

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	Miraflor		
FIRST NAME	Maria Roberta	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Sta. Iglesia		
3. DATE OF BIRTH (mm/dd/yyyy)	10/28/1977	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country: Philippines
4. PLACE OF BIRTH	Brgy. Kilim, Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX AT BIRTH	☐ Male ☒ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Kilim Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.57	ZIP CODE	6521
8. WEIGHT (kg)	60.00		
9. BLOOD TYPE	A+	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. UMID ID NO.		ZIP CODE	
11. PAG-IBIG ID NO.	070151444401		
12. PHILHEALTH NO.	132005956009		
13. PhilSys NO. (PSN)		19. TELEPHONE NO.	(1
14. TIN NO.	214047615000	20. MOBILE NO.	917-634-1528
15. AGENCY EMPLOYEE NO.	V00345	21. E-MAIL ADDRESS (if any)	mabethmiraflor@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MIRAFLOR		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	WARREN	NAME EXTENSION (JR., SR)	KYLE LOUIS S. MIRAFLOR	09/23/2000
MIDDLE NAME	BILBAO		KLYDE LUCAS S. MIRAFLOR	03/26/2008
OCCUPATION	SECONDARY TEACHER			
EMPLOYER/BUSINESS NAME	DEPED			
BUSINESS ADDRESS	30 DE DICIEMBRE STREET, BAYBAY CITY, LEYTE			
TELEPHONE NO.				
24. FATHER'S SURNAME	STA IGLESIA			
FIRST NAME	ALFREDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	LUMANTA			
25. MOTHER'S MAIDEN NAME	CERNA			
SURNAME	STA IGLESIA			
FIRST NAME	FLORA			
MIDDLE NAME	MONTEROLA		(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	Franciscan College of Immaculate Conception	Elementary	1984	1990		1990	N/A
SECONDARY	Franciscan College of Immaculate Conception	High School	1990	1994		1994	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	University of San Jose Recoletos	Bachelor of Science in Computer Science	1994	1998		1998	N/A
GRADUATE STUDIES	Visayas State University	Master in Management (Major in Business Management)	2016		40 units		N/A

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	10/07/2025

IV. CIVIL SERVICE ELIGIBILITY

27.	CES/CSEE/CAREER SERVICE/RA 1080 (BOARD/ BAR)/UNDER SPECIAL LAWS/CATEGORY II/ IV ELIGIBILITY and ELIGIBILITIES FOR UNIFORMED PERSONNEL	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Valid Until
	Career Service Professional	80.04	10/21/2012	Maasin City	N/A	N/A
	Career Service Professional	82.25	10/19/1997	Cebu 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)	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To				
01/01/2025		Administrative Officer V	Visayas State University	Permanent	Y
10/16/2024		Administrative Officer V	Visayas State University	Permanent	Y
10/16/2024		Administrative Officer V	Visayas State University	Permanent	Y
01/01/2024		Administrative Officer III	Visayas State University	Permanent	Y
07/03/2023		Administrative Officer III	Visayas State University	Permanent	Y
01/01/2023		Administrative Officer II	Visayas State University	Permanent	Y
01/01/2023		Administrative Officer II	Visayas State University	Permanent	Y
01/01/2022		Administrative Officer II	Visayas State University	Permanent	Y
01/01/2022		Administrative Officer II	Visayas State University	Permanent	Y
03/16/2021		Administrative Officer II	Visayas State University	Permanent	Y
01/01/2021		Administrative Officer II	Visayas State University	Permanent	Y
01/01/2021		Administrative Officer II	Visayas State University	Permanent	Y
01/01/2021		Administrative Officer II	Visayas State University	Permanent	Y
01/01/2021		Administrative Officer II	Visayas State University	Permanent	Y
01/01/2021		Administrative Officer II	Visayas State University	Permanent	Y
01/01/2021		Administrative Officer II	Visayas State University	Permanent	Y
01/01/2020		Administrative Officer II	Visayas State University	Permanent	Y
01/01/2019		Administrative Officer II	Visayas State University	Permanent	Y
03/16/2018	12/31/2018	Administrative Officer II	Visayas State University	Permanent	Y
01/01/2018	03/15/2018	Administrative Officer I	Visayas State University	Permanent	Y
01/01/2017	12/31/2017	Administrative Officer I	Visayas State University	Permanent	Y
11/01/2016	12/31/2016	Administrative Officer I	Visayas State University	Permanent	Y
05/10/2016	10/31/2016	Administrative Assistant VI	Visayas State University	Permanent	Y
01/01/2016	05/09/2016	Administrative Assistant VI	Visayas State University	Permanent	Y
03/25/2013	12/31/2015	Administrative Assistant VI	Visayas State University	Permanent	Y
06/01/2012	03/24/2013	Administrative Assistant VI	Visayas State University	Permanent	Y
06/01/2011	05/31/2012	Administrative Assistant VI	Visayas State University	Permanent	Y

PLEASE SEE ATTACHMENT A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/07/2025
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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		
	Baybay City Football Club Grassroot Program Baybay City, Leyte	04/05/2008	PRESENT	1	Volunteer/Sponsor
	Kilim Chapel Pastoral Council (KCPC) Brgy. Kilim, Baybay City, Leyte	01/01/1990		1	Mass Reader

(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			
	Seminar-Workshop entitled "Here Comes the Guide: Write your Records Management Manual Right"	09/02/2025	09/04/2025	24	Supervisory	Philippine Records Management Association (PRMA)
	Orientation on the Basics of Government Procurement with the New Government Procurement Act (RA 12009)	08/18/2025	08/19/2025	16	Supervisory	DBM, GPPB, R08, Technical Support Office
	Workshop on Preparation for Procedures Manual of Offices under Administrative Services	03/13/2025	03/14/2025	16	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Public Financial Management Workshop	09/18/2024	09/20/2024	24	Supervisory	DBM, Visayas State University
	Executive Course on Incident Command System Seminar	09/10/2024	09/10/2024	8	Supervisory	Office Of Civil Defense Regional Office VIII, Visayas State University
	In-House Seminar-Workshop on Basic Records and Archives Management (BRAM)	07/30/2024	07/31/2024	16	Supervisory	VSU and NAP
	Strategic Planning Training Workshop	07/22/2024	07/26/2024	40	Supervisory	Development Academy of the Philippines (DAP)
	Strategic Foresight-Scenario Building Training Workshop	07/15/2024	07/19/2024	40	Supervisory	Development Academy of the Philippines (DAP)
	Training on RA 9184 and its Revised Implementing Rules and Regulations	07/02/2024	07/04/2024	24	Supervisory	GPPB, DBM RO VIII, Region 8 Association of Local Budget Officers Inc.
	Seminar-Workshop on Cultural Mapping of VSU's Heritage Properties	03/14/2024	03/15/2024	16	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Design Thinking Workshop	12/13/2023	12/14/2023	16	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	2023 HEI Registrars and Records Officers' Convergence in Region VIII	12/01/2023	12/01/2023	8	Technical	Commission on Higher Education (CHED) - Region VIII
	Supervisory Development Course (SDC) Tracks 2 & 3	10/09/2023	10/13/2023	40	Supervisory	Civil Service Commission - Region 8
	Training-Workshop on Risk Assessment	09/11/2023	09/12/2023	16	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	GPPB Basic Course Training on the RA 9184 and its Revised Implementing Rules and Regulations Act of 2016 for VSU	08/22/2023	08/24/2023	24	Supervisory	Government Procurement Policy Board (GPPB)
	Regional Seminar-Workshop on Records Counter Disaster Preparedness and Business Continuity	08/15/2023	08/17/2023	24	Supervisory	National Archives of the Philippines (NAP)
	Refresher Course on Data Privacy Act Awareness & Compliance Workshop	06/28/2023	06/30/2023	24	Supervisory	YISRAEL SOLUTIONS AND TRANING CENTER INC.

PLEASE SEE ATTACHMENT B

(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)
	Driving		Loyalty Award for 15 years of continued and dedicated service		Visayas State University Credit Cooperative
	Gardening/farming		Loyalty Award for her 10 years of continued and dedicated service		Leyte State University – Administrative Personnel Association
	Road Biking/Trail Biking				
	Participates in various Fun Run/Fun Walk				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/07/2025
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Attachment B.1

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			
	PASUC Webinar on Public Financial Management entitled "Planning, Budgeting & Expenditure Management in SUCs"	05/16/2023	05/18/2023	24	Supervisory	Philippine Association of State Universities and Colleges (PASUC)
	FOI Bootcamp for FOI Receiving Officers	03/29/2023	03/31/2023	24	Supervisory	Freedom of Information - Presidential Management Office (FOI-PMO)
	Writershop of Centennial Coffee Table Book	03/02/2023	03/03/2023	16	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Orientation and Proper Application of ARTA Whole-of-Government (WOG) Reengineering Manual	01/26/2023	01/26/2023	4	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	OVPAF Strategic Planning	01/12/2023	01/12/2023	8	Supervisory	OVPAF, VSU
	Training Workshop on Risk Assessment	11/24/2022	11/25/2022	16	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	2022 Convergence of Registrars and Records Officers' in Region VII	11/07/2022	11/07/2022	4	Supervisory	Commission on Higher Education Region VIII
	Records Disposition Administration Training	09/30/2022	09/30/2022	4	Technical	VSU-Tolosa Campus Records Office
	Supervisory Development Course (Track I)	09/20/2022	09/23/2022	36	Supervisory	Civil Service Commission - Region 8
	Seminar-Workshop on the Establishment of Records Center and Archival Systems (ERCAS)	09/13/2022	09/15/2022	24	Supervisory	National Archives of the Philippines
	Internal Quality Audit Training	08/17/2022	08/19/2022	32	Managerial	AGF Consulting Group and Visayas State University
	Seminar of Public Financial Management	08/03/2022	08/05/2022	24	Supervisory	DBM RO8 with VSU
	Essentials of Canva	07/05/2022	07/05/2022	4	Technical	NEDA-RDC VIII
	Social Media Management (Facebook)	06/28/2022	06/28/2022	4	Technical	NEDA-RDC VIII
	Cybersecurity and Digital Literacy	06/21/2022	06/21/2022	4	Technical	NEDA-RDC VIII
	Orientation on Google Workspace	06/14/2022	06/14/2022	4	Technical	NEDA-RDC VIII
	Virtual Data Privacy Act of 2012 Awareness Seminar	04/07/2022	04/07/2022	4	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Workshop on Revisiting the Strategic Plan of ODAS & GSO	03/16/2022	03/17/2022	16	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Orientation and Proper Application of ARTA Whole-of-Government (WOG) Reengineering Manual	01/26/2022	01/26/2023	4	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Basic Occupational Safety and Health	06/07/2021	06/11/2021	40	Technical	DOLE-OSHC Region VIII
	Webinar on Basic Records & Archives Management (BRAM)	04/12/2021	04/16/2021	20	Supervisory	National Archives of the Philippines
	2021 Regional Congress of Human Resource Management Practitioners (HRMPs)	03/10/2021	03/11/2021	16	Supervisory	Civil Service Commission - Region 8
	Conference on Computer Applications, Innovations, Technologies and Engineering	01/27/2021	01/27/2021	4	Supervisory	Department of Science and Technology - Science and Technology Information Institute (DOST-STII)
(Continue on separate sheet if necessary)						
SIGNATURE					DATE	10/07/2025

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)?		☐ YES☒ NO ☐ YES☒ NO If YES, give details: _____
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?		☐ YES☒ NO If YES, give details: _____ ☐ YES☒ NO If YES, give details: Date Filed: _____ Status of Case/s: _____
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?		☐ YES☒ NO If YES, give details: _____
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?		☐ YES☒ NO If YES, give details: _____
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?		☐ YES☒ NO If YES, give details: _____ ☐ YES☒ NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?		☐ YES☒ NO If YES, give details (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: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?		☐ YES☒ NO If YES, please specify: _____ ☐ YES☒ NO If YES, please specify ID No _____ ☐ YES☒ NO If YES, please specify ID No _____
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME		OFFICE / RESIDENTIAL ADDRESS
CONTACT NO. AND/OR EMAIL		
Marilou M. Benitez		Dept. of Horticulture, VSU
0939 5106664		
Julius Cesar L. dela Cerna		DEPED, Division of Baybay City, Leyte
0955 7749713		
Dominic Junie F. Murillo		City Hall, Baybay City, Leyte
0967 0197802		
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 (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: GSIS ID/License/Passport No.: 77102801302 Date/Place of Issuance: 11/30/-0001 / Tacloban City		Signature (Sign inside the box) 10/07/2025 Date Accomplished
		Passport-sized unfiltered digital picture taken within the last 6 months 4.5 cm. X 3.5 cm PHOTO Right Thumbmark
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.		
Person Administering Oath		