

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.

CS 10/16

(Do not fill up. For CSC use only.)

I. PERSONAL INFORMATION

2. SURNAME	PORTUGAL														
FIRST NAME	AIRA	NAME EXTENSION (JR., SR.)													
MIDDLE NAME	ESCOBIDO														
3. DATE OF BIRTH (mm/dd/yyyy)	4/11/1997	16. CITIZENSHIP	FILIPINO												
4. PLACE OF BIRTH	PALO LEYTE	If holder of dual citizenship, please indicate the details	Pls. indicate country												
5. SEX	FEMALE														
6. CIVIL STATUS	SINGLE	17. RESIDENTIAL ADDRESS	<table border="1"> <tr> <td>House/Block/Lot No</td> <td>Street</td> </tr> <tr> <td></td> <td>TACURANGA</td> </tr> <tr> <td>Subdivision/Village</td> <td>Barangay</td> </tr> <tr> <td>PALO</td> <td>LEYTE</td> </tr> <tr> <td>City/Municipality</td> <td>Province</td> </tr> <tr> <td colspan="2">ZIP CODE: 6501</td> </tr> </table>	House/Block/Lot No	Street		TACURANGA	Subdivision/Village	Barangay	PALO	LEYTE	City/Municipality	Province	ZIP CODE: 6501	
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	TACURANGA														
Subdivision/Village	Barangay														
PALO	LEYTE														
City/Municipality	Province														
ZIP CODE: 6501															
7. HEIGHT (m)	5'0														
8. WEIGHT (kg)	56														
9. BLOOD TYPE	+0	18. PERMANENT ADDRESS	<table border="1"> <tr> <td>House/Block/Lot No</td> <td>Street</td> </tr> <tr> <td></td> <td>TACURANGA</td> </tr> <tr> <td>Subdivision/Village</td> <td>Barangay</td> </tr> <tr> <td>PALO</td> <td>LEYTE</td> </tr> <tr> <td>City/Municipality</td> <td>Province</td> </tr> <tr> <td colspan="2">ZIP CODE: 6501</td> </tr> </table>	House/Block/Lot No	Street		TACURANGA	Subdivision/Village	Barangay	PALO	LEYTE	City/Municipality	Province	ZIP CODE: 6501	
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Subdivision/Village	Barangay														
PALO	LEYTE														
City/Municipality	Province														
ZIP CODE: 6501															
10. GSIS ID NO															
11. PAG-IBIG ID NO															
12. PhilHEALTH NO	01-255456033-2														
13. SSS NO	06-4708286-3	19. TELEPHONE NO													
14. TIN NO	644188886	20. MOBILE NO	09535288400												
15. AGENCY EMPLOYEE NO		21. E-MAIL ADDRESS (if any)	portugalaira26@gmail.com												

II. FAMILY BACKGROUND

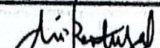
22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and last all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR.)			
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO				
24. FATHER'S SURNAME	PORTUGAL			
FIRST NAME	FRANCISCO	NAME EXTENSION (JR., SR.)		
MIDDLE NAME	PEDROSA			
25. MOTHER'S MAIDEN NAME				
SURNAME	ESCOBIDO			
FIRST NAME	MA. CORAZON - Deceased			
MIDDLE NAME	NAVARROSA			

(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	NAGA-NAGA ELEM. SCHOOL	ELEMENTARY				2010	with honor
SECONDARY	PALO NATIONAL HIGH SCHOOL	HIGH SCHOOL				2014	n/a
VOCATIONAL / TRADE COURSE	n/a	n/a					
COLLEGE	VISAYAS STATE UNIVERSITY- TOLOSA	BACHELOR OF SECONDARY EDUCATION MAJOR IN MAPEH				2019	Caritas
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/18/25
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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: **December 04, 2024 to March 15, 2025**
- Position: **Admin/ Hr Assistant**
- Name of Office/Unit: **Admin/HR**
- Immediate Supervisor: **Rolando V. Militante**
- Name of Agency/Organization and Location: **Palo Polytechnic College, Brgy. Libertad Palo, Leyte**

• Summary of Actual Duties

- Pioneering personnel of the institution to perform clerical tasks in opening a program for Bachelor of Science in Industrial Security Management and Bachelor of Science in Nursing
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Maintained confidentiality of sensitive information by adhering to strict privacy policies and implementing secure filing systems.
- Delivered excellent customer service through prompt responses to client inquiries, addressing concerns effectively, and building strong relationships.
- Ensured accurate record-keeping with diligent data entry and database management for vital school information.
- Making monthly payroll for the faculty and staff.
- Process the completion of Daily Time Records of all faculty and staff.
- Purchase school supplies.
- Carries out administrative duties such as filing, encoding, copying and scanning.
- Provides administrative and HR support to ensure efficient operation of institution.
- Checking of emails, responding, editing contract, appointment and commitment letters and as instructions given by the College Administrator, Chairman/ CEO and other Admin, HR tasks.

- Duration: **July 01, 2023- July 31, 2023**
- Position: **Statistical Researcher**
- Name of Office/Unit: **LFS/ FIES 1ST Visit**
- Immediate Supervisor: **Sheryl Ann A. Jamisola**
- Name of Agency/Organization and Location: **Philippine Statistic Authority, Region VIII, Tacloban City**

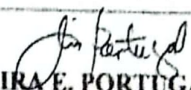
• Summary of Actual Duties

- Gathered of Data through interviews
- Process data and prepare reports, while also assisting in the formulation of statistical standards and ensuring data accuracy and comparability.
- Review data for completeness, accuracy, and consistency.

- Duration: **November 27, 2019 to June 31, 2022**
- Position: **Staff Member/ Volunteer**
- Name of Office/Unit: **Chapter Development Unit**
- Immediate Supervisor: **Audrey Cumla and Jeffrey C. Batula**
- Name of Agency/Organization and Location: **Philippine Red Cross, Leyte Chapter, Tacloban City**

• Summary of Actual Duties

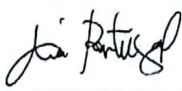


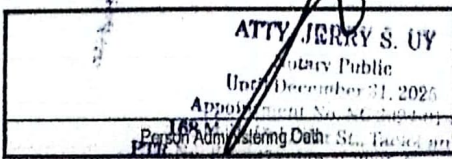
- Kept work areas clean, organized, and safe to promote efficiency and team safety.
- Established positive relationships with customers and other Red Cross volunteers and Staff members
- Responded sensitively and competently to service customers with diverse cultural backgrounds.
- Developed strong relationships with clients through consistent communication and attentive customer service, resulting in increased overall satisfaction.
- Conducting seminars, First Aid Training to the covered barangays, areas and municipalities.


AIRA E. PORTUGAL

(Signature over Printed Name
of Employee/Applicant)

Date: 03/18/25

[illegible]

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)?	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?	If YES, give details: _____ 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?	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?	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?	If YES, give details: _____ If YES, give details: _____
39	Have you acquired the status of an immigrant or permanent resident of another country?	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?	If YES, please specify: _____ If YES, please specify ID No: _____ If YES, please specify ID No: _____
41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)		
	NAME	ADDRESS
	Audrey Cumla	Tacloban City
	Jeffrey C. Batula	Brgy. Pawling, Palo, Leyte
	Princess May M. Oliva	Brgy. Arado, Palo, Leyte
		TEL NO
		9688568346
		96106855146
		9637002693
42.		
Government Issued ID (e.g. Passport, CGS, SSS PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance Government Issued ID: PRC ID/License/Passport No.: 2011270 Date/Place of Issuance: Ormoc City	 Signature (Sign inside the box) 03/18/25 Date Accomplished	 AIRA E. PORTUGAL  Right Thumbprint
SUBSCRIBED AND SWORN to before me this <u>02 APR 2025</u> affiant exhibiting further validly issued government ID as indicated above.		
 ATTY. JERRY S. UY Notary Public Commission Expires December 31, 2025 Person Administering Oath: St. Tacloban City Date: 02 APR 2025		