

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 | ORAÑO | | |
| FIRST NAME | AIRA | NAME EXTENSION (JR., SR) | |
| MIDDLE NAME | MIRANDA | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 8/8/1998 | 16. CITIZENSHIP | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input 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 checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS | |
| 7. HEIGHT (m) | 147.32cm | ZIP CODE | House/Block/Lot No. Street POMPONAN |
| 8. WEIGHT (kg) | 67kg | | Subdivision/Village Barangay BAYBAY CITY LEYTE |
| 9. BLOOD TYPE | B+ | | City/Municipality Province 6521 |
| 10. GSIS ID NO. | N/A | | |
| 11. PAG-IBIG ID NO. | N/A | | |
| 12. PHILHEALTH NO. | 13-250364422-7 | 18. PERMANENT ADDRESS | |
| 13. SSS NO. | N/A | ZIP CODE | House/Block/Lot No. Street POMPONAN |
| 14. TIN NO. | N/A | | Subdivision/Village Barangay BAYBAY CITY LEYTE |
| 15. AGENCY EMPLOYEE NO. | N/A | | City/Municipality Province 6521 |
| | | | |
| | | | |
| 19. TELEPHONE NO. | N/A | | |
| 20. MOBILE NO. | 09120863834 | | |
| 21. E-MAIL ADDRESS (if any) | aira.orano@vsu.edu.ph | | |

II. FAMILY BACKGROUND


| | | | | |
|--------------------------|-----------|---------------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME | N/A | | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | N/A | NAME EXTENSION (JR., SR) N/A | N/A | N/A |
| MIDDLE NAME | N/A | | | |
| OCCUPATION | N/A | | | |
| EMPLOYER/BUSINESS NAME | N/A | | | |
| BUSINESS ADDRESS | N/A | | | |
| TELEPHONE NO. | N/A | | | |
| 24. FATHER'S SURNAME | ORAÑO | | | |
| FIRST NAME | EDGAR | NAME EXTENSION (JR., SR) SR. | | |
| MIDDLE NAME | GARCIANO | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | MIRANDA | | | |
| FIRST NAME | MILDRED | | | |
| MIDDLE NAME | GALLIGUEZ | | (Continue on separate sheet if necessary) | |



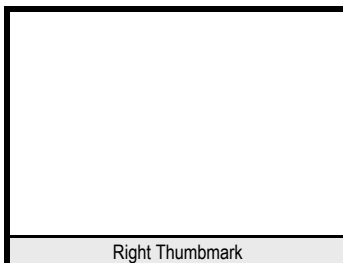
III. EDUCATIONAL BACKGROUND

| 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 | POMPONAN ELEMENTARY SCHOOL | PRIMARY EDUCATION | 2005 | 2006 | GRADUATED | 2011 | Valedictorian |
| SECONDARY | SISTERS OF MARY SCHOOL-GIRLSTOWN INC. | HIGH SCHOOL | 2011 | 2014 | GRADUATED | 2014 | With Honor |
| VOCATIONAL / TRADE COURSE | SISTERS OF MARY TECHNICAL EDUCATION INSTITUTE | COMPUTER HARDWARE SERVICING | 2014 | 2014 | GRADUATED | 2014 | NC II Holder |
| COLLEGE | VISAYAS STATE UNIVERSITY | BACHELOR OF SCIENCE IN DEVELOPMENT EDUCATION | 2015 | 2020 | GRADUATED | 2020 | DOST-SEI Scholarship RA 7687 |
| MASTERAL | VISAYAS STATE UNIVERSITY (OPEN UNIVERSITY) | MASTER OF AGRICULTURAL DEVELOPMENT MAJOR IN AGRICULTURAL EXTENSION | 2023 | PRESENT | ON-GOING | ON-GOING | ON-GOING |

(Continue on separate sheet if necessary)

| | | | |
|-----------|---|------|-----------------|
| SIGNATURE |  | DATE | August 23, 2024 |
|-----------|---|------|-----------------|

| 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 | |
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| (Continue on separate sheet if necessary) | | | | | | |
| VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED | | | | | | |
| 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 | | | |
| | Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO) | 02/23/2024 | 02/23/2024 | 8 | Technical | Visayas State University |
| | HRIS Software Onboarding | 12/06/2023 | 12/06/2023 | 8 | Technical | Visayas State University |
| | Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University | 11/29/2023 | 11/29/2023 | 8 | Technical | Visayas State University |
| | Evaluation of the Extension Service Delivery System of the Abaca Industry in Eastern Visayas in Support to the Implementation of Investments for the Agriculture and Fisheries Modernization Plan at the Local and National Levels or I-Plan Sub-Component 1.2 | 02/09/2023 | 02/09/2023 | 8 | Technical | Visayas State University, PhilFIDA |
| | Participatory Rural Appraisal | 12/10/2022 | 12/10/2022 | 6 | Technical | Visayas State University, Department of Agricultural Education and Extension |
| | Basic GIS Training | 12/7/2022 | 12/7/2022 | 4 | Technical | Visayas State University, Department of Geodetic Engineering |
| | KoboCollect Training | 11/23/2022 | 11/23/2022 | 4 | Technical | Visayas State University, Department of Geodetic Engineering |
| | Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines | 09/7/2022 | 09/7/2022 | 4 | Technical | Visayas State University |
| | Leadership and Simple Farm Record Keeping | 09/02/2022 | 09/02/2022 | 8 | Technical | Visayas State University, Green-the-Home Project |
| | ISO 9001:2015 Awareness and Re-Awareness Webinar | 08/30/2022 | 08/30/2022 | 4 | Technical | Visayas State University |
| | Typhoon Awareness and Calamity Readiness | 07/22/2022 | 07/22/2022 | 4 | Technical | Visayas State University, Department of Meteorology |
| | Business Transformation | 5/17/2021 | 5/17/2021 | 3 | Technical | Empire INC Holdings |
| | Short Course Training and Workshop on Food Value Chain | 10/07/2019 | 10/11/2019 | 40 | Technical | Visayas State University, ASEAN |
| | 1st PSABE Visayas Regional Convention | 02/08/2019 | 02/10/2019 | 24 | Technical | Visayas State University |
| | 1st ABETalks: Postharvest Operations and Losses on Major Crops in the Philippines | 10/29/2018 | 10/29/2018 | 4 | Technical | Visayas State University |
| | DOST-SEI: 4-Day Comprehensive Community-Based Disaster Risk Reduction Management for DOST-SEI Patriot Scholars of Visayas State University | 07/28/2018 | 07/31/2018 | 32 | Technical | Department of Science and Technology |
| | The Filipino Patriot Scholar Project: 2-Day Scholars' Formation Program | 04/21/2017 | 04/22/2017 | 16 | Technical | Department of Science and Technology |
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| (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) | | |
| | Computer Literate | N/A | | N/A | | |
| | Public Relation | | | | | |
| | Drawing | | | | | |
| | Playing Musical Instruments | | | | | |
| | Playing Ball Games | | | | | |
| | Singing | | | | | |
| | Reading | | | | | |
| (Continue on separate sheet if necessary) | | | | | | |
| SIGNATURE | |  | | DATE | August 23, 2024 | |

| | | | | | | | | | | | | | | |
|--|--|--|------|---------|----------|-------------------|--------------------------------------|------------|-------------------|---------------------------|------------|----------------------------|---------------------------|------------|
| 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><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>MILAGROS C. BALES</td><td>BRGY. PANGASUGAN, BAYBAY CITY, LEYTE</td><td>9424814524</td></tr><tr><td>HENRY Y. GOLTIANO</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>9335112548</td></tr><tr><td>VIRGELIO C. DARGANTES, JR.</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>9632666212</td></tr></table> | | | NAME | ADDRESS | TEL. NO. | MILAGROS C. BALES | BRGY. PANGASUGAN, BAYBAY CITY, LEYTE | 9424814524 | HENRY Y. GOLTIANO | VISCA, BAYBAY CITY, LEYTE | 9335112548 | VIRGELIO C. DARGANTES, JR. | VISCA, BAYBAY CITY, LEYTE | 9632666212 |
| NAME | ADDRESS | TEL. NO. | | | | | | | | | | | | |
| MILAGROS C. BALES | BRGY. PANGASUGAN, BAYBAY CITY, LEYTE | 9424814524 | | | | | | | | | | | | |
| HENRY Y. GOLTIANO | VISCA, BAYBAY CITY, LEYTE | 9335112548 | | | | | | | | | | | | |
| VIRGELIO C. DARGANTES, JR. | VISCA, BAYBAY CITY, LEYTE | 9632666212 | | | | | | | | | | | | |
| 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>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: PHIL ID</div> <div>ID/License/Passport No.: 4310-9374-0536-5032</div> <div>Date/Place of Issuance: 06/25/2021</div> | <div></div> <div>Signature (Sign inside the box)</div> <div>August 23, 2024</div> <div>Date Accomplished</div> | <div></div> <div>Aira M. Orano</div> <div>PHOTO</div> <div></div> <div>Right Thumbmark</div> | | | | | | | | | | | | |
| SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. | | | | | | | | | | | | | | |
| <div></div> <div>Person Administering Oath</div> | | | | | | | | | | | | | | |