

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 if accomplished through own handwriting. Tick appropriate boxes ☐) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

I. PERSONAL INFORMATION

1. SURNAME	MILLEZA		
2. FIRST NAME	MYRA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	RUIZ		
3. DATE OF BIRTH (dd/mm/yyyy)	10.7.83	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX AT BIRTH	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	<div>Purok I</div> <div>House/Block/Lot No. Street</div> <div>N/A GABAS</div> <div>Subdivision/Village Barangay</div> <div>BAYBAY CITY LEYTE</div> <div>City/Municipality Province</div> <div>6521</div>
7. HEIGHT (m)	1.59	18. PERMANENT ADDRESS	<div>Purok I</div> <div>House/Block/Lot No. Street</div> <div>N/A GABAS</div> <div>Subdivision/Village Barangay</div> <div>BAYBAY CITY LEYTE</div> <div>City/Municipality Province</div> <div>6521</div>
8. WEIGHT (kg)	60		ZIP CODE
9. BLOOD TYPE	AB+	19. TELEPHONE NO.	N/A
10. UMID ID NO.		20. MOBILE NO.	0975-732-1363
11. PAG-IBIG ID NO.	1212-0522-2405	21. E-MAIL ADDRESS (if any)	myra.milleza@vsu.edu.ph
12. PHILHEALTH NO.	13-025159829-1		
13. PhilSys Number (PSN):			
14. TIN NO.	475-532-303-000		
15. AGENCY EMPLOYEE NO.			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MILLEZA	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (dd/mm/yyyy)
FIRST NAME	EDWIN	MARY JOYCE R. MILLEZA	16.8.96
MIDDLE NAME	ISRAEL	KENNETH CARL R. MILLEZA	2.11.99
OCCUPATION	DRIVER/OPERATOR/CHAIRMAN (BANTRANSCO)	TRICIA MAE R. MILLEZA	4.2.02
EMPLOYER/BUSINESS NAME	BANTRANSCO	KHAYCEE R. MILLEZA	6.2.04
BUSINESS ADDRESS	GABAS, BAYBAY CITY, LEYTE	MARIA RHYZA R. MILLEZA	8.9.11
TELEPHONE NO.	0965-492-2886		
24. FATHER'S SURNAME	RUIZ		
FIRST NAME	MAXIMO		
MIDDLE NAME	CUESTA		
25. MOTHER'S MAIDEN NAME			
SURNAME	GALVEZ		
FIRST NAME	MARIANITA		
MIDDLE NAME	CORDOVA		

(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	PADRE BURGOS ELEM. SCHOOL	ELEMENTARY	1982	1988	GRADUATED	1988	N/A
SECONDARY	ARELLANO UNIVERSITY	HIGH SCHOOL	1988	1992	GRADUATED	1992	NA
VOCATIONAL / TRADE COURSE	FRANCISCAN COLLEGE IMMACULATE CONCEPTION	COMPUTER SECRETARIAL	1993	1995	GRADUATED	1995	N/A

[illegible]

V. WORK EXPERIENCE

[illegible]

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (dd/mm/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

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (dd/mm/yyyy)		NUMBER OF HOURS	Type of L&D (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	Orientation on the Basics of Government Procurement with the New Government Procurement Act (RE 12009)	8/18/25	8/19/25	16.0	Technical	VISAYAS STATE UNIVERSITY
	Orientation on the Roles and Responsibilities of Document and Records Controllers, including a Recascading of Document and Records Control Processes and Guidelines	9.4.25	9.4.25	8.0	Technical	VISAYAS STATE UNIVERSITY
	ISO 9001:2015 Awareness and Re-awareness Seminar via ZOOM	9.5.25	9.5.25	4.0	Technical	VISAYAS STATE UNIVERSITY
	Orientation on Financial Management Transactions in VSU	3/13/24	3/13/24	8.0	Technical	VISAYAS STATE UNIVERSITY
	Basic Course Training on the RA 9184 and its Revised implementing Rules and Regulations Act 2016	11/26/24	11/26/24	24.0	Technical	VISAYAS STATE UNIVERSITY
	Seminar Workshop on Basic Records and Archives Management (BRAM)	7/30/25	7/31/25	16.0	Technical	VISAYAS STATE UNIVERSITY
	Orientation of Guidelines and Procedures on processes/services uder Administration Services Office (ASO)	2/23/24	2/23/24	8.0	Technical	VISAYAS STATE UNIVERSITY
	HRIS Software Onboarding	12.6.23	12.6.23	8.0	Technical	VISAYAS STATE UNIVERSITY
	The 5S Resolution for Clerks and Heads	11/29/23	11/29/23	8.0	Technical	VISAYAS STATE UNIVERSITY
	ISO 9001:2015 Awareness and Re-awareness Webinar	8/29/23	8/29/23	8.0	Technical	VISAYAS STATE UNIVERSITY
	Basic Course Training for the Republic Act No. 9184 and its 2016 Revised Implementtng Rules and Regulations	8/22/23	8/23/23	24.0	Technical	VISAYAS STATE UNIVERSITY
	ISO 9001:;2015 Awarenes/Re-awareness Webinar	8/30/22	8/31/22	16.0	Technical	VISAYAS STATE UNIVERSITY
	Document Tracking System	11/13/20	11/13/20	3.0	Technical	VISAYAS STATE UNIVERSITY

(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 SKILLS (MS WORD, EXCEL, POWERPOINT, PUBLISHER, ETC.)		N/A		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	SEPTEMBER 2, 2025
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