CS Form No. 212
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 ( ) 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	FLORES				
FIRST NAME	MARIA ZAIDA			NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	ARRADAZA				
3. DATE OF BIRTH (mm/dd/yyyy)	12/9/1967	16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization		
4. PLACE OF BIRTH	Baybay City Leyte	If holder of dual citizenship, please indicate the details.	Pls. indicate country:		
5. SEX	☐ Male ☑ Female				
6. CIVIL STATUS	☑ Single ☐ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	#705 (House/Block/Lot No.)	M-H del Pilar Street (Street)	
			Zone 9 (Subdivision/Village)	Barangay	
7. HEIGHT (m)	163 cm.		Baybay City (City/Municipality)	Leyte (Province)	
8. WEIGHT (kg)	70 kgs	ZIP CODE			
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	#705 (House/Block/Lot No.)	M-H del Pilar Street (Street)	
10. GSIS ID NO.	67120901408		Zone 9 (Subdivision/Village)	Barangay	
11. PAG-IBIG ID NO.	1700-0024-9463		Baybay City (City/Municipality)	Leyte (Province)	
12. PHILHEALTH NO.	B- 000014235-3	ZIP CODE	6521		
13. SSS NO.	620994475	19. TELEPHONE NO.	053-525-0140-1058		
14. TIN NO.	157-642-999	20. MOBILE NO.	09268686630		
15. AGENCY EMPLOYEE NO.	007-721	21. E-MAIL ADDRESS (if any)	mariazaida.flores@vsu.edu.ph		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	n/a		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	n/a	NAME EXTENSION (JR., SR)	n/a	n/a
MIDDLE NAME	n/a			
OCCUPATION	n/a			
EMPLOYER/BUSINESS NAME	n/a			
BUSINESS ADDRESS	n/a			
TELEPHONE NO.	n/a			
24. FATHER'S SURNAME	FLORES			
FIRST NAME	DOUGLAS	SR.		
MIDDLE NAME	LORETO			
25. MOTHER'S MAIDEN NAME				
SURNAME	ARRADAZA			
FIRST NAME	CECILIA			
MIDDLE NAME	GESULGA		(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 From	To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	Franciscan College of the Immaculate Conception	Graduated			Certificate	1980	Diploma
SECONDARY	Franciscan College of the Immaculate Conception	Graduated			Diploma	1984	Diploma
VOCATIONAL / TRADE COURSE	None		N/A		None	None	None
COLLEGE	Franciscan College of the Immaculate Conception	Bachelor of Arts			Diploma	1989	Diploma
GRADUATE STUDIES	N/A		N/A		None	None	None

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/12/22

IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY /	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
none					

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
1/1/2022	12/31/22	Administrative Aide III	NARC, VSU	642.05		Casual	Yes
1/1/2021	12/31/21	Administrative Aide III	NARC,VSU	616.91	N/A	Casual	Yes
1/1/2020	12/31/2020	Administrative Aide III	NARC,VSU	591.77		Casual	Yes
1/1/2019	12/31/2019	Administrative Aide III	NARC,VSU	566.64	N/A	Casual	Yes
1/1/2018	12/31/2018	Administrative Aide III	NARC,VSU	541.54	N/A	Casual	Yes
1/1/2017	12/31/2017	Administrative Aide III	NARC,VSU	517.59		Casual	Yes
1/1/2016	12/31/2016	Administrative Aide III	NARC,VSU	494.68		Casual	Yes
1/1/2015	12/31/2015	Administrative Aide III	NARC,VSU	472.27	N/A	Casual	Yes
1/1/2014	12/31/2014	Administrative Aide III	NARC,VSU	472.27		Casual	Yes
1/1/2013	12/31/2013	Administrative Aide III	NARC,VSU	402.42	N/A	Casual	Yes
1/1/2012	12/31/2012	Administrative Aide III	NARC,VSU	402.42		Casual	Yes
1/1/2011	12/31/2011	Administrative Aide III	NARC,VSU	367.27		Casual	Yes
1/1/2001	12/31/2010	Administrative Aide III	NARC,VSU	332.14		Casual	Yes
1/1/2001	12/31/2008	Administrative Aide III	NARC,VSU	301.94	N/A	Casual	Yes
1/1/1999	12/31/2007	Administrative Aide III	NARC,VSU	301.94		Casual	Yes
1/1/1998	12/31/2004	Administrative Aide III	NARC,VSU	274.50	N/A	Casual	Yes
1/1/1996	12/31/2001	Administrative Aide III	NARC,VSU	261.41		Casual	Yes
1/1/1995	12/31/1999	Administrative Aide III	NARC,VSU	237.64		Casual	Yes
1/1/1994	12/31/1997	Administrative Aide III	NARC,VSU	225.27	N/A	Casual	Yes
1/1/1992	12/31/1995	Administrative Aide III	NARC,VSU	179.82	N/A	Casual	Yes

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy) From	To	NUMBER OF HOURS	POSITION / NATURE OF WORK
FCIC Alumni Association	198 4	present		Alumni Member
CYMWA,Brgy. Sto. Rosario Baybay City Leyte	6/6/1905	present		Member/Facilitator/Coordinator
Sto.Padre Pio religious group (Baybay Chapter)	Sept. 23,2013	present		Member/Facilitator/Coordinator
Community Service/Outreach Program (Brgy. Sto. Rosario/Zone 9)	May 1,2007	present		Coordinator/Facilitator
BEC Cell #1 Sto. Padre Pio Group;San Isidro Chapel Baybay City Leyte	Sept. 1,2018	present		Group Leader/Coordinator/Facilitator

(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)

TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) From	To	NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
Re-Orientation on the Documnetary Requirements for Financial Administrative					
Transactions	December 5, 2022		4 hours		Accounting Office,Budget Office,RSSPRO,OVPAF
ISO Audit 4th Cycle	Sept. 29,2022	N/A	N	N/A	
CSC Culmination Program RDE Hall; OVPREI	Sept. 27,2022	N/A			RDE Hall OVPREI
Opening of the 4th ISO 9001:2015 Internal Quality Audit	Sept. 19,2022			N/A	RDE Hall OVPREI
Orientation/Re-Orientation of Duties & Responsibilities as dDRCs & adDRC & Records					
Control Documented Information	Sept. 7, 2022	N/A			CCE Bldg.
122nd CSC Philippine Civil Service Anniversary/Oath Taking Ceremony	Sept. 5, 2022				RDE Hall OVPREI
AdPA General Assembly Meeting	April 22,2022				RDE Hall OVPREI
Annual VSUCC General Assembly Meeting	March 26,2022				RDE Hall OVPREI
Opening ISO 2nd Surveilance Audit @RDE Hall	March 15,2022			N/A	RDE Hall OVPREI
VSU ISO 9001 Surveillance	Feb. 4,m 2021				OP,OVPREI,QAC
Final Briefing 1st ISO Surveilance Audit	Feb. 2, 2021				QAC, VSU
Orientation & Recascading of Internal Documented Information	Jan. 28, 2021	N/A			QAC, VSU
QMS Onboarding VSU Quality Management System	Jan. 27, 2021				QAC, VSU
Re-Orientation of the HR process cascading of HR Forms	Feb. 4, 2021				CCE Bldg, NARC,VSU
Seminar Workshop on Records Matrix & NAP Form 1 Completion	Dec. 13, 2019	N/A			CC Bldg 1st Floor
Awareness Seminar on RA# 11032 & PDS Training	Nov. 26-27, 2019				RDE Hall OVPREI
Human Resource Mgt. Information System Training	Nov. 25, 2019	N/A			VSU Convention Center
Briefing Orientation on PDF for NBC 461	Nov. 15, 2019	N/A			QAC, VSU
ISO End Process Audit	Sept. 16, 2019				CC Bldg. VSU Baybay City Leyte
Briefing on ISO	Sept. 6, 2019	N/A	N/A		QAC ; VSU
GSIS Financial Literacy Seminar	Jul. 8,2019				PhilRootcrops Training Hall; VSU
Seminar on Bomb Treat Awareness	Apr. 5, 2019				rde Hall,OVPRE VSU

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
computer literate, bookkeeping, record management, handicraft making, cooking, driving motorcycle, playing volleyball, table tennis,gardening and landscaping, community service organizing, events facilitator and coordinator, facilitating meetings, trainings, seminars, workshop, conferences, Evaluation Facilitator of VSU Faculty Teaching Performance, extension coordinator facilitator	N/A	FCIC Alumni Association, CYMWA, Administrative VSU Personnel Association,

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/12/22

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? ☐ YES ☑ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ YES ☑ NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? ☐ YES ☑ NO

If YES, give details: _____

b. Have you been criminally charged before any court? ☐ 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)? ☐ YES ☑ NO

If YES, give details: _____

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: _____

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? ☐ YES ☑ NO

If YES, please specify: _____

b. Are you a person with disability? ☐ YES ☑ NO

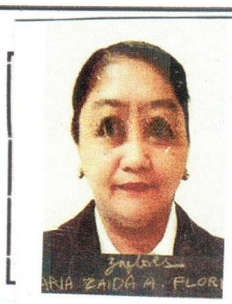
If YES, please specify ID No: _____

c. Are you a solo parent? ☐ YES ☑ NO

If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
DR. FELICIANO G. SINON	NARC, VSU	9173108072
DR. LUZ O. MORENO	NARC, VSU	9164239381
DR. RUBEN M. GAPASIN	Brgy. Guadalupe, Baybay City Leyte	9176336571



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:	UMID GSIS CARD
ID/License/Passport No.:	CRN 006-0061-3305-6
Date/Place of Issuance:	N/A

Signature (Sign inside the box)

12/12/22

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this 25 JAN 2023, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. ISAAC C. GUINOTOR
Person Administering Oath