


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	MIÑOZA		
FIRST NAME	SUSANA	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	BERIDO		
3. DATE OF BIRTH (mm/dd/yyyy)	11/14/1981	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization P/s. indicate country: Philippines
4. PLACE OF BIRTH	Ormoc City	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 type="checkbox"/> Married <input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Harrison House/Block/Lot No. Street Can-adieng Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.50	ZIP CODE	6541
8. WEIGHT (kg)	86.00		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	Harrison House/Block/Lot No. Street Can-adieng Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province
10. GSIS ID NO.	00624700113	ZIP CODE	6541
11. PAG-IBIG ID NO.	121149885653		
12. PHILHEALTH NO.	130500651157	19. TELEPHONE NO.	1
13. SSS NO.	0624700113	20. MOBILE NO.	9085584254
14. TIN NO.	279632535000	21. E-MAIL ADDRESS (if any)	susana.minoza@vsu.edu.ph
15. AGENCY EMPLOYEE NO.	V00875		

II. FAMILY BACKGROUND			
22. SPOUSE'S SURNAME	MIÑOZA	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	AMANCIO	NAME EXTENSION (JR., SR)	ALBERT ANDREW BERIDO MIÑOZA
MIDDLE NAME	CASAS		03/11/2001
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME	BERIDO		
FIRST NAME	RENATO	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BANDE		
25. MOTHER'S MAIDEN NAME	SOLAMO		
SURNAME	BERIDO		
FIRST NAME	MILAGROSA		
MIDDLE NAME	CO		
(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	Can-adieng Elementary School	Elementary	1988	1994		1994	N/A
SECONDARY	Ormoc City National High School	High School	1994	1998		1998	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Statistics	1998	2013		2013	N/A
GRADUATE STUDIES	Visayas State University	Master of Management	2016	2019	41	2019	N/A
(Continue on separate sheet if necessary)							
SIGNATURE				DATE	03/17/2023		



[illegible]

## V. WORK EXPERIENCE

[illegible]

SIGNATURE		DATE	03/17/2023
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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			
	Training-Workshop on Risk Assessment	11/24/2022	11/25/2022	16	Managerial	Visayas State University
	Regional Knowledge Management Seminar-Workshop on the Inventory of Knowledge Resources and Communication Plan, and IEC Materials	11/23/2022	11/23/2022	8	Technical	RAISE (Regional Agri-Aqua Innovation System Enhancement) Eastern Visayas
	Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	09/07/2022	09/07/2022	4	Managerial	Quality Assurance Center, Visayas State University
	ISO 9001:2015 Awareness/ Re-awareness Seminar	08/30/2022	08/31/2022	8	Managerial	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Hands-Only Cardiopulmonary Resuscitation	07/22/2022	07/22/2022	2	Technical	Department of Health / Visayas State University
	Data Analytics & Statistics Training	07/18/2022	07/19/2022	14	Technical	Eastern Visayas Health Research and Development Consortium (EVHRDC)
	In-House Training on the Basics of Solar PV Systems, Installation, and Maintenance	05/25/2022	05/27/2022	12	Technical	Renewable Energy Research Center, VSU, Visca, Baybay City, Leyte
	98th VSU Anniversary: "My Changing Body"	05/02/2022	05/02/2022	7	Managerial	VSU Gender Resource Center
	Forum: Women Inspiring Women	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	7	Supervisory	Office of the Director for Human Resource Management, Visayas State University
	ISO 9001:2015 ISO Awareness and Reawareness Webinar	11/27/2020	11/27/2020	4	Managerial	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	HRMIS Webinar on Document Tracking System	11/13/2020	11/13/2020	3	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	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, Leyte "
	Problem Solving and Decision-Making	11/06/2018	11/09/2018	32	Supervisory	Personnel Officers Association of the Philippines, Inc. (POAP)

(Continue on separate sheet if necessary)










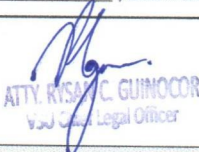
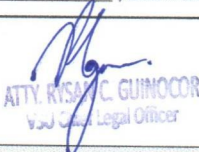
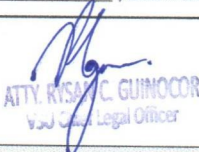
VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	N/A		N/A		VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)
					Visayas State University Alumni Association

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/17/2023
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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: Date Filed: _____ 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><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>MARIA TERESA A. CRUZ</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>09263037907</td></tr><tr><td>ROBERTO C. GUARTE</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>09991723334</td></tr><tr><td>NILO L. LEORNA</td><td>Kilbourne ST., VSU, Visca, Baybay City, Leyte</td><td>09996915424</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	MARIA TERESA A. CRUZ	VISCA, BAYBAY CITY, LEYTE	09263037907	ROBERTO C. GUARTE	VISCA, BAYBAY CITY, LEYTE	09991723334	NILO L. LEORNA	Kilbourne ST., VSU, Visca, Baybay City, Leyte	09996915424
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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.													
<table><tr><td>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: UMID</td></tr><tr><td>ID/License/Passport No.: 000624700113</td></tr><tr><td>Date/Place of Issuance: 10/09/2018 / Maasin City</td></tr></table>	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: UMID	ID/License/Passport No.: 000624700113	Date/Place of Issuance: 10/09/2018 / Maasin City	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>03/17/2023</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	03/17/2023	Date Accomplished				
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Right Thumbmark													
SUBSCRIBED AND SWORN to before me this 04 MAY 2023, affiant exhibiting his/her validly issued government ID as indicated above.													
<table><tr><td></td></tr><tr><td>ATTY. RYSA C. GUINOCOR Lawyer Legal Officer</td></tr><tr><td>Person Administering Oath</td></tr></table>			ATTY. RYSA C. GUINOCOR Lawyer Legal Officer	Person Administering Oath									
													
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Person Administering Oath													



## 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
  - 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. MIÑOZA

(Signature over Printed Name  
of Employee/Applicant)

Date: 8-27-2023