

# 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	DE LA TORRE																
FIRST NAME	MIRIAM	NAME EXTENSION (JR., SR)															
MIDDLE NAME	MORATA																
3. DATE OF BIRTH (mm/dd/yyyy)	12/2/1967	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:														
4. PLACE OF BIRTH	BAYBAY, LEYTE	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 checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	<table border="1"> <tr> <td>House/Block/Lot No.</td><td>Street</td></tr> <tr> <td></td><td>BRGY. HIPUSNGO</td></tr> <tr> <td>Subdivision/Village</td><td>Barangay</td></tr> <tr> <td>BAYBAY CITY</td><td>LEYTE</td></tr> <tr> <td>City/Municipality</td><td>Province</td></tr> <tr> <td colspan="2">ZIP CODE</td></tr> <tr> <td colspan="2">6521</td></tr> </table>	House/Block/Lot No.	Street		BRGY. HIPUSNGO	Subdivision/Village	Barangay	BAYBAY CITY	LEYTE	City/Municipality	Province	ZIP CODE		6521	
House/Block/Lot No.	Street																
	BRGY. HIPUSNGO																
Subdivision/Village	Barangay																
BAYBAY CITY	LEYTE																
City/Municipality	Province																
ZIP CODE																	
6521																	
7. HEIGHT (m)	1.55	18. PERMANENT ADDRESS	<table border="1"> <tr> <td>House/Block/Lot No.</td><td>Street</td></tr> <tr> <td></td><td>BRGY. HIPUSNGO</td></tr> <tr> <td>Subdivision/Village</td><td>Barangay</td></tr> <tr> <td>BAYBAY CITY</td><td>LEYTE</td></tr> <tr> <td>City/Municipality</td><td>Province</td></tr> <tr> <td colspan="2">ZIP CODE</td></tr> <tr> <td colspan="2">6521</td></tr> </table>	House/Block/Lot No.	Street		BRGY. HIPUSNGO	Subdivision/Village	Barangay	BAYBAY CITY	LEYTE	City/Municipality	Province	ZIP CODE		6521	
House/Block/Lot No.	Street																
	BRGY. HIPUSNGO																
Subdivision/Village	Barangay																
BAYBAY CITY	LEYTE																
City/Municipality	Province																
ZIP CODE																	
6521																	
8. WEIGHT (kg)	60																
9. BLOOD TYPE	"O"	19. TELEPHONE NO.	Office: (053) 565-0600 loc 1080														
10. GSIS ID NO.	67120200205																
11. PAG-IBIG ID NO.	170000247307																
12. PHILHEALTH NO.	13-000015001-1	20. MOBILE NO.	09194504331 & 09327733751														
13. SSS NO.	N/A	21. E-MAIL ADDRESS (if any)	<a href="mailto:miriam.delatorre@vsu.edu.ph">miriam.delatorre@vsu.edu.ph</a>														
14. TIN NO.	104-767-632																
15. AGENCY EMPLOYEE NO.	V00178																

## II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	DE LA TORRE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	HELCON ARNULFO	NAME EXTENSION (JR., SR)	HELCON JOHN M. DE LA TORRE	1/27/1989
MIDDLE NAME	IMPUESTO		HELCON JOSEPH M. DE LA TORRE	3/19/1992
OCCUPATION	RETIRED FIREMAN		XXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
EMPLOYER/BUSINESS NAME	N.A.			
BUSINESS ADDRESS	N.A.			
TELEPHONE NO.	N.A.			
24. FATHER'S SURNAME	MORATA			
FIRST NAME	PAULINO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	ESTREMOS			
25. MOTHER'S MAIDEN NAME				
SURNAME	TORING			
FIRST NAME	ISIDRA			
MIDDLE NAME	TAYABAS		(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	HIPUSNGO COMMUNITY SCHOOL	PRIMARY EDUCATION	1974-1975	1979-1980	GRADUATED	1980	SALUTATORIAN
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	HIGH SCHOOL	1980-1981	1983-1984	GRADUATED	1984	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BACHELOR OF SCIENCE IN COMMERCE - MAJOR IN ACCTG.	1984-1985	1987-1988	GRADUATED	1988	N/A
GRADUATE STUDIES	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	M.A. IN EDUCATION MAJOR IN GUIDANCE	1998-1999	1999-2000	36 UNITS - Completed Acad Requirements	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 3, 2023
-----------	---	------	--------------



IV. CIVIL SERVICE ELIGIBILITY					
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
CAREER SERVICE PROFESSIONAL	80.54	8/15/1999	TACLOBAN CITY	N/A	N/A
CAREER SERVICE SUB-PROFESSIONAL	70.00	7/26/1987	TACLOBAN CITY	N/A	N/A

(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	GOVT SERVICE (Y/ N)
From	To						
01/01/2023	Present	Administrative Officer III	Visayas State University	35,244.00	14-5	Permanent	Yes
01/01/2022	12/31/2022	Administrative Officer III	Visayas State University	33,722.00	14-5	Permanent	Yes
01/01/2021	12/31/2021	Administrative Officer III	Visayas State University	32,200.00	14-5	Permanent	Yes
07/01/2020	12/31/2020	Administrative Officer III	Visayas State University	30,678.00	14-5	Permanent	Yes
01/01/2020	06/30/2020	Administrative Officer III	Visayas State University	30,322.00	14-4	Permanent	Yes
01/01/2019	12/31/2019	Administrative Officer III	Visayas State University	28,800.00	14-4	Permanent	Yes
01/01/2018	12/31/2018	Administrative Officer III	Visayas State University	27,442.00	14-4	Permanent	Yes
07/01/2017	12/31/2017	Administrative Officer III	Visayas State University	26,149.00	14-4	Permanent	Yes
01/01/2017	06/30/2017	Administrative Officer III	Visayas State University	25,859.00	14-3	Permanent	Yes
01/01/2016	12/31/2016	Administrative Officer III	Visayas State University	24,141.00	14-1	Permanent	Yes
07/01/2014	12/31/2015	Administrative Officer III	Visayas State University	23,044.00	14-1	Permanent	Yes
12/03/2012	06/30/2014	Administrative Officer II	Visayas State University	18,735.00	11-2	Permanent	Yes
11/03/2012	12/02/2012	Guidance Counselor I	Visayas State University	18,735.00	11-2	Permanent	Yes
06/01/2012	11/02/2012	Guidance Counselor I	Visayas State University	18,549.00	11-1	Permanent	Yes
06/01/2011	05/31/2012	Guidance Counselor I	Visayas State University	17,099.00	11-1	Permanent	Yes
06/24/2010	05/31/2011	Guidance Counselor I	Visayas State University	15,649.00	11-1	Permanent	Yes
11/03/2009	06/23/2010	Guidance Counselor I	Visayas State University	14,198.00	11-1	Permanent	Yes
07/01/2009	11/02/2009	Administrative Aide VI	Visayas State University	10,338.00	6-2	Permanent	Yes
07/01/2008	06/30/2009	Administrative Aide VI	Visayas State University	9,434.00	6-2	Permanent	Yes
01/10/2008	06/30/2008	Administrative Aide VI	Visayas State University	8,576.00	6-2	Permanent	Yes
07/01/2007	01/09/2008	Administrative Aide VI	Visayas State University	8,367.00	6-1	Permanent	Yes
01/10/2005	06/30/2007	Administrative Aide VI	Leyte State University	7,606.00	6-1	Permanent	Yes
12/01/2004	01/09/2005	Administrative Aide IV	Leyte State University	6,684.00	4-2	Permanent	Yes
03/04/2002	11/30/2004	Clerk II	Leyte State University	6,684.00	4-2	Permanent	Yes
07/01/2001	03/03/2002	Clerk II	Visayas State College of Agriculture	6,522.00	4-1	Permanent	Yes
01/01/2000	06/30/2001	Clerk II	Visayas State College of Agriculture	6,211.00	4-1	Permanent	Yes
03/04/1999	12/31/1999	Clerk II	Visayas State College of Agriculture	5,646.00	4-1	Permanent	Yes
01/01/1997	03/03/1999	Clerk I	Visayas State College of Agriculture	5,492.00	3-3	Permanent	Yes
06/01/1996	12/31/1996	Clerk I	Visayas State College of Agriculture	5,000.00	3-3	Permanent	Yes
01/01/1996	05/31/1996	Clerk I	Visayas State College of Agriculture	4,978.00	3-2	Permanent	Yes
01/01/1995	12/31/1995	Clerk I	Visayas State College of Agriculture	3,978.00	3-2	Permanent	Yes
01/01/1994	12/31/1994	Clerk I	Visayas State College of Agriculture	2,978.00	3-2	Permanent	Yes
06/01/1993	12/31/1993	Clerk I	Visayas State College of Agriculture	2,178.00	3-2	Permanent	Yes
06/01/1990	05/31/1993	Clerk I	Visayas State College of Agriculture	2,156.00	3-1	Permanent	Yes
07/01/1989	05/31/1990	Clerk I	Visayas State College of Agriculture	98.00/day	N/A	Casual	Yes
01/01/1989	06/30/1989	Clerk I	Visayas State College of Agriculture	32.85/day	N/A	Casual	Yes
09/01/1988	12/31/1988	Clerk/Typist	Visayas State College of Agriculture	32.85/day	N/A	Casual	Yes
05/02/1988	12/28/1991	Bookkeeper	JERICO DEV'T PROJ.-World Vision International	800.00	N/A	Part-time	No

(Continue on separate sheet if necessary)

SIGNATURE



DATE

July 3, 2023



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		
	N/A	N/A	N/A	N/A	N/A

(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			
	Regional S-W on the Records Disposition Administration	05/16/2023	05/18/2023	24	Technical	National Archives of the Philippines
	POAP Training on Values Critical Components of Enhanced Performance	10/12/2022	10/14/2022	24	Technical	Personnel Officer's Association of the Philippines (POAP)
	National Convention cum Seminar of PMASUC w/ the theme: "Innovate, Motivate, Integrate"	08/30/2022	09/01/2022	24	Technical	People Managers Association of SUCs (PMASUC)
	Seminar on the 2017 Omnibus Rules on Appointment & Other Human Resource Actions (ORAOHRA)	04/06/2022	04/07/2022	16	Technical	CSC RO 8
	2021 Regional Congress of Human Resource Management Practitioners (HRMPs)	03/10/2021	03/11/2021	12	Leadership & Management	CSC RO 8
	2019 Public Sector HR Symposium: Moving Towards Ambisyon Natin 2040	07/24/2019	07/26/2019	16	Leadership & Management	Civil Service Commission
	2018 Eastern Visayas HR Management Practitioners Excellence Summit	10/24/2018	10/25/2018	16	Managerial/Supervisory	CSC RO 8
	2018 Public Sector HR Symposium: Achieving Breakthrough Results Through Strategic HR	07/18/2018	07/20/2018	16	Managerial/Supervisory	Civil Service Commission
	S-W on Coaching for Effective Performance	02/22/2018	02/23/2018	16	Technical	Visayas State University
	Gender Sensitivity Training for VSU GDFPS-TWG members	11/13/2017	11/15/2017	24	Technical	Visayas State University
	Leaders Summit Training	09/22/2017	09/22/2017	8	Supervisory	CSC RO 8
	Training Needs Analysis	05/22/2017	05/23/2017	16	Technical	CSC RO 8
	Workshop to Review and Improve Citizens Charter	09/01/2016	09/01/2016	8	Technical	Visayas State University
	Writeshop on Individual Work Instruction in Preparation for the ISO Accreditation	04/23/2015	04/24/2015	16	Technical	Visayas State University
	Seminar-Workshop on Generally Accepted Recordkeeping Principles (GARP)	12/03/2013	12/05/2013	24	Technical	Phil. Records Mgt Association, Inc.
	Briefing of Staff Involved in the Conduct of Evaluation of Academic Staff by the Students	01/14/2013	01/14/2013	8	Technical	Visayas State University (VSU)
	Seminar-Workshop on Understanding the Basic Concepts of Guidance and Counseling	11/15/2012	11/16/2012	16	Technical	Univ. Student Services Office-VSU
	Skills Training for School Guidance Counselors in the Region on HIV/AIDS and Sexually Transmitted Infections	02/27/2012	03/02/2012	40	Technical	DOH-RO VIII
	PGCA 8th General Assembly & Workshops on "The Guidance & Counseling Profession: Responsive to Cyber-Generated Concerns"	09/06/2011	09/07/2011	16	Technical	Phil Guidance & Counseling, Inc. (PGCA)
	Seminar on the Millenium Development Goals and the Magna Carta of Women: Defining the Academe's Contribution	03/31/2011	03/31/2011	8	Technical	VICARP-VSU
	Capability Building on Gender, Sexuality & Rights: Articulation of Mutual Realities in Our Midst	09/28/2010	09/29/2010	16	Technical	ISRDS-VSU
	Workshop on Enhancing Group Counseling Activities and Schema - Focused Therapy	09/02/2010	09/02/2010	8	Technical	PGCA Cebu Chapter
	PGCA Midyear Assembly and S-W on the Journey to Inner Wellness	09/01/2010	09/01/2010	8	Technical	PGCA Cebu Chapter
	Total Quality Management Training Among Administrative Personnel	11/13/2009	11/14/2009	16	Technical	Visayas State University (VSU)
	Seminar on Customer Service & Implementation of the Citizens' Charter	09/22/2009	09/22/2009	8	Technical	Visayas State University (VSU)
	3rd Visayas Midyear Convention on Campus Advising	07/30/2007	08/04/2007	32	Technical	Phil Association of Campus Student Advisers
	S-W on Campus Advising & Student Leadership	02/17/2006	02/17/2006	8	Technical	Leyte State University
	Orientation Workshop on LSU IRR of Anti-Sexual Harassment Act of 1995	12/04/2002	12/04/2002	8	Technical	Leyte State University
	Seminar on Counseling Thru Cyber Space	11/26/2001	11/26/2001	8	Technical	UP Cebu & Diliman
	Team Building Workshop of Staff Involved in the Preparation and Processing of Documents Relative to Procurement	06/26/2001	06/27/2001	16	Technical	Visayas State College of Agriculture
	S-W on Performance Evaluation System	05/03/2000	05/04/2000	16	Technical	VisCA & CSC RO 8
	Echo Seminar on Strategies for Managing Individual Behaviors	11/11/1999	11/11/1999	4	Technical	Office of Student Affairs, VisCA
	Planning Workshop on Accounting Updates and Procedures	06/24/1999	06/25/1999	16	Technical	Visayas State College of Agriculture
	19th National PACSA Convention on Campus Advising	11/19/1998	11/22/1998	32	Technical	PACSA
	Computer Training Programs on Microsoft Excel '97	11/04/1998	11/06/1998	24	Technical	VisCA
	Values Orientation Workshop (VOW)	09/01/1998	09/03/1998	24	Technical	VisCA & CSC RO 8
	Training on Strengthening the Capability of VisCA's Clerical Staff	06/17/1994	06/25/1994	24	Technical	Visayas State College of Agriculture
	Seminar on the Proper Preparation of Vouchers, Payrolls and Supporting Documents	12/02/1992	12/02/1992	8	Technical	Visayas State College of Agriculture

(Continue on separate sheet if necessary)



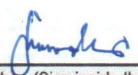
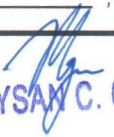
VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Auditing, Bookeeping, Driving, Computer Operation		Best Clerk Award		1) LSU Administrative Personnel Association
					2) People Managers Association of SUCs (PMASUC)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 3, 2023
-----------	---	------	--------------



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? 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:</div>												
35. a. Have you ever been found guilty of any administrative offense?  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:</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details:</div> <div>Date Filed: </div> <div>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:</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:</div>												
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  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):</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 items: a. Are you a member of any indigenous group? b. Are you a person with disability? 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>Ms. Chona A. Brit</td><td>DSO, VSU, Visca, Baybay City, Leyte</td><td>9216147704</td></tr><tr><td>Ms. Honey Sofia V. Colis</td><td>HRMO, VSU, Visca,Baybay City,Leyte</td><td>9067679225</td></tr><tr><td>Christie Cyrene T. Tauy</td><td>DSO, VSU, Visca, Baybay City, Leyte</td><td>9554965969</td></tr></table>			NAME	ADDRESS	TEL. NO.	Ms. Chona A. Brit	DSO, VSU, Visca, Baybay City, Leyte	9216147704	Ms. Honey Sofia V. Colis	HRMO, VSU, Visca,Baybay City,Leyte	9067679225	Christie Cyrene T. Tauy	DSO, VSU, Visca, Baybay City, Leyte	9554965969
NAME	ADDRESS	TEL. NO.												
Ms. Chona A. Brit	DSO, VSU, Visca, Baybay City, Leyte	9216147704												
Ms. Honey Sofia V. Colis	HRMO, VSU, Visca,Baybay City,Leyte	9067679225												
Christie Cyrene T. Tauy	DSO, VSU, Visca, Baybay City, Leyte	9554965969												
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><div>MIRIAM M. DE LA TORRE</div>PHOTO</div> <div><div>Right Thumbmark</div></div>												
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: Driver's License</div> <div>ID/License/Passport No.: H03-00-034042</div> <div>Date/Place of Issuance: Dec. 1, 2022 / Baybay City</div>	<div><div>Signature (Sign inside the box)</div><div>July 3, 2023</div><div>Date Accomplished</div></div>													
SUBSCRIBED AND SWORN to before me this 20 JUL 2023, affiant exhibiting his/her validly issued government ID as indicated above.														
<div><div>RYSAN C. GUINOCOR</div><div>Person Administering Oath</div></div>														



## 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: July 1, 2014 – Present
- Position: Administrative Officer III
- Name of Office/Unit: HRMO
- Immediate Supervisor: Teresita L. Quiñanola/Honey Sofia V. Colis
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- Summary of Actual Duties

- Office-in-charge of the Performance Management and Rewards and Recognition Office responsible in the effective implementation of approved performance management, rewards and recognition system of the University e.g., coordinating the conduct of annual year-end performance review and annual target setting workshop; monitoring and follow-up for the timely submission of IPCRs; consolidating performance rating of employees and analyze to identify employees to be recommended for awards including submission of required reports; endorsed employee development plan of all employees to the learning and development office; and acted as secretariat to the PMT and PRAISE.
- OIC-Head of the Recruitment, Selection, Placement and Personnel Records Office responsible in the effective implementation of the merit system plan of the University e.g., secretariat services to the academic and non-academic personnel board meetings and deliberations; pre-assessment and screening process during the conduct of written and skills test; review applicant' profile for administrative position; supervises appointment preparation of newly hired and promotion of personnel; facilitates updating personnel records and issuance of service records/certificates of employment; maintain records of job order employees; and prepares report of SALN for submission to Office of the Ombudsman and CSC.

- Duration: December 3, 2012 – June 30, 2014
- Position: Administrative Officer II
- Name of Office/Unit: Personnel Records and Performance Evaluation Office (PRPEO)
- Immediate Supervisor: Teresita L. Quiñanola
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- Summary of Actual Duties

- Responsible in the performance management of employees including submission of required reports; Processes appointments and maintains service cards of JO workers; Coordinates conducts IQ test for clerks, drivers and security guards applicants; Prepares report relative to performance evaluation and JO workers; provides assistance in the management of the office' programs and activities.

- Duration: November 3, 2009 – December 2, 2012
- Position: Guidance Counselor I
- Name of Office/Unit: University Student Services Office (USSO)
- Immediate Supervisor: Prof. Manolo B. Loreto, Jr.
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  
- Summary of Actual Duties
  - Responsible in the conduct of guidance and counseling programs with students under the College of Education; Assisted admission of new, transferee, and continuing students during enrollment period; and conducts information/orientation/S-W to students.
  - Section-in-charge of the Student Housing responsible in the management of all dormitories and cottages of the university both graduate and undergraduate with more or less 1,800 student-occupants e.g., conduct of regular monthly meetings with Dormitory Management Advisory Council; screening and approval of qualified applicants for residency; conduct interview/consultation with dormitory/cottage occupants, advisers, and assistant advisers; review and evaluate monthly report of accomplishments as well as checking and auditing of Financial reports for the dorm maintenance and utility fees.

**Attachment to CS Form No. 212**

  
**MIRIAM M. DE LA TORRE**

Date: July 3, 2023