

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

FIRST NAME

MIDDLE NAME

ROSELLO  
MIKKO ZILLAH  
DELA CORTA

NAME EXTENSION (JR., SR)  
N/A

3. DATE OF BIRTH (mm/dd/yyyy)

4. PLACE OF BIRTH

5. SEX

6. CIVIL STATUS

7. HEIGHT (m)

8. WEIGHT (kg)

9. BLOOD TYPE

10. GSIS ID NO.

11. PAG-IBIG ID NO.

12. PHILHEALTH NO.

13. SSS NO.

14. TIN NO.

15. AGENCY EMPLOYEE NO.

16. CITIZENSHIP

17. RESIDENTIAL ADDRESS

18. PERMANENT ADDRESS

19. TELEPHONE NO.

20. MOBILE NO.

21. E-MAIL ADDRESS (if any)

4/4/1993

ORMOC CITY

☐ Male

☒ Female

☐ Single

☒ Married

☐ Widowed

☐ Separated

☐ Other/s:

1.5

60

A

NONE

1211-2417-6408

03-051200349-0

06-3554032-0

475-765-421

☒ Filipino

☐ Dual Citizenship

☒ by birth

☒ by naturalization

Pls. indicate country:

TANDANG SORA ST. EXTENTION

POBLACION ZONE 1. BRGY. GALENZOGA

BAYBAY CITY

LEYTE

6541

6541

(053) 335-3750

09950827269

mikko.rosello@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME

FIRST NAME

MIDDLE NAME

OCCUPATION

EMPLOYER/BUSINESS NAME

BUSINESS ADDRESS

TELEPHONE NO.

ROSELLO  
JETHRO ANTHONY  
SOMBRIO  
PUBLIC TEACHER  
BAYBAY CITY DIVISION  
BAYBAY CITY LEYTE  
053- 335 3705

23. NAME of CHILDREN (Write full name and list all)

JETH ANDRO DELA CORTA ROSELLO

DATE OF BIRTH (mm/dd/yyyy)

04/04.2016

24. FATHER'S SURNAME

FIRST NAME

MIDDLE NAME

25. MOTHER'S MAIDEN NAME

SURNAME

FIRST NAME

MIDDLE NAME

UNKNOWN

DELA CORTA

MARIA EMMA

SOLIJON

(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)

YEAR GRADUATED

SCHOLARSHIP/ ACADEMIC HONORS RECEIVED

ELEMENTARY

CURVA ELEMENTARY SCHOOL

ELEMENTARY GRADUATE

6/6/1999

03/31/2005

GRADUATED

2005

NONE

SECONDARY

NEW ORMOC CITY NATIONAL HIGH SCHOOL

HIGH SCHOOL GRADUATE

5/6/2005

03/31/2009

GRADUATED

2009

NONE

VOCATIONAL / TRADE COURSE

N/A

COLLEGE

MANDAUE CITY COLLEGE

BACHELOR OF ARTS IN ENGLISH

06/21/2014

04/18/2018

GRADUATED

2018

NONE

GRADUATE STUDIES

N/A

SIGNATURE

DATE

06-03-22

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#### IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(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.*

[illegible]

(Continue on separate sheet if necessary)

|           |            |      |          |
|-----------|------------|------|----------|
| SIGNATURE | <i>Mr.</i> | DATE | 06-03-82 |
|-----------|------------|------|----------|



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

| 29. NAME & ADDRESS OF ORGANIZATION<br>(Write in full)     | INCLUSIVE DATES<br>(mm/dd/yyyy) |          | NUMBER OF HOURS | POSITION / NATURE OF WORK |
|---|---------------------------------|----------|-----------------|---------------------------|
|   | From                            | To       |                 |                           |
| Philippine National Red Cross - Ormoc City                | 08/21/2008                      | 4/4/2009 | 16 hours        | Red Cross Youth Volunteer |
| Pag-asa Youth Association of the Philippines - Ormoc City | 7/6/2009                        | 7/6/2010 | 200 hours       | Volunteer                 |
|   |                                 |          |                 |                           |
|   |                                 |          |                 |                           |
|   |                                 |          |                 |                           |
|   |                                 |          |                 |                           |
|   |                                 |          |                 |                           |

(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<br>(Write in full)               | INCLUSIVE DATES OF ATTENDANCE<br>(mm/dd/yyyy) |            | NUMBER OF HOURS | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full)                                      |
|--|---|------------|-----------------|---|---|
|  | From  | To         |                 |   |   |
| Training in Information and Communication Technology   | 11/23/2009                                    | 05/28/2010 | 740.0           | Technical   | Department of Social Welfare and Development And Engineers w/ Borders in Canada |
| Citizen Voice and Action Skills Development Training   | 08/21/2014                                    | 08/24/2014 | 24.0            | Technical   | World Vision-Typhoon Haiyan Response  |
| DRR RA 10121 Thematic Area Assessment and Action Planning  | 11/14/2014                                    | 11/15/2014 | 16.0            | Technical   | World Vision-Typhoon Haiyan Response  |
| English for Kids Training  | 10/1/2018                                     | 01/13/2018 | 24.0            | Technical   | Acadsoc Limited   |
| Exam Preparation Training  | 10/16/2018                                    | 10/18/2018 | 24.0            | Technical   | Acadsoc Limited   |
| TURNITIN Instructor's Workflow Training  | 5/31/2021                                     | 5/31/2021  | 1.5             | Technical   | Visayas State University  |
| Recruitment, Selection, and Placement (RSP) Management Systems   | 7/28/2021                                     | 7/28/2021  | 7.0             | Managerial  | Visayas State University  |
| ISO 9001:2015 AWARENESS AND RE-AWARENESS WEBINAR   | 9/13/2021                                     | 9/13/2021  | 3.0             | Technical   | Visayas State University  |
| ORIENTATION AND RE-CASCADING OF DOCUMENTS AND RECORDS CONTROL PROCEDURE MANUAL (PM) AND GUIDELINE (GL) | 9/20/2021                                     | 9/20/2021  | 3.0             | Technical   | ODQA-Visayas State University   |
| Re-Orientation of Employees' Duties and Responsibilities and Good Customer Service                     | 9/2/2021                                      | 9/23/2021  | 3.0             | Customer Service  | Visayas State University  |
|  |   |            |                 |   |   |
|  |   |            |                 |   |   |
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(Continue on separate sheet if necessary)


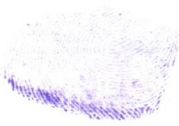
VIII. OTHER INFORMATION

| 31. SPECIAL SKILLS and HOBBIES         | 32. NON ACADEMEIC DISTINCTIONS/RECOGNITION ( Write in full) | 33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) |
|--|---|--|
| Basic Computer and Microsoft Operation | None  | None   |
| Reading                                | None  | Young Readers Club- Ormoc                                  |
| Cooking                                | None  | None   |
| Content writing                        | None  | None   |
| Basic Photo and Video Editing          | None  | None   |
|  |   |  |
|  |   |  |

(Continue on separate sheet if necessary)

|           |   |      |              |
|-----------|---|------|--------------|
| SIGNATURE |  | DATE | 04 - 03 - 22 |
|-----------|---|------|--------------|



|  |  |            |         |          |                  |                                  |            |                |                    |            |                       |                                  |            |
|--|--|------------|---------|----------|------------------|----------------------------------|------------|----------------|--------------------|------------|-----------------------|----------------------------------|------------|
| 34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the Bureau or Department where you will be appointed,<br>a. within the third degree?<br>b. within the fourth degree (for Local Government Unit - Career Employees)?   | <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:<br/>_____</div>   |            |         |          |                  |                                  |            |                |                    |            |                       |                                  |            |
| 35. a. Have you ever been found guilty of any administrative offense?<br><br>b. Have you been criminally charged before any court?   | <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:<br/>_____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:<br/>Date Filed: _____<br/>Status of Case/s: _____</div>  |            |         |          |                  |                                  |            |                |                    |            |                       |                                  |            |
| 36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?   | <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:<br/>_____</div>   |            |         |          |                  |                                  |            |                |                    |            |                       |                                  |            |
| 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?  | <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:<br/>_____</div>   |            |         |          |                  |                                  |            |                |                    |            |                       |                                  |            |
| 38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?<br><br>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?   | <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>  |            |         |          |                  |                                  |            |                |                    |            |                       |                                  |            |
| 39. Have you acquired the status of an immigrant or permanent resident of another country?   | <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country):<br/>_____</div>   |            |         |          |                  |                                  |            |                |                    |            |                       |                                  |            |
| 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<br>a. Are you a member of any indigenous group?<br>b. Are you a person with disability?<br>c. Are you a solo parent?   | <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> |            |         |          |                  |                                  |            |                |                    |            |                       |                                  |            |
| 41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)   |  |            |         |          |                  |                                  |            |                |                    |            |                       |                                  |            |
| <table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>Rosario A. Salas</td><td>Department Of Horticulture , VSU</td><td>9088732033</td></tr><tr><td>Joan C. Rapada</td><td>Baybay City, Leyte</td><td>9171455951</td></tr><tr><td>Catherine C. Arradaza</td><td>Department Of Horticulture , VSU</td><td>9176330054</td></tr></table>  |  | NAME       | ADDRESS | TEL. NO. | Rosario A. Salas | Department Of Horticulture , VSU | 9088732033 | Joan C. Rapada | Baybay City, Leyte | 9171455951 | Catherine C. Arradaza | Department Of Horticulture , VSU | 9176330054 |
| NAME   | ADDRESS  | TEL. NO.   |         |          |                  |                                  |            |                |                    |            |                       |                                  |            |
| Rosario A. Salas   | Department Of Horticulture , VSU   | 9088732033 |         |          |                  |                                  |            |                |                    |            |                       |                                  |            |
| Joan C. Rapada   | Baybay City, Leyte   | 9171455951 |         |          |                  |                                  |            |                |                    |            |                       |                                  |            |
| Catherine C. Arradaza  | Department Of Horticulture , VSU   | 9176330054 |         |          |                  |                                  |            |                |                    |            |                       |                                  |            |
| 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. |  |            |         |          |                  |                                  |            |                |                    |            |                       |                                  |            |
| <div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)<br/>PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: Philhealth Id</div> <div>ID/License/Passport No.: 03-051200349-0</div> <div>Date/Place of Issuance: Baybay City</div>   | <div><div></div><div>Signature (Sign inside the box)</div><div>06-03-22</div><div>Date Accomplished</div></div> <div><div></div><div>Right Thumbmark</div></div>   |            |         |          |                  |                                  |            |                |                    |            |                       |                                  |            |
| SUBSCRIBED AND SWORN to before me this 04 AUG 2022, affiant exhibiting his/her validly issued government ID as indicated above.  |  |            |         |          |                  |                                  |            |                |                    |            |                       |                                  |            |
| <div>ATTY. RYSSA C. GUINOCOR<br/>VSU Chief Legal Officer</div> <div>Person Administering Oath</div>  |  |            |         |          |                  |                                  |            |                |                    |            |                       |                                  |            |



MIKKO ZILLAH D. ROSELLO  
PHOTO

Right Thumbmark



## 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: January 20,2021-Present
- Position: Administrative Aide III
- Name of Office/Unit: Department of Horticulture
- Immediate Supervisor: Dr. Rosario A. Salas
- Name of Agency/Organization and Location: Visayas State University
- List of Accomplishments and Contributions (if any)
  - Participated as the DdRC During the Internal and External Audit for ISO 9001: 2015
  - Participated as the Technical Working Group During the AACUP PhD in Horticulture level II Accreditation
  - Participated as the Technical Working Group During the AACUP MS in Horticulture level IV Accreditation
  -
- Summary of Actual Duties

Responsible for performing the general recordkeeping and communication activities required to keep an office functioning. Duties include filing and organizing records, distributing memos throughout an office and fielding inquiries from students and clients.


- Duration: November 2,2017- June 9,2019
- Position: Full Time English Tutor
- Name of Office/Unit: ESL Teaching
- Immediate Supervisor: Solar Chen
- Name of Agency/Organization and Location: Acadsoc Ltd.
- List of Accomplishments and Contributions (if any)
  - Teach Students who takes examination such as IELTS ,TOEIC and TOEFL
  - Conducts Group Classes
- Summary of Actual Duties

Responsible for conducting twenty-five minutes one on one / group classes English with Chinese Students. Gives lesson based on what is in the students lesson material and gives feedback base on students performance.

- Duration: June 16, 2015- December 1, 2015
- Position: Customer Service Representative
- Name of Office/Unit: Customer Service (Sprint Account)
- Immediate Supervisor: Johanny Pastoril
- Name of Agency/Organization and Location: Convergys, Banawa Cebu City
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties

Provide information regarding wireless communication services by a U.S based company. Handle queries about billing and payment of these services. Troubleshoot and assist customers concern regarding their issues about the service.

- Duration: March 21, 2014- March 31, 2015
- Position: Citizen Voice and Action Facilitator
- Name of Office/Unit: Advocacy Department ( Haiyan Response)
- Immediate Supervisor: Jon Calinao Sumcad
- Name of Agency/Organization and Location: World Vision (Haiyan Response) West Leyte Zone , Ormoc City
- List of Accomplishments and Contributions (if any)
  - Initiate community organizing
  - Carry out a full training with minimal supervision
  - Strategically position views and objectives of the organization at the local level
  - Basic Knowledge on DRR, specifically RA 10121
  - Able to come up with progress reports on a regular basis
  - Transfer knowledge and skills to community
  - Coordinate with the Local Government Unit
- Summary of Actual Duties  
Create a CVA (Citizen Voice and Action) Core Team. This core Team will dialogue with the Local Government Unit to improve the service of Disaster Risk Reduction abiding what is in the law, RA10121.

  
MIKKO ZILLAH D. ROSELLO  
 (Signature over Printed Name  
 of Employee/Applicant)  
 Date: June 3, 2015