

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	LORETO		
FIRST NAME	GINA		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	ARCIGA		
3. DATE OF BIRTH (mm/dd/yyyy)	30/11/1967	16. CITIZENSHIP	<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Malinao, Albay	If holder of dual citizenship, please indicate the details.	
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:	17. RESIDENTIAL ADDRESS	20 Jose P. Laurel Street House/Block/Lot No. Street Regino Palermo Sr., Zone-5 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
7. HEIGHT (m)	1.6	ZIP CODE	6521
8. WEIGHT (kg)	59		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	20 Jose P. Laurel Street House/Block/Lot No. Street Regino Palermo Sr., Zone-5 Subdivision/Village Barangay Baybay City Leyte City/Municipality Province
10. GSIS ID NO.	003-0702713-6	ZIP CODE	6521
11. PAG-IBIG ID NO.	1210-52160263		
12. PHILHEALTH NO.	13-025059592-2	19. TELEPHONE NO.	None
13. SSS NO.	33-0702713-6	20. MOBILE NO.	0905-8946608
14. TIN NO.	129-063-216	21. E-MAIL ADDRESS (if any)	<a href="mailto:gina.loreto@vsu.edu.ph">gina.loreto@vsu.edu.ph</a>
15. AGENCY EMPLOYEE NO.	V01142		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LORETO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ELBIN	NAME EXTENSION (JR., SR)	LEIGH JEANNE A. LORETO	07/03/1999
MIDDLE NAME	SUAN		LEANNE MARIE A. LORETO	03/13/2001
OCCUPATION	Private Architect/Master Plumber		LEJOHN OWEN A. LORETO	10/27/2005
EMPLOYER/BUSINESS NAME	NA			
BUSINESS ADDRESS	Baybay City, Leyte			
TELEPHONE NO.	0967-7005398			
24. FATHER'S SURNAME	ARCIGA			
FIRST NAME	MATIAS	NAME EXTENSION (JR., SR)		
MIDDLE NAME	CAÑA			
25. MOTHER'S MAIDEN NAME				
SURNAME	BOTON			
FIRST NAME	FELICITACION			
MIDDLE NAME	CARISO			

(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	BARANGKA ELEMENTARY SCHOOL	PRIMARY	1975	1981	Graduted	1981	N/A
SECONDARY	QUIRINO HIGH SCHOOL	SECONDARY	1981	1985	Graduted	1985	N/A
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	PHILIPPINE SCHOOL OF BUSINESS ADMINISTRATION (PSBA)	BSBA-Accounting	1985	1989	Graduted	1989	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 01, 2025
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[illegible]

#### V. WORK EXPERIENCE

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

[illegible]

SIGNATURE	<i>[Signature]</i>	DATE	July 01, 2025
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## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	General Parents -Teachers & Community Association - Baybay 1 Central School	07/01/2010	06/30/2012	✓	President
	Barangay Treasurer Association - Baybay City Chapter	12/01/2012	11/30/2013	✓	President

(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			
	Quality Management in the Workplace Environment	06/24/2025	06/27/2025	32 hours	Foundation	Personnel Officers Association of the Philippines, Inc. (POAP), Quezon City
	Learning Management System (LMS)	12/03/2024	12/03/2024	8 hours	Technical	K2C General Merchandise, Libon, Albay
	Sparkling Spaces: Mastering the Art of Housekeeping (Batch 1)	03/26/2024	03/26/2024	8 hours	Foundation	Human Resource Management Office, Visayas State University, Visca, Baybay City, Leyte
	Women Inspiring Women Forum	03/22/2024	03/22/2024	4 hours	Foundation	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 (LARGE)	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	01/28/2022	4 hours	Financial	VICARP-DOST-PCAARRD, Los Baños, Laguna
	WEBINAR On Financial Management	07/06/2021	07/07/2021	16 hours	Financial	VICARP-DOST-PCAARRD, Los Baños, Laguna
	WEBINAR "RA 11313 Safe Spaces Act"	12/10/2020	12/10/2020	3 hours	Foundation	Visayas State University-Institute of Strategic Research and Development Studies
	WEBINAR "Seminar on Financial Management"	12/02/2020	12/03/2020	16 hours	Financial	VICARP-DOST-PCAARRD, Los Baños, Laguna
	WEBINAR "ISO 9001:2015 Awareness/Re-awareness"	11/27/2020	11/27/2020	4 hours	Technical	Visayas State University, Visca, Baybay City
	Strategic Planning Workshop for ODFM	07/22/2020	07/24/2020	24 hours	Managerial	Visayas State University-Office of the Director for Administration and Human Resource Development (ODARD)
	Seminar on Financial Management	10/08/2019	10/08/2019	16 hours	Financial	DOST-PCAARRD, Los Baños, Laguna
	Orientation of Newly-Hired Admin Personnel	09/02/2019	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	05/03/2019	8 hours	Financial	DOST-PCAARRD, Los Baños, Laguna
	Project Inception Meeting "Mainstreaming Knowledge Management for the AANR Sector"	06/20/2019	06/20/2019	8 hours	Financial	VICARP-DOST-PCAARRD, Los Baños, Laguna
	Target Setting Workshop	08/20/2018	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	09/16/2016	08 hours	Foundation	Visayas State University-Institute of Strategic Research and Development Studies
	2013 Annualized Mandatory Local Government Unit/Barangay Financial Compliance and Advanced Fiscal Management Program	02/25/2013	02/28/2013	24 hours	Financial	Sangguniang Barangay
	2013 Provincial Convention of the Liga Ng Mga Barangay sa Pilipinas	09/19/2013	09/20/2013	16 hours	Technical	Liga Ng Mga Barangay, Leyte Chapter

(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)
	Watching TV, Dancing, Singing & Social Media		Baybay 1 Central School Award in support to 2011-2012 Graduation Exercises as President		ADPA
					VSUCC

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 01, 2025
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<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: Date Filed: _____ Status of Case/s: _____
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	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	University Registrar	565-0600(1067)
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.)	
<b>PLEASE INDICATE ID Number and Date of Issuance</b>	
Government Issued ID:	<b>GSIS-UMID</b>
ID/License/Passport No.:	<b>003-3070-2713-6</b>
Date/Place of Issuance:	<b>Tacloban City</b>

Signature (Sign inside the box)


July 01, 2025

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 18 JUL 2025, affiant exhibiting his/her validly issued government ID as indicated above.

  
**ATTY. KAREN ABEGAIL S. MONTERON**  
 VSU Director, Legal Affairs and Services  
 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.
- 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

- 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.
- Perform other related functions.

  
GINA A. LORETTO

(Signature over Printed Name  
of Employee/Applicant)

Date: JULY 21, 2025