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

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) 2. SURNAME **ESCO** NAME EXTENSION (JR., SR) FIRST NAME **ASHIERAH RHYCE** MIDDLE NAME BITANG 3. DATE OF BIRTH 8/29/1994 16. CITIZENSHIP (mm/dd/yyyy) ✓ Filipino Dual Citizenship ✓ by birth by naturalization 4. PLACE OF BIRTH Doña Maria P. Princesa, Cebu City Pls. indicate country: If holder of dual citizenship, please indicate the details. Male ✓ Female 5 SEX ✓ Single ■ Married 17. RESIDENTIAL ADDRESS N/A N/A 6 CIVIL STATUS Widowed Separated House/Block/Lot No Street N/A GABAS Other/s: Subdivision/Village Barangay **BAYBAY CITY** LEYTE 1.49 7. HEIGHT (m) City/Municipality Province 68 8 WEIGHT (kg) ZIP CODE 18. PERMANENT ADDRESS N/A N/A 9. BLOOD TYPE R+ Street GABAS N/A 10. GSIS ID NO. N/A Subdivision/Village Barangay BAYBAY CITY LEYTE 11. PAG-IBIG ID NO. 121288902191 City/Municipality Province 13-201179662-5 12. PHILHEALTH NO. ZIP CODE 6521 13. SSS NO. 35-0251107-8 19. TELEPHONE NO. 053-560-0210 14. TIN NO. 605-332-632 0955-650-8484 20. MOBILE NO. 15. AGENCY EMPLOYEE NO. N/A 21. E-MAIL ADDRESS (if any) esco.ashierahrhyce@gmail.com 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) N/A FIRST NAME N/A N/A N/A MIDDLE NAME N/A NIA 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 N/A TELEPHONE NO. N/A N/A **ESCO** 24. FATHER'S SURNAME N/A NAME EXTENSION (JR., SR) N/A CRISPOLO N/A FIRST NAME N/A **KALATRABA** MIDDLE NAME N/A N/A 25. MOTHER'S MAIDEN NAME N/A N/A **BITANG** SURNAME N/A N/A FIRST NAME CHERRY N/A MIDDLE NAME N/A (Continue on separate sheet if necessary) SCHOLARSHIP HIGHEST LEVEL PERIOD OF ATTENDANCE NAME OF SCHOOL BASIC EDUCATION/DEGREE/COURSE ACADEMIC LEVEL UNITS EARNED (Write in full) (Write in full) GRADUATED HONORS (if not graduated) RECEIVED From To **GABAS CENTRAL SCHOOL ELEMENTARY EDUCATION** 2001 2006 N/A 2006 N/A ELEMENTARY ALTERNATIVE LEARNING SYSTEM (ALS) SECONDARY SECONDARY EDUCATION 2010 2011 N/A 2011 N/A - PAWING PALO, LEYTE VOCATIONAL / N/A N/A N/A N/A N/A N/A N/A TRADE COURSE **BACHELOR OF SECONDARY** 2020 COLLEGE **VISAYAS STATE UNIVERSITY** 2015 2020 N/A NA **EDUCATION-FILIPINO** MASTER OF ARTS IN EDUCATION-FRANSISCAN COLLEGE OF 18 UNITS 2023 2024 NA NA **GRADUATE STUDIES IMMACULATE CONCEPTION FILIPINO** DATE May 27, 2025 SIGNATURE CS FORM 212 (Revised 2017), Page 1 of 4

	SERVICE ELIG		0					4 4 4	h
27. CAF	SPECIAL LAWS/ CES/ CSEE		RATING (If Applicable)	DATE OF EXAMINATION /	PLACE OF EXAMINATION / CONFERMENT			LICENSE (if a	oplicable)  Date of
BARANGAY ELIGIBILITY / DRIVER'S LICENSE			(If Applicable)	CONFERMENT	Balling the State of the State			NUMBER	Validity
LICENSURE EXAMINATION FOR TEACHERS			82.2	10/2/2022	MARASBARAS NATIONAL HIGH SCHOOL, TACLOBAN CITY LEYTE		2024383	8/29/2020	
DRIVERS LICENSE				12/9/2024	LTO - BAYBAY CITY, LEYTE		TE	H1224004172	8/29/2029
e	N/A	<b>A</b>	N/A	N/A	N/A		NBA BARA CELL	N/A	N/A
	N/A	4	N/A	N/A N		N/A		N/A	N/A
N/A		A	N/A	N/A N		N/A		N/A	N/A
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		N/A	N/A	N/A N/A			N/A	N/A	
			(Co	ntinue on separate sheet	if necessary)				
	(EXPERIENCE rivate employme		t work) Descriptio	on of duties should b	e indicated in the attache	ed Work Exp	erience shee		
	CLUSIVE DATES (mm/dd/yyyy)	POSITION T	ITLE	DEPARTMENT / AGI	ENCY / OFFICE / COMPANY	MONTHLY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP	STATUS OF	GOV'T SERVICE
From	То	(Write in full/Do not	abbreviate)	(Write in full/Do not abbreviate)		SALARY	(Format *00-0*)/ INCREMENT	APPOINTMENT	(Y/N)
9/11/2024	Present	Clerk		VSU Labora	tory High School	12000.00	N/A	JO	Υ
9/11/2023	5/24/2024	Part-time Ins	tructor		tory High School	15000.00	N/A	Contractual	Υ
2/15/2022	9/10/2023	Clerk			ection & Placement and cords Office-HRMO	12000.00	N/A	JO	Υ
10/12/2021	11/30/2021	Data Enco	oder	Dean of Students Office		12000.00	N/A	JO	Υ
11/15/2020	12/16/2021	ESL Junior T	eacher	51 Talk		15000.00	N/A	Contractual	N
N/A	N/A	N/A		N/A		N/A	N/A	N/A	N/A
N/A	N/A	N/A		N/A		N/A	N/A	N/A	N/A
N/A	N/A	N/A	Experience of the second	N/A		N/A	N/A	N/A	N/A
N/A	N/A	N/A		N/A		N/A	N/A	N/A	N/A
N/A	N/A	N/A		N/A		N/A	N/A	N/A	N/A
N/A	N/A	N/A	V	N/A		N/A	N/A	N/A	N/A
N/A	N/A	N/A	3000 2	N/A		N/A	N/A	N/A	N/A
N/A	N/A	N/A		N/A		N/A	N/A	N/A	N/A
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N/A	N/A	N/A	Let 5	N/A		N/A	N/A	N/A	N/A
N/A	N/A	N/A		N/A		N/A	N/A	N/A	N/A
I/A	N/A	N/A		N/A		N/A	N/A	N/A	N/A
I/A	N/A	N/A		N/A		N/A	N/A	N/A	NA
I/A	N/A	N/A	(Con	tinue on separate sheet i	N/A f necessary)	N/A	N/A	N/A	N/A
SIGN	IATURE	ch			DATE		May 2	7, 2025	

29. NAME & ADDRESS OF ORGANIZATION (Write in full)		INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK		
			То				
BLOOD DONOR			7/9/2021	19 11 11 11 11	DONOR		
				78.57	1 - 1 - 1 - 1		
II. LEARNING AND DEVELOPMENT (L&			e sheet if necessa	ry)			
		INCLUSIVE DATES OF			Type of LD	Suggested as August View	
<ol> <li>TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)</li> </ol>		ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)	
Drientation and Re-Orientation of Guidelines and Procedures on Processes/Services of			From To 4/8/2025 4/8/2025		Participant	VSIL Human Passures and Manager Com-	
ne Offices under Administrative Services  Yung Sumakses ka: Toolkit for Flourising"		4/3/2025	4/3/2025	4.0	Participant	VSU- Human Resource and Management Office VSU- Human Resource and Management Office	
ssessment in Learning: Training-Workshop on St	andardizing Test Questions	3/20/2025	3/21/2025	16.0	Participant	VSU Faculty of Teacher Association Al	
rientation on Financial Management and Transact		3/13/2025	3/13/2025	8.0	Participant	VSU- Human Resource and Management Office	
ducation's Teacher Conference on Teaching Read		7/15/2024	4/16/2024	16.0	Participant	Knowledge Channel- DepEd	
eady, Set, Read!, and MathDali aculty On-Boarding 2nd Semester A.Y. 2023-2024		1/15/2024	1/15/2024	8.0	Participant	VSU- Human Resource and Management Office	
ilgrims of Hope:Pathways of Synodality/ Explorate	ry Sequential Mixed Method Research	11/18/2023	11/18/2023	8.0	Participant	Fransiscan Colllege of Immaculate Conception	
60 9001-2015 Awareness Re-Awareness Seminar		8/29/2023	8/29/2023	4.0	Participant	VSU- Human Resource and Management Office	
PPB Basic Course Training on the RA 9184 and its	Revised Implementing Rules and	8/22/2023	8/24/2023	16.0	Participant	VSU- Human Resource and Management Office	
Regulations Act of 2016 SO 9001-2015 Awareness Re-Awareness Seminar			2/15/2023	8.0	Participant	VSU- Human Resource and Management Office	
ork Ethics of a Productive Worker		10/7/2022	10/7/2022	5.0	Participant	National Wages and Productivity Commission	
Participating in Workplace Communication	a de la companya del companya de la companya de la companya del companya de la co	10/1/2021	10/6/2021	18.0	Participant	TESDA- Online Program	
N/A		N/A	N/A	N/A	N/A	N/A	
N/A	The state of the s	N/A	N/A	N/A	N/A	N/A	
N/A		N/A	N/A	N/A	N/A	N/A	
N/A			N/A	N/A	N/A	N/A	
N/A		N/A	N/A	N/A	N/A	N/A	
N/A			N/A	N/A	N/A	N/A	
N/A		N/A	N/A	N/A	N/A	N/A	
N/A N/A			N/A	N/A	N/A	N/A	
			N/A	N/A	N/A	N/A	
WILL OTHER DECREMATION	(Con	tinue on separat	e sheet if necessa	ry)			
VIII. OTHER INFORMATION	NON	I-ACADEMIC DIS	TINCTIONS / REC	OGNITION		33. MEMBERSHIP IN ASSOCIATION/ORGANIZAT	
31. SPECIAL SKILLS and HOBBIES	32.	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)				SS. (Write in full)	
Microsoft and Google Applications	Be	Best Outstanding Teacher Award				N/A	
Basic Video Editing		N/A					
Story Writing			I/A I/A		N/A N/A		
N/A N/A N/A			N/A		NIA		
					N/A		
			N/A			N/A	
N/A	N/A ontinue on separate sheet if necessary)						
	/			DATE	May 27, 2025		

a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)? c. a. Have you ever been found guilty of any administrative offense? c. a. Have you ever been found guilty of any administrative offense? c. b. Have you been criminally charged before any court? c. b. Have you been criminally charged before any court? c. b. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal? c. b. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal? c. d. 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? c. d. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? c. 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? c. have you acquired the status of an immigrant or permanent resident of another country? c. Have you acquired the status of an immigrant or permanent resident of another country? c. Are you a member of any indigenous group? c. Are you a person with disability?	34.	Are you related by consanguinity or affinity to the nting chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed,	or recommending authority, or to the supervision over you in the Office,					
If YES, give details:     YES   NO				☐ YES ✓	NO			
b. Have you ever been found gully of any administrative offense?    YES   NO   If YES   NO   If YES   pive details:		b. within the fourth degree (for Local Government Unit - Card	☐ YES ✓	NO				
b. Have you been criminally charged before any court?    TYES, give details:   UVES   NO   If YES, give details:   UVES				If YES, give details:				
b. Have you been criminally charged before any court?    TYES, give details:   UVES   NO   If YES, give details:   UVES								
b. Have you been criminally charged before any court?    Ves	35.	a. Have you ever been found guilty of any administrative offe	ense?		] NO			
##YES, give details: Date Filled: Status of Casels:    No				If YES, give details:				
##YES, give details: Date Filled: Status of Casels:    No								
Date Flied:   Status of Casels:		b. Have you been criminally charged before any court?						
Status of Caseols:   No   Yes   No     Yes								
No   YES   No     YES   YES   No     YES   YES   No     YES   YES   YES   YES   No     YES   Y								
by any court or tribunal?  If YES, give details:  If YES, give detai	-		- law deeper andingness or regulation					
No.	36.	에 가장 마다 마다 마다 가장 하는데 보고 있다. 그는데 다른데 다른데 보고 있는데 그리고 있다면 하는데 다른데 보고 있다. 그런데 다른데 다른데 다른데 하는데 다른데 다른데 다른데 다른데 다른데 다른데 다른데 다른데 다른데 다른						
retirement, 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 very been a candidate in a national or local election held within the last year (except Baranapy election)?  b. Have you resigned from the government service during the three (3)-month period before the last election to promotel-actively campaign for a national or local candidate?  b. Have you acquired the status of an immigrant or permanent resident of another country?  b. Have you acquired the status of an immigrant or permanent resident of another country?  country:  ves No If YES, give details:  ves No If YES, give details (country):  ves No If YES, give details (country):  ves No If YES, give details (country):  ves No If YES, please specify;  no If YES, give details:  If YES,		by any obtation distance.		ii i Lo, give detailo.				
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out (abolition) in the public or private sector?  8. a. Have you ever been a candidate in a national or local election held within the last year (except Barrangy election)?  b. Have you resigned from the government service during the three (3)-month period before the last election to promotele/duvely campaign for a national or local candidate?  b. Have you acquired the status of an immigrant or permanent resident of another country?  b. Have you acquired the status of an immigrant or permanent resident of another country?  c. Have you acquired the status of an immigrant or permanent resident of another country?  c. Have you acquired the status of an immigrant or permanent resident of another country?  c. Have you acquired the status of an immigrant or permanent resident of another country?  c. Are you a member of any indigenous group?  c. Are you a person with disability?  c. Are you a solo parent?  c. Are you a solo parent.  c. Are you a solo parent.  c. Are you a solo parent.	37.							
Barangay election?  b. Have your 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?  39. Have you acquired the status of an immigrant or permanent resident of another 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:  4. Are you a member of any indigenous group?  4. Are you a person with disability?  5. YES  7. NO  11 YES, give details:  7. NO  11 YES, give details:  8. NO  11 YES, give details (country):  8. If YES, give details (country):  8. If YES, give details (country):  8. If YES, give details (country):  9. NO  11 YES, give details (country):  9. NO  11 YES, give details:  9. NO  11 YES, give details:  9. NO  11 YES, give details (country):  9. NO  11 YES, give details:  9. NO  11 YES, give details (country):  9. NO  11 YES, give details (country):  12 NO  13 YES  14 NO  15 YES  16 NO  16 YES  16 NO  16 YES  16 NO  1			a of torm, minoriou doma doc or prideou					
Barangay election?  b. Have your 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?  39. Have you acquired the status of an immigrant or permanent resident of another 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:  4. Are you a member of any indigenous group?  4. Are you a person with disability?  5. No If YES, give details:  6. No If YES, give details.  7. No I	38.	a. Have you ever been a candidate in a national or local ele-	ction held within the last year (except	☐ YES	✓ NO			
election to promote/actively campaign for a national or local candidate?    Have you acquired the status of an immigrant or permanent resident of another country?   YES				If YES, give details:				
election to promote/actively campaign for a national or local candidate?    Have you acquired the status of an immigrant or permanent resident of another country?   YES		b. Have you resigned from the government service during the	ne three (3)-month period before the last	☐ YES ☑ NO				
If YES, give details (country):								
## YES, give details (country):  ## If YES, give give give give give give give give	39.	Have you acquired the status of an immigrant or permanent	resident of another country?	□ YES	√ NO			
7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:  Are you a member of any indigenous group?  Are you a person with disability?  Are you a solo parent?  Are you a solo parent?  Are you a solo parent?  NAME  ADDRESS  TEL. NO.  REYMAR C. ORIA  VSU  Isournandis@vsu.e  du.ch  HONEY SOFIA V. COLIS  VSU  LEO A. MAMOLO  VSU  LEO A. MAMOLO  VSU  LEO A. MAMOLO  VSU  LEO B. MAMOLO  WSU  Oss 5637323  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/velidate 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: PRC ID  Dit. Comment Issued ID: PRC ID  Dit. PRC ID  Dit. PRC ID  Doc. No.:  Page No.:  Series of 20 DES								
7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:  Are you a member of any indigenous group?  Are you a person with disability?  Are you a solo parent?  Are you a solo parent?  Are you a solo parent?  NAME  ADDRESS  TEL. NO.  REYMAR C. ORIA  VSU  Isournandis@vsu.e  du.ch  HONEY SOFIA V. COLIS  VSU  LEO A. MAMOLO  VSU  LEO A. MAMOLO  VSU  LEO A. MAMOLO  VSU  LEO B. MAMOLO  WSU  Oss 5637323  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/velidate 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: PRC ID  Dit. Comment Issued ID: PRC ID  Dit. PRC ID  Dit. PRC ID  Doc. No.:  Page No.:  Series of 20 DES								
Are you a person with disability?  Are you a person with disability?  Are you a person with disability?  Are you a solo parent?  Are you a solo parent?  An eyou a solo parent.  An eyou a solo parent	40.							
Are you a person with disability?  Are you a solo parent?  NAME  ADDRESS  TEL. NO.  If YES, please specify ID No:  ADDRESS  TEL. NO.  REYMAR C. ORIA  VSU  LEO A. MAMOLO  VSU  Beo.mamolo@vsu.ed  u.ph  HONEY SOFIA V. COLIS  VSU  O53 5637323  12. 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. Lauthorize the agency head/authorized representative to verifywidate 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 (Le Peaport GSIS, SSS, PRC, Diner's License, etc.)  PLEASE INDICATE ID Number and Date of Issuance  Government Issued ID: PRC ID  IDICensePassport No: 2024383  Date Accomplished  SUBSCRIBED AND SWORN to before me this  2.9 MAY 2025  ATENDEX OSE PARA  Page No.:  Book No.;  Book No.;  Series of 20 205			, please answer the following items:		7757、10元年的中华公司			
Are you a person with disability?  Are you a solo parent?  Are you a solo parent?  Are you a solo parent?  If YES, please specify ID No:  YES  NO  If YES, please specify ID No:  If YES,	a.	Are you a member of any indigenous group?		YES place enecify:	✓ NO			
Are you a solo parent?    YES   Please specify   D No:   YES   No	h	Are you a person with disability?			[/] NO			
A1. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)  NAME  ADDRESS  TEL.NO.  REYMAR C. ORIA  VSU  Iso.mamolo@vsu.ed U.ph  HONEY SOFIA V. COLIS  VSU  063 6637323  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 (Le Passport, CSIS, SSS, PRC, Diners License, etc.)  PLEASE INDICATE ID Number and Date of Issuance Government tissued ID. PRC ID  IDILicense/Passport No.: 2024383  Signature (Sign inside the box)  NOW 37. 22.7 22.7  Date Accomplished  SUBSCRIBED AND SWORN to before me this  2.9 MAY 2025  , affiant exhibiting his/her validly issued government ID as indicated above.  ATTACKOSE PAPA Pack Interes!  Page No.:  Series of 20 2005		Are you a person with disability.						
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)  NAME  REYMAR C. ORIA  VSU  Invarian_oria@vsu.ed u.ph  LEO A. MAMOLO  VSU  Beo.mamolo@vsu.ed u.ph  HONEY SOFIA V. COLIS  VSU  O53 5637323  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.  agree that any misrepresentation made in this document and its attachments shall cause the filling of administrative/criminal case/s against me.  Government Issued ID (i.e. Paesgort, GSIS, SSS, PRC, Driver's License, etc.)  PLEASE INDICATE ID Number and Date of Issuance  Covernment Issued ID: PRC ID  IDILicense/Pase for 15 2024833  Date/Place of issuance: PRC Ormoc  Signature (Sign inside the box)  Place No.:  Date Accomplished  ATPLICATOSE PAPA  Place No.:  Page No.:  Page No.:  Page No.:  Page No.:  Series of 20 20248  ATPLICATOSE PAPA  Place No.:  Page No.:  Series of 20 20248  ATPLICATOSE PAPA  Place No.:  Page No.:  Series of 20 20248	C.	Are you a solo parent?						
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REYMAR C. ORIA  VSU  LEO A. MAMOLO  VSU  Leo.mamolo@vsu.e du.ph  HONEY SOFIA V. COLIS  VSU  053 5637323  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 Phillippines. I authorize the agency head/authorized representative to verifyl/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filling of administrative/criminal case/s against me.  Government Issued ID (i.e. Passyort, GSIS, SSS, PRC, Differ's Liberse, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: PRC ID  IDILicense/Passport No.: 2024383  Date/Place of Issuance: PRC Ormoc  SUBSCRIBED AND SWORN to before me this  2.9 MAY 2025  ATHURC KOSE PAPA Ability Itamery II (If years) IPA No 9465	41.	. REFERENCES (Person not related by consanguinity or affinity to applicant	t /appointee)					
LEO A. MAMOLO  VSU    Leo.mamolo@vsu.e   du.ph		NAME	ADDRESS	TEL. NO.				
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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.
- Duration: September 11, 2024 Present
- Position: Clerk
- · Name of Office/Unit: VSU Laboratory High School
- Immediate Supervisor: Reymar C. Oria
- Name of Agency/Organization and Location: Visayas State University Baybay City
  - Summary of Actual Duties
    - 1. Prepare all financial and personnel document (e.g. Reimbursement, liquidation, cash advance, stipend of scholars, DTR printing, vouchers, payroll, travel documents, etc.)
    - 2. Maintain cleanliness and orderliness of the office and reception area.
    - 3. Prepare faculty report of actual teaching load and individual faculty workload.
    - 4. Coordinate office and administrative activities particularly storing, retrieving and integrating information.
    - 5. Disseminate department meetings and seminars.
    - 6. Receive and relay IP messages and telephone calls for faculty and staff.
    - 7. Maintain and record filing system of the office.
    - 8. Assist faculty members in the printing of grades sheets.
    - 9. Perform other functions as assigned by the department head.
    - 10. Maintaining, retrieving and controlling controlled documents
  - Duration: February 15, 2022 September 10, 2023
  - Position: Clerk
  - Name of Office/Unit: Recruitment, Selection & Placement and Personnel Records Office -HRMO
  - Immediate Supervisor: Honey Sofia V. Colis
  - Name of Agency/Organization and Location: Visayas State University Baybay City Leyte
  - Summary of Actual Duties
    - 1. Receives and Logs NBC 461 documents using document tracking system;
    - 2. Stamps "Certified True Copy" on duplicates of evidences for authentication by the Secretary;
    - 3. Organizes, sorts, checks and files documents for evaluation;
    - 4. Facilitates and assists the conduct of NBC 461, ABP & NAPB Committee's meetings;
    - 5. Encodes Draft APB & NAPB Notices and Minutes of Meeting; and
    - 6. Performs NBC 461- related tasks assigned by the Committee;
    - 7. Assist the dDRC in issuing, maintaining, retrieving and controlling controlled documents;
    - 8. Assist the dDRC in assigning of document numbers and other coding controls for document in coordination with the DRC;
    - 9. Coordinate with the dDRC and inform relevant personnel on any changes; and
    - 10. Assist the dDRC in ensuring the implementation of the control of records.

**ASHIERAH RHYCE B. ESCO** 

Date: May 27, 2025