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.

LEVEL (Write in full) Can-adieng Elementary School Basic EDUCATION/DEGREE/COURSE (Write in full) From To (if not graduated) From To (if not graduate		es () and use separate sheet if necessary. Indic	cate N/A if not applicable. DO	NOT ABBREV	IATE.	1. CS ID No.	yo	(Do not fill up. F	or CSC use only	
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	SPECIAL LAV	SERVICE/ RA 1080 (BOARD/ BAR) UNDER RATING DATE OF SPECIAL LAWS/ CES/ CSEE (If Applicable) CONFERMENT CONFERMENT				RMENT	NUMBER	Date of Validity	
	Career Service	Professional	81.64	10/13/2013	LEYTE NORMAL UNIV	/ERSITY TACI	ORAN CITY	13-125453	01/30/2014
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	EXPERIEN(ate employmen		t work) Description	on of duties should b	e indicated in the attache	d Work Exper	ience 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)		SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format*00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/N)
01/01/2023	PRESENT	Administrative Ai	de IV	Visayas	State University	15,706.00	4-2	Permanent	Y
03/01/2022		Administrative Ai	de IV	Visayas	State University	15,109.00	4-2	Permanent	Υ
01/01/2022		Administrative Ai	de IV	Visayas	State University	14,993.00	4-1	Permanent	Y
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01/01/2019	02/28/2019	Administrative A	de III	Visayas State University		12,562.00	3-2	Permanent	Y
10/12/2018	12/31/2018	Administrative A	de III	Visayas State University		12,013.00	3-2	Permanent	Y
01/01/2018	10/11/2018	Administrative A	de III	Visayas State University		11,914.00	3-1	Permanent	Y
01/01/2017	12/31/2017	Administrative A	ide III	Visayas	State University	11,387.00	3-1	Permanent	Y
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				(Continue on separate she	set if necessary)				
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CS FORM 212 (Revised 2017), Page 2 of 4

9. NAME & ADDRESS OF ORG (Write in full)	ANIZATION	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
N/A		From To		N/A		NIA
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LEARNING AND DEVELOPMENT (L&D) 1 from the most recent L&D training program and include	INTERVENTIONS TRAININ		S ATTENDE	D	rgerial positions)	
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Training-Workshop on Risk Asse	ssment	11/24/2022	11/25/2022	16	Managerial	Visayas State University
Regional Knowledge Management Seminar-Workshop on the In Communication Plan, and IEC M		11/23/2022	11/23/2022	8	Technical	RAISE (Regional Agri-Aqua Innovation System Enhancem Eastern Visayas
Orientation/Re-orientation of Duties and Responsibilities of dD Documents and Records Control Procedure Ma		09/07/2022	09/07/2022	4	Managerial	Quality Assurance Center, Visayas State University
ISO 9001:2015 Awareness/ Re-awaren	ess Seminar	08/30/2022	08/31/2022	Same and the same	Managerial	"Visayas State University (VSU), Visca, Baybay City, Ley
Hands-Only Cardiopulmonary Resi	scitation	07/22/2022	07/22/2022	2	Technical	Department of Health / Visayas State University
Data Analytics & Statistics Tra	ning	07/18/2022	07/19/2022	14	Technical	Eastern Visayas Health Research and Development Consc (EVHRDC)
In-House Training on the Basics of Solar PV Systems,	nstallation, and Maintenance	05/25/2022	05/27/2022	12	Technical	Renewable Energy Research Center, VSU, Visca, Baybay Leyte
98th VSU Anniversary: "My Changi	ng Body"	05/02/2022	05/02/2022	7	Managerial	VSU Gender Resource Center
Forum: Women Inspiring Wor	nen	03/07/2022	03/07/2022	7	Managerial	VSU Gender Resource Center
Re-orientation of Employees' Duties and Responsibilities	and Good Customer Service	09/23/2021	09/23/2021	ре-	Supervisory	Office of the Director for Human Resource Management, Vi State University
ISO 9001:2015 ISO Awareness and Reaw	treness Webinar	11/27/2020	11/27/2020	A Parameter (Annie Para	Managerial	"Visayas State University (VSU), Visca, Baybay City, Ley
HRMIS Webinar on Document Track	ng System	11/13/2020	11/13/2020	3	Technical	"Visayas State University (VSU), Visca, Baybay City, Ley
In-house Training on Republic Act 9184 and the 2016 Revised	Implementing Rules and Regulations	06/10/2019	06/12/2019	21	Technical	"Visayas State University (VSU), Visca, Baybay City, Ley
Problem Solving and Decision-N	laking	11/06/2018	11/09/2018	32	Supervisory	Personnel Officers Association of the Philippines, Inc. (PC
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I. OTHER INFORMATION		Confinue on separat	e sheef a necessary			
31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)					33. MEMBERSHIP IN ASSOCIATION/ORGANIZATI (Write in full)
N/A	N/A				VSU ADMINISTRATIVE PERSONNEL ASSOCIATI (VSU-ADPA)	
						Visayas State University Alumni Association
		Continue on separat	a sheet if necessari			
SIGNATURE	(1.	1			TE	03/17/2023

34. Are you related by consanguinity or affinity to the appo the chief of bureau or office or to the person who has in	mmediate supervision over you in the		•	
Office, Bureau or Department where you will be apppo	inted,			
a. within the third degree?		NO		
b. within the fourth degree (for Local Government Unit	If YES, give details:	NO		
35. a. Have you ever been found guilty of any administrativ	/e offense?		/NO	
		If YES, give details:		
b. Have you been criminally charged before any court?		☐YES ☐	/]no	
		Date Filed: Status of Case/s:		
36. Have you ever been convicted of any crime or violation regulation by any court or tribunal?	of any law, decree, ordinance or	YES VES, give details:	/NO	
37. Have you ever been separated from the service in any retirement, dropped from the rolls, dismissal, termination phased out (abolition) in the public or private sector?	of the following modes: resignation, on, end of term, finished contract or	☐YES ☐	NO	
a. Have you ever been a candidate in a national or loca (except Barangay election)?	al election held within the last year	☐YES ☐ If YES, give details:	NO	
	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?			
39. Have you acquired the status of an immigrant or perma	☐YES ☐ If YES, give details (cou	no intry):		
a. Are you a member of any indigenous group?b. Are you a person with disability?c. Are you a solo parent?	If YES, please specify: YES If YES, please specify IE	NO		
41. REFERENCES (Person not related by consanguinity or affinity to app	olicant (appointee)			
NAME	ADDRESS	TEL. NO.		
MARIA TERESA A. CRUZ	VISCA, BAYBAY CITY, LEYTE	09263037907		
ROBERTO C. GUARTE NILO L. LEORNA	VISCA, BAYBAY CITY, LEYTE Kilbourne ST., VSU, Visca, Baybay City,	09991723334	4	
42. I declare under oath that I have personally accomplish complete statement pursuant to the provisions of pert Philippines. I authorize the agency head/authorized rep agree that any misrepresentation made in this doc administrative/criminal case/s against me.	Leyte ed this Personal Data Sheet which is a tinent laws, rules and regulations of the resentative to verify/validate the contents	Republic of the stated herein. I	SUSANA 8. MIGOZA	
Government Issued ID (i.e.Passport, GSIs, SSS, PRC, Drivert's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: UMID	Aning-			
ID/License/Passport No.: 000624700113	Signature (Sign inside the I	oox)		
Date/Place of Issuance: 10/09/2018 / Maasin City	03/17/2023 Date Accomplished		Right Thumbmark	
SUBSCRIBED AND SWORN to before me this	1 4 MAY 2023, affiant exh	ibiting his/her validly issued	government ID as indicated above.	
	ATTY, RISA C. GUINOCOR			
	Person Administering Oal	th		

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: April 1, 2015 Present
- · Position: Administrative Aide III
- Name of Office/Unit: Renewable Energy Research Center
- Immediate Supervisor: Eldon P. De Padua (2022-Present)
 Roberto C. Guarte (2015-2022)
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- · List of Accomplishments and Contributions (if any)
 - Contributed to the formulation/updating of the Strength, Weakness, Threat,
 Opportunities (SWOT) Analysis Matrix, Risk and Opportunities Assessment Matrix
 (ROAM), Objectives, Targets, and Programs (OTP) and Needs and Expectations of Interested Parties (NEIP) of the Center since
 - Served as the deputy document and records controller (dDRC) and the deputy risk manager (dRM) of the Center
 - Prepared RERC Annual Reports from CY 2015 to CY 2022
 - o Manage the office in the absence of the director since 2015 up to the present
 - Facilitated all administrative and financial transactions of the Center since April 1, 2015 up to the present
 - Supervised the cleaning and maintenance of the RERC building and grounds from 2016 up to the present
 - Supervised the repair and maintenance of RE demo units in the RE park of the Center since 2015
 - Facilitated the implementation of the Household Electrification Program (HEP) and other related activities in 2015
 - Facilitated the implementation of the projects under the Socioeconomic Division of the Center in 2017-2019 and assisted in the preparation of terminal reports—two (2) terminal reports in 2019 and one (1) in 2021
 - Facilitated the preparation of reports and presentations for the Annual In-House Review (AIHR) since 2018
 - Prepared tarpaulins, signage, and brochures for the Center since 2015

Summary of Actual Duties

Responsible for office and records management and all administrative and financial matters; provides assistance in the technical and socioeconomics division of the Center; assist in the implementation of the programs and activities of the Center; conduct monitoring and evaluation of various research and extension projects and activities; prepare technical reports; prepare information, education, and communication (IEC) materials including tarpaulins and signages; supervise the repair and maintenance of renewable energy (RE) demo units found at the Center; supervise the cleaning and maintenance of the RERC building and grounds; ensure that forms and procedures used by the Center are up-to-date and perform the functions of the document and records controller (DRC) within the unit; monitors and verifies the accomplishment of the Center in mitigating risks as indicated in the OTP and perform the functions of the risk manager (RM) within the office and perform other Center-related tasks.

SUSANA' B. MINOZA
(Signature over Printed Name of Employee/Applicant)

Date: 3-17-2023