

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	Mazo			
FIRST NAME	Lorbert	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Gonzales			
3. DATE OF BIRTH (mm/dd/yyyy)	08/13/1979	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	Brgy.Marcos Baybay City	If holder of dual citizenship, please indicate the details.	Philippines	
5. SEX AT BIRTH	☒ Male ☐ Female			
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS		
7. HEIGHT (m)	3.00	ZIP CODE	House/Block/Lot No. Street Marcos Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province	
8. WEIGHT (kg)	89.00		6521	
9. BLOOD TYPE	O		18. PERMANENT ADDRESS	
10. UMID ID NO.			ZIP CODE	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
11. PAG-IBIG ID NO.	N/A			
12. PHILHEALTH NO.	N/A			
13. PhilSys NO. (PSN)		19. TELEPHONE NO.	1	
14. TIN NO.	N/A	20. MOBILE NO.	1	
15. AGENCY EMPLOYEE NO.	V00778	21. E-MAIL ADDRESS (if any)	lorbert.mazo@vsu.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	Mazo		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Ruth	NAME EXTENSION (JR., SR)	Giovann Paul D. Mazo	08/21/2005
MIDDLE NAME	Dioso		Kissie Lorraine D. Mazo	03/23/2009
OCCUPATION	Public TEacher		Yohance Benedict D. MAzo	06/06/2010
EMPLOYER/BUSINESS NAME	Department of Education			
BUSINESS ADDRESS	Baybay City, Leyte Philippines			
TELEPHONE NO.	09368231649			
24. FATHER'S SURNAME	Mazo			
FIRST NAME	Herminigildo	NAME EXTENSION (JR., SR)		
MIDDLE NAME	Ababat			
25. MOTHER'S MAIDEN NAME	Bagarinao			
SURNAME	Mazo			
FIRST NAME	Lorna			
MIDDLE NAME	Bagarinao		(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	San Agustin Elementary School	Elementary	1986	1992		1992	N/A
SECONDARY	Bunga Elementary School	High School	1993	1997		1997	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Don Bosco Technology Center	Bachelor of Science in Industrial Technology	2001	2005		2005	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	10/23/2025
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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
N/A	N/A	N/A	N/A	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	PRESENT	Administrative Aide I	Visayas State University	Permanent	Y
08/03/2024		Administrative Aide I	Visayas State University	Permanent	Y
01/01/2024		Administrative Aide I	Visayas State University	Permanent	Y
01/01/2023		Administrative Aide I	Visayas State University	Permanent	Y
01/01/2022		Administrative Aide I	Visayas State University	Permanent	Y
01/01/2022		Administrative Aide I	Visayas State University	Permanent	Y
08/03/2021		Administrative Aide I	Visayas State University	Permanent	Y
01/01/2021		Administrative Aide I	Visayas State University	Permanent	Y
01/01/2020		Administrative Aide I	Visayas State University	Permanent	Y
01/01/2020		Administrative Aide I	Visayas State University	Permanent	Y
01/01/2019		Administrative Aide I	Visayas State University	Permanent	Y
08/03/2018	12/31/2018	Administrative Aide I	Visayas State University	Permanent	Y
01/01/2018	08/02/2018	Administrative Aide I	Visayas State University	Permanent	Y
01/01/2017	12/31/2017	Administrative Aide I	Visayas State University	Permanent	Y
01/01/2016	12/31/2016	Administrative Aide I	Visayas State University	Permanent	Y
01/01/2016	12/31/2016	Administrative Aide I	Visayas State University	Permanent	Y
08/03/2015	12/31/2015	Administrative Aide I	Visayas State University	Permanent	Y
01/01/2014	08/02/2015	Administrative Aide IV	Visayas State University	Casual	Y
07/01/2013	12/31/2013	Administrative Aide IV	Visayas State University	Casual	Y
01/03/2013	06/30/2013	Administrative Aide IV	Visayas State University	Casual	Y
12/16/2008	01/27/2010	Site Supervisor	VSL Middle East	Contractual	N
01/06/2006	12/13/2006	Supervisor	Shooters Arm Manufacturing Incorporated	Contractual	N
01/02/2006	04/18/2007	Supervisor	Specialty Pulp Manufacturing, Inc.	Contractual	N

(Continue on separate sheet if necessary)

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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		
	Barangay Auxiliary Network of Communication For Humanitarian Assistance (BAYANIHAN) Baybay City	01/01/2023	PRESENT	1	Chairman of Operation
	KABALIKAT CIVICOM Baybay City	03/01/2015		1	Executive Vice President

(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 of Trainors on Postharvest Technologies: Drying and Milling	11/27/2023	12/01/2023	40	Technical	DA - Philippine Center for Postharvest Development and Mechanization
	Rice Machinery Operation Training	10/23/2023	10/27/2023	40	Technical	Department of Agricultural Engineering & Applied Mathematics, Visayas State College of Agriculture
	Rice Machinery Operation NC II	08/06/2023	08/06/2023	8	Technical	"Department of Agriculture (DA) Regional Office "
	Orientation of Basic Life Support, Standard First Aid, Ambulance Operation	05/15/2023	05/19/2023	40	Technical	Leyte Disaster Risk Reduction Management and City Disaster Risk Reduction Management
	Training Course on the Operation and Maintenance of Rice Machinery	03/13/2023	03/17/2023	40	Technical	Philippine Mechanization
	Introduction to Metrology and an Industrial Calibration	07/12/2022	07/13/2022	16	Technical	Department of Science and Technology
	Training of Trainers on the Operation and Maintenance of Rice Machinery	04/18/2022	04/22/2022	40	Technical	Philippine Center for Postharvest Development and Mechanization
	Standard First Aid Training - Health care provider	10/16/2019	10/18/2019	24	Technical	Department of HEalth Region 8
	VICARP & RRDEN Symposium	11/21/2018	11/23/2018	24	Research	VICARP and RRDEN
	Firefighting and Rescue Training	11/05/2018	11/09/2018	40	Instruction	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Fire Training Brigade	11/05/2018	11/09/2018	40	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Quality Assurance and Compliance	09/06/2018	09/07/2018	16	Technical	Philippine Alliance of Laboratory Equipment Ushers
	Rice Machinery Operation with NCII	07/24/2017	07/28/2017	40	Technical	"Development Center for Asia Africa Pacific (DCAAP)/Department of Agriculture-Agricultural Training Institute (DA-ATI). "
	Lathe Machine Operator 2nd class	09/07/2007	09/07/2007	8	Instruction	Don Bosco Technology Center and TESDA
	Intensive AutoCAD 2000	11/04/2002	03/31/2003	150	Technical	Don Bosco Technology Center

(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		N/A

(Continue on separate sheet if necessary)

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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)?		☐ 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		CONTACT NO. AND/OR EMAIL
OFFICE / RESIDENTIAL ADDRESS		
Eldon De Padua	VSU @ Renewable Energy Research Center	09159675079
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.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A		Signature (Sign inside the box) 10/23/2025 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		