO
any court or tribunal?		If YES, give details:
	λ (**)	
37. Have you ever been separated from the service in any of t	the following modes: resignation, retirement,	☐ YES ☑ NO
dropped from the rolls, dismissal, termination, end of term,	, finished contract or phased out (abolition) in	
the public or private sector?	· ·	
38. a. Have you ever been a candidate in a national or local el	ection held within the last year (except	☐ YES ☑ NO
Barangay election)?	· · · · · · · · · · · · · · · · · · ·	If YES, give details:
b. Have you resigned from the government service during		☐ YES ☑ NO
election to promote/actively campaign for a national or loca	al candidate?	If YES, give details:
39. Have you acquired the status of an immigrant or permaner	nt resident of another country?	☐ YES ☑ NO
		If YES, give details (country):
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Ma	전통 (B. M.	
and (c) Solo Parents Welfare Act of 2000 (RA 8972), pleas	se answer the following items:	
Are you a member of any indigenous group?	9	☐ YES ☑ NO
Are you a person with disability?	, and a second s	If YES, please specify:
Ate you a person with disability?		☐ YES ☑ NO If YES, please specify ID No:
c. Are you a solo parent?		YES V NO
		If YES, please specify ID No:
41. REFERENCES (Person not related by consanguinity or affinity to applic	ant (annointee)	
NAME	- T	
	ADDRÉSS	TEL. NO.
Engr. Mario Lilio P. Valenzona	VSU-Physical Plant Office	0917-6341514
Mr. Nick Freddy R. Bello	VSU-Accounting Office	0929-2255015
Mr. Raymund M. Igcasama		las 1
	University Registrar	565-0600(1067)
42. I declare under oath that I have personally accomplish complete statement pursuant to the provisions of pert	ied this Personal Data Sheet which is a tr	rue, correct and
Philippines. I authorize the agency head/authorized repre	ment laws, rules and regulations of the pasentative to verify/validate the contents state	Republic of the ed herein
agree that any misrepresentation made in this do	cument and its attachments shall caus	se the filing of
administrative/criminal case/s against me.	The second secon	
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)		A Contract of the Contract of
PLEASE INDICATE ID Number and Date of Issuance		
Government Issued ID: GSIS-UMID	\ \	
ID/License/Passport No.: 003-3070-2713-6	JA Lous	
	Signature (Sign inside the bo	ox)
Date/Place of Issuance: Tacloban City	July 01, 2025 Date Accomplished	Right Thumbmark
		right minimum
SUBSCRIBED AND SWORN to before me this	1 8 JUL 2025 , affiant exhibit	iting his/her validly issued government ID as indicated above.
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	ATTY, KAREN ABEGAIL S. MONTERON	And the second of the second of the second
	VSU Director, Legal Affairs and Services Person Administering Oath	
in the second of the second	Person Administering Oath	

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 13, 1996 September 8, 1996
- · Position: Property Accountant
- Name of Office/Unit: One Magnificent Mile Condominium
- Immediate Supervisor: Luisita H. Gonzalvo
- Name of Agency/Organization and Location: Century Properties Management, Inc. (CPMI)
 Ayala Ave., Makati City
 - Summary of Actual Duties
 - Responsible for the administrative, collection and disbursement services to all clients, unit owners, visitors and all sub-contractor of the condominium.
 - o Performs other related functions.
- Duration: June 1, 1992 April 30, 1996
- · Position: Administrative/Accounting Staff
- Name of Office/Unit: Accounting Office
- Immediate Supervisor: Minda Agosta
- Name of Agency/Organization and Location: California Beverage Trading, Inc.

Mandaluyong City.

- Summary of Actual Duties
 - o Receives, receipts and deposits daily collections intact to our depository bank
 - Records all collections to Subsidiary and General Ledger
 - Prepare monthly collection and receivable reports.
 - o Perform other related functions.

(Signature ever Printed Name of Employee/Applicant)