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 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 2. SURNAME DY FIRST NAME LALAINE MAY NAME EXTENSION (JR., SR) MIDDLE NAME DIAZ 3. DATE OF BIRTH 10/24/1998 16 CITIZENSHIP (mm/dd/yyyy) 4. PLACE OF BIRTH BAYBAY, LEYTE If holder of dual citizenship Pls. indicate country: 5. SEX please indicate the details. 6 CIVIL STATUS 17. RESIDENTIAL ADDRESS N/A CENTRO House/Block/Lot No. Street N/A SAN ISIDRO Subdivision/Village Barangay 7. HEIGHT (m) 1.47 BAYBAY City/Municipality Province 8. WEIGHT (kg) 50 ZIP CODE 6521 9. BLOOD TYPE 18. PERMANENT ADDRESS N/A N/A CENTRO House/Block/Lot No Street 10. GSIS ID NO. NA N/A SAN ISIDRO Subdivision/Village Barangay 11. PAG-IBIG ID NO 1212-5817-2181 BAYBAY LEYTE City/Municipality Provinc 12. PHILHEALTH NO. 13-250337293-6 ZIP CODE 6521 13. SSS NO. 06-4336310-4 19. TELEPHONE NO. N/A 14. TIN NO. 362-117-411-000 20. MOBILE NO 09758838271 15. AGENCY EMPLOYEE NO. N/A 21. E-MAIL ADDRESS (if any) lalaine.dy@vsu.edu.ph FAMILY BACKGROUND 22. SPOUSE'S SURNAME NA 23. NAME of CHILDREN (Write full name and list 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 DY NAME EXTENSION (JR., SR) FIRST NAME ALFREDO MIDDLE NAME LATORENO 25. MOTHER'S MAIDEN NAME SURNAME DIAZ EDNA FIRST NAME SARCO (Continue on separate sheet if necessary) SCHOLARSHIP/ HIGHEST LEVEL NAME OF SCHOOL PERIOD OF ATTENDANCE BASIC EDUCATION/DEGREE/COURSE LEVEL YEAR ACADEMIC UNITS EARNED (Write in full) (Write in full) GRADUATED HONORS (if not graduated) From То RECEIVED ELEMENTARY BAYBAY ADVENTIST ELEMENTARY SCHOOL Principal's PRIMARY 2005 2011 2011 List Award VISAYAS STATE UNIVERSITY LABORATORY HIGH SECONDARY SECONDARY 2011 2015 2015 N/A SCHOOL VOCATIONAL / N/A TRADE COURSE COLLEGE VISAYAS STATE UNIVERSITY **BACHELOR OF SCIENCE IN AGRIBUSINESS** 2015 2019 2019 N/A GRADUATE STUDIES N/A SIGNATURE DATE June 24, 2025

		BILITY 080 (BOARD/ BAR) UNDER PATING DATE OF LIC							husenial
BA	SPECIAL LAWS ARANGAY ELIGIBILITY	/ CES/ CSEE		EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT		MENT	NUMBER	Date of Validity
	DRIVER'S LIC			MARCH 12,2021	Baybay 0	City, Leyte	mi i mii	H12-21-00438	10/24/202
CIVIL SERVICE COMMISSION-PROFESSIONAL ELIGIBILITY			81.0	AUGUST 7,2022 Maasin City,		Southern Leyte		R08-20230728- 005	NOTE OF
						,	A mark of		
	EXPERIENCE			ntinue on separate sheet if					
es. INCL	LUSIVE DATES mm/dd/yyyy)	Start from your recent POSITION TI (Write in full/Do not	TLE	DEPARTMENT / AGEN	indicated in the attach	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format "00-0")/	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From 3/23/2022	To Present	Administrative	Aide III	Cash Office -Visayas State University		12 274 90	INCREMENT	lab Onder	
10/4/2021	12/31/2021	Enumera			ISTICS AUTHORITY	13,274.80		Job Order Job Order	Y
/1/2020	9/21/2020	Enumera		1 1755.50	ISTICS AUTHORITY	11,000.00		Job Order	Y
1/28/2019	3/21/2019	On the Job T		AGREA (Agricultural Systems		11,000.00		JOD OTGET	1
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNME	NT / PEOPLE	/VOLUNTAR	Y ORGANIZATI	ION/S		
29. NAME & ADDRESS OF ORGANIZATION	INCLUSIVE DATES (mm/dd/yyyy) From To		NUMBER OF HOURS	POSITION / NATURE OF WORK		
(Write in full)						
IGLESIA NI CRISTO CHURCH	2015	2015 Present		Finance Officer		
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VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING	Continue on separ G PROGRAMS	ate sheet if necess ATTENDED	ary)			
	INCLUSI	VE DATES OF		Type of LD		
TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	A0123.171	ENDANCE n/dd/yyyy)	NUMBER OF HOURS	(Managerial/ Supervisory/	CONDUCTED/ SPONSORED BY (Write in full)	
Orientation and DODA	From	То		Technical/etc)	a mediatroprogrammy astro-	
Orientation on the BOR Approved Internal Audit Framework	3/27/2025	3/27/2025	8.0	Technical	Internal Audit Services Office	
Orientation on Financial Management Transactions in VSU	03/13/2025	03/13/2025	8.0	Technical	Finance Management Office	
Financial Education Stakeholder's Congress 2024	11/20/2024	11/20/2024	8.0	Technical	Banko Sentral ng Pilipinas	
Workshop on Process Harmonization for Financial Management System	3/10/2024	7/10/2024	24.0	Technical	ICTMC	
Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)	02/23/2024	02/23/2024	8.0	Technical	Administrative Services Office (ASO)	
"Unlocking Excellence: The 5S Revolution for Clerks and Heads"	11/29/2023	11/29/2023	7.0		LDHRD	
ISO 9001:2015 Awareness & Re-awareness Webinar	08/29/2023	08/29/2023	1.0		Quality Assurance Center	
Gender Sensitivity Orientation	11/7/2023	7/11/2023	4.0		VSU Gender Resource Center	
Exploring Initaiatives in Solving Water and Sanitation	03/22/2023			2		
ISO 9001:2015 Awareness & Re-awareness Webinar	+	03/22/2023	4.0		ISRDS	
	08/30/2022	08/30/2022	1.0	50	Quality Assurance Center	
Hands-Only Cardiopulmonary Resuscitation	07/21/2022	07/21/2022	4.0		Department of Health- Eastern Visayas Center for Health Development	
Agricultural Crops Production NC II	12/16/2019	02/18/2020	336.0		Godoy's Organic Land Diversification Farm School	
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	Continue on separ	ate sheet if necess	arv)			
VIII. OTHER INFORMATION						
31. SPECIAL SKILLS and HOBBIES 32.		STINCTIONS / REC Write in full)	OGNITION	190 4	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
Computer Skills (MS Excel, Word, PPT)	N/A			N/A		
	F.			4.		
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	vie.					
	Continue on separ	ate sheet if necess	arv)			
NAMEDIA	X			ATE	June 24, 2025	

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	E-4	A 361		
34.	Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed, a. within the third degree?			
	b. within the fourth degree (for Local Government Unit - Car	If YES, give details:		
35.	a. Have you ever been found guilty of any administrative off	fense?		
			If YES, give details:	
	b. Have you been criminally charged before any court?			- 44-
		ينداجيج بالمنظرين	If YES, give details: Date Filed:	
			Status of Case/s:	
36.	Have you ever been convicted of any crime or violation of a any court or tribunal?	If YES, give details:		
37.	Have you ever been separated from the service in any of the	ne following modes: resignation, retirement,		
	dropped from the rolls, dismissal, termination, end of term, the public or private sector?	If YES, give details: Finished Contract in Philippine Statistics Authority		
38.	An analysis and a second a second and a second a second and a second a second and a second a second and a second a second and a second and a second and a second and a second a second and a second a se	If YES, give details:		
	b. Have you resigned from the government service during t election to promote/actively campaign for a national or local	If YES, give details:		
39.	Have you acquired the status of an immigrant or permanen	If YES, give details (country):		
a. b. c.	and (c) Solo Parents Welfare Act of 2000 (RA 8972), please Are you a member of any indigenous group? Are you a person with disability? Are you a solo parent?	A THE RESTREE	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	nt /appointee)		
	NAME	ADDRESS	TEL. NO.	
	QUEEN-EVER Y. ATUPAN	VSU, Pangasugan Baybay City, Leyte	9955181566	
	DAHLIA R. ARPOCEPLE	VSU, Pangasugan Baybay City, Leyte	9455595603	
	JEREMIAS VESTRA	Brgy. Guadalupe, Baybay City, Leyte	9234118536	
42.				РНОТО
G	overnment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) LEASE INDICATE ID Number and Date of Issuance	(0)		
	overnment Issued ID: Driver's License			
ID	/License/Passport No.: H12-21-000438	ox)		
Da	ate/Place of Issuance: 03/12/2021 - Baybay City, Leyte		Right Thumbmark	
	SUBSCRIBED AND SWORN to before me this	, affiant exhibi	ting his/her validly issued gover	mment ID as indicated above.
	90. 1			
	-	Porcon Administration 2 4		
	en la	Person Administering Oath		