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

PERSONAL DATA SHEET concerned. READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM. Print legibly. Tick appropriate boxes ( ) [ 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) PERSONAL INFORMATION 2 SURNAME RESTOR NAME EXTENSION (JR., SR) N/A FIRST NAME CHRISTAN MIKHAEL MIDDLE NAME DIAZ 3. DATE OF BIRTH 10/16/1992 16. CITIZENSHIP √ Filipino Dual Citizenship (mm/dd/yyyy) ✓ by birth by naturalization 4. PLACE OF BIRTH **BAYBAY CITY** If holder of dual citizenship. Pls. indicate country: please indicate the details. 5. SEX ✓ Male Female **Philippines** ✓ Single Married 17. RESIDENTIAL ADDRESS Cottage #6 Spillway Rotunda **6 CIVIL STATUS** House/Block/Lot No Widowed Separated Street VSU lower campus Brgy. Pangasugan Other/s: Subdivision/Village Barangay **Baybay City** Leyte 7. HEIGHT (m) 1.73 City/Municipality Province 8. WEIGHT (kg) 80 ZIP CODE 6521a 18. PERMANENT ADDRESS Cottage #6 Spillway Rotunda 9. BLOOD TYPE 0+ House/Block/Lot No. Street VSU lower campus Brgy. Pangasugan 10. GSIS ID NO. N/A Subdivision/Village Barangay **Baybay City** Leyte 11. PAG-IBIG ID NO. 1212-0914-1945 City/Municipality Province 12. PHILHEALTH NO. 12-051233407 ZIP CODE 6521a 13. SSS NO. 06-3408350-3 19. TELEPHONE NO. 563-7415 14. TIN NO. 439-649-413 20. MOBILE NO. 09088103727 15. AGENCY EMPLOYEE NO. None 21. E-MAIL ADDRESS (if any) mikhael.restor@gmail.com **FAMILY BACKGROUND** 22. SPOUSE'S SURNAME N/A 23. NAME of CHILDREN (Write full name and list all) DATE OF BIRTH (mm/dd/yyyy) NAME EXTENSION (JR., SR) FIRST NAME N/A N/A N/A MIDDLE NAME N/A N/A N/A OCCUPATION N/A N/A N/A **EMPLOYER/BUSINESS NAME** N/A N/A N/A BUSINESS ADDRESS N/A N/A N/A TELEPHONE NO. N/A N/A N/A **RESTOR** 24. FATHER'S SURNAME NAME EXTENSION (JR., SR) FIRST NAME BENJAMIN MIDDLE NAME LAGUNA 25. MOTHER'S MAIDEN NAME DIAZ SURNAME FIRST NAME WILMA MIDDLE NAME **BERDIJO** (Continue on separate sheet if necessary) **EDUCATIONAL BACKGROUND** SCHOLARSHIP HIGHEST I EVEL PERIOD OF ATTENDANCE 26 NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE **ACADEMIC** LEVEL UNITS EARNED GRADUATED (Write in full) (Write in full) HONORS (if not graduated) RECEIVED From To VISCA FOUNDATION ELEMENTARY SCHOOL **ELEMENTARY** GRADE 1-6 1999 2005 Graduated 2005 N/A **VISAYAS STATE UNIVERSITY- LABORATORY** HIGH-SCHOOL 1ST-4TH YEAR SECONDARY 2005 2009 2009 N/A Graduated HIGHSCHOOL VOCATIONAL / N/A N/A TRADE COURSE **BACHELOR OF SCIENCE IN COMPUTER** COLLEGE VISAYAS STATE UNIVERISTY (main campus) 2009 2013 Graduated 2013 N/A SCIENCE MASTER IN MANAGEMENT MAJOR IN **GRADUATE STUDIES** VISAYAS STATE UNIVERISTY (main campus) 2015 2020 Graduated 2020 N/A BUSINESS MANAGEMENT SIGNATURE DATE 11-15-2024

CS FORM 212 (Revised 2017), Page 1 of 4

CARE		80 (BOARD/ BAR) UNDER	RATING	DATE OF			LICENSE (if applicable)		
SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE  (If Applicable)			EXAMINATION / PLACE OF EXAMINATION / CONFERMENT CONFERMENT			MENT	NUMBER	Date of Validity	
CSC (professional)			80.44	March 13, 2022	oan City		370218	N/A	
	XPERIENCE	Start from your recent		ntinue on separate sheet i		Wad Eynari	anca shaaf		
INCLUSIVE DATES (mm/dd/yyyy) From To  Start from your recent v POSITION TIT (Write in full/Do not a		TLE	DEPARTMENT / AGE (Write in full/	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVIC (Y/ N)		
1/1/2024	Present	Administrative /	Assitant II	Office of the U	20,534.00	8-1	CASUAL	YES	
1/16/2023	12/31/2023	Administrative I	Assitant II	Office of the U	19,744.00	8-1	CASUAL	YES	
1/1/2023	1/17/2023	Administrative	Aide III	Office of the University Registrar		14,678.00	3-1	JOB ORDER	YES
7/1/2022	12/31/2022	Administrative	Aide III	Alumni Commu	14,125.00	3-1	JOB ORDER	YES	
1/3/2022	6/30/2022	Administrative	Aide III	Simon Grou	14,125.00	3-1	TEMPORARY	YES	
7/1/2021	12/31/2021	Administrative	Aide III	Loreta Realty Cor	13,572.00	3-1	TEMPORARY	YES	
1/1/2021		Administrative Aide III		Office of the U	13,572.00	3-1	CASUAL	YES	
1/1/2021	6/30/2021	Administrative Aide III		Office of the U	13,019.00	3-1	JOB ORDER	YES	
7/1/2020	12/31/2020	Administrative Aide III		Alumni Commu	13,019.00	3-1	JOB ORDER	YES	
6/1/2017	7/1/2020	Administrative Aide III		Simon Grou	13,019.00	3-1	TEMPORARY	YES	
7/1/2014	5/31/2017	Administrative Assitant		Loreta Realty Cor	14,000.00	N/A	TEMPORARY	NO	
1/6/2014	5/16/2014	Computer Operator		Office of the U	12,000.00	N/A	CASUAL	NO	
6/10/2023	1/6/2014	Autocadd Operator		Office of the University Registrar		12,000.00	N/A	CASUAL	NO
				1					

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SIGNATURE

DATE

11-15-2024

VI. VOLUNTARY WORK OR INVOLVEME				ORGANIZATIO	N/S		
29. NAME & ADDRESS O (Write in		INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS		POSITION / NATURE OF WORK	
N		From	То				
None							
		<del>                                     </del>					
		-					
VII. LEARNING AND DEVELOPMENT (LE		ntinue on separate PROGRAMS A		y)			
(Start from the most recent L&D/training program and in				Chief Executive Man	agerial positions)		
TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAM		INCLUSIVE DATES OF ATTENDANCE		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
	(Write in full)		(mm/dd/yyyy)				
"HRIS Software Onboarding"	From 12/6/2023	To 12/6/2023	8	Technical	Visayas State University (VSU), Visca, Baybay City,		
	naga Caminas	-		++		Leyte  Visayas State University (VSU), Visca, Baybay City,	
Attended the ISO 9001:2015 Awareness/Re-awaren	icoo odiiilidi	8/29/2023	8/29/2023	8	Technical	Leyte  Personnel Officers Association of the Philippines, Inc.	
Problem Solving and Decision-making	10/26/2022	10/28/2022	24	Supervisory	(POAP)		
Attended the ISO 9001:2015 Awareness/Re-awaren	8/30/2022	8/31/2022	16	Technical	Visayas State University (VSU), Visca, Baybay City, Leyte		
Focal Persons, and		2/3/2022	2/3/2022	8	Technical	Visayas State University (VSU), Visca, Baybay City, Leyte	
Attended the ISO 9001:2015 Awareness/Re-awaren	ness Seminar	11/27/2020	11/27/2020	8	Technical	Visayas State University (VSU), Visca, Baybay City, Leyte	
Cyber Security Training		12/18/2019	12/19/2019	16	Technical	Human Resource Information System, Visayas State University	
Orientation Workshop Among JO Clerks & Labora	tory Technicians	1/15/2019	1/15/2019	8	Instruction	Visayas State University (VSU), Visca, Baybay City, Leyte	
		-					
		-					
			= 1				
THE STIFF HE STIFF	(Co.	ntinue on separate	sheet if necessar	y)			
VIII. OTHER INFORMATION	1						
31. SPECIAL SKILLS and HOBBIES	32. NO	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)					
SPORTS		None				VSU VARSITY COACH	
MUSIC							
DIGITAL ARTS					***************************************		
WEB DESIGN							
WED DESIGN							
		Anue on correct	shoot if non-	vl			
SIGNATURE		Anue on separate	SHOUL II NECESSAF		TE	11-15-2024	
	1		DATE		11-10-2024		

## **WORK EXPERIENCE SHEET**

Instructions: 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

- Duration: 2023 present
- Position: Administrative Assistant II
- Name of Office/Unit: Computer Section
- · Immediate Supervisor: Raymund M. Igcasama
- · Name of Agency/Organization and Location: Office of the University Registrar
  - List of Accomplishments and Contributions (if any)
    - o Improved office procedures
    - Information System Support
    - Provide Data request from different offices
    - Generate and provide analytics Report
    - o Improved Registrar Services procedure
    - Help to improve Online software system
  - Summary of Actual Duties
    - Responsible for performing administrative and technical tasks e.g., Network Connection, In charge in enrollment procedures, System Monitoring, Generate data request and Produce document request
- Duration: 2020 present
- Position: Administrative Aide III
- Name of Office/Unit: Computer Section
- Immediate Supervisor: Marwen A. Castañeda
- Name of Agency/Organization and Location: Office of the University Registrar
  - List of Accomplishments and Contributions (if any)
    - Improved enrolment procedures
    - Information System Support
    - Provide Data requirements
    - Generate and provide analytics
    - Improved Registrar Services procedure
    - Help to improve Online software system
  - Summary of Actual Duties
    - Responsible for performing administrative and technical tasks e.g., Network Connection, In charge in enrollment procedures, System Monitoring, Generate data request and Produce document request.

- Duration: 2017 2020
- · Position: IT support staff
- Name of Office/Unit: Computer Section Immediate Supervisor: Marwen A. Castañeda
- Name of Agency/Organization and Location: Office of the University Registrar
  - List of Accomplishments and Contributions (if any)
  - Improved enrollment procedures
  - Summary of Actual Duties
  - Responsible for performing administrative and technical tasks e.g., Network Connection, In charge in enrollment procedures, System Monitoring, Generate data request and Produce document request
- Duration: 2014 2017
- · Position: Administrative Assistant Name of Office/Unit: Alumni Community Relations Office
- Immediate Supervisor: Anabella B. Tulin
- Name of Agency/Organization and Location: Visayas State University
  - List of Accomplishments and Contributions (if any)
    - Produce ID for University Alumni
      - Update Database for University Alumni
  - Summary of Actual Duties
  - o Responsible for performing administrative and technical tasks e.g., Network Connection, Lay outing and design different visual materials, photography and documentation

CHRISTAN MIKHAEL D. RESTOR (Signature over Printed Name

of Employee/Applicant)

Date: November15, 2024