

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 () use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.** I, CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	ALIANZA		
FIRST NAME	CAREN	NAME EXTENSION (JR., SR)	None
MIDDLE NAME	GUCELA		
3. DATE OF BIRTH (mm/dd/yyyy)	09/20/1988	16. CITIZENSHIP	Pls. indicate country:
4. PLACE OF BIRTH	Baybay Leyte	If holder of dual citizenship, please indicate the details.	
5. SEX	Female		
6. CIVIL STATUS	Married	17. RESIDENTIAL ADDRESS	Zone 3
7. HEIGHT (m)	5'2		House/Block/Lot No. Street
8. WEIGHT (kg)	55kgs		Brgy. Guadalupe
9. BLOOD TYPE	AB+		Subdivision/Village Barangay
10. GSIS ID NO.	None		Baybay City Leyte
11. PAG-IBIG ID NO.	1212-0165-5838		City/Municipality Province
12. PHILHEALTH NO.	13-000107574-9	ZIP CODE	
13. SSS NO.	None	18. PERMANENT ADDRESS	Zone 3
14. TIN NO.	460-092-721-000		House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	None		Brgy. Guadalupe
			Subdivision/Village Barangay
			Baybay City Leyte
			City/Municipality Province
		ZIP CODE	6521
		19. TELEPHONE NO.	053-563-8920
		20. MOBILE NO.	0909-128-9507
		21. E-MAIL ADDRESS (if any)	caren.alianza@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	ALIANZA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	AGA	NAME EXTENSION (JR., SR) None	CARL ANDRIE G. ALIANZA	FEB. 11, 2013
MIDDLE NAME	VARRON			
OCCUPATION	Driver			
EMPLOYER/BUSINESS NAME	VSU, Agricultural Training Institute Regional Training Center VIII			
BUSINESS ADDRESS	Brgy. Pangasugan, Baybay City, Leyte			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	GUCELA			
FIRST NAME	MARCIANO	NAME EXTENSION (JR., SR) None		
MIDDLE NAME	BACASON			
25. MOTHER'S MAIDEN NAME				
SURNAME	CANTIGA			
FIRST NAME	FE			
MIDDLE NAME	CAGABHION			

(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	Brgy. Guadalupe Elementary School	Elementary Graduate	1992	1998	Graduated	1998	N/A
SECONDARY	Baybay National High School	High School Graduate	1998	2002	Graduated	2002	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	Franciscan College of the Immaculate Conception	BS in Office Administration	2012	2014	N/A	N/A	N/A
		Assoc. in Office Administration	2008	2011	Graduated	N/A	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Sept. 25, 2025
-----------	---	------	----------------

IV. CIVIL SERVICE ELIGIBILITY					
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
Drivers License (H12-24-002496)	95%	July 2024	LTO, Baybay City, Leyte	1	

(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)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP Format	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						
June 3, 2024	Dec. 31, 2025	Clerk/Deputy Document Record Controller (dDRC)	Advanced Research and Innovation Center (ARIC) VSU, Visca, Baybay City, Leyte	Monthly	00	Job Order	Y
Feb. 1, 2020	May 31, 2024	Full-time Project Staff	VSU DA Biotechnology, Visca, Baybay City, Leyte	Monthly	00	Job Order	Y
Feb. 16, 2012	Jan. 31, 2020	Administrative Staff/Clerk	Dept. of Pure and Applied Chemistry (DoPAC) VSU, Visca, Baybay City, Leyte	Monthly	00	Job Order	Y
Jan. 1, 2012	Feb. 8, 2012	Office Staff/Auditor	ADEDADIDI, Baybay City, Leyte	Monthly	00	Job Order	N
Nov. 1, 2006	Jul 1, 2007	Data Encoder & Asst Photocopier	Jay Ramos Comp. Center	Monthly	00	Job Order	N
Oct. 1, 2009	Mar. 3, 2010	Administrative Staff/Clerk , OJT	DSWD, Baybay City, Leyte	N/A	00	Job Order	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Sept. 25, 2025
-----------	---	------	----------------

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			
	ARI Center Deputy Document and Record Controller (DDRC)	Jun 1, 2024	Dec. 31, 2025	2 year	Document and Record Controller (DDRC)	
	EV Biotech Deputy Document and Record Controller (DDRC)	Feb. 1, 2024	June 30, 2024	5 months	Document and Record Controller (DDRC)	
	ARI Center Deputy Document and Record Controller (DDRC)	Jan 3, 2023	June 30, 2023	6 Months	Alternate Deputy Document and Record Controller (DDRC)	
	DBiotech Alternate Deputy Doc. and Record Controller (AdDRC)	Jan. 4, 2023	Dec. 31, 2023	1 Year	Alternate Deputy Document and Record Controller (DDRC)	
	DoPAC Deputy Document and Record Controller (DDRC)	Jan. 4, 2021	Dec. 31, 2021	1 Year	Deputy Document and Record Controller (DDRC)	
	TPES Evaluator Facilitator 2019-2020	2019	2020	1 Year	Facilitator	
(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			
	ISO 9001:2015 Awareness & Re-Awareness Seminar	Sept. 5, 2025	Sept. 5, 2025	8 hours	Technical	Visayas State University , Quality Assurance
	Orientation on the Roles and Responsibilities of Document and Records Controllers and Re-cascading of Document and Records Control Process and Guidelines	Sept. 4, 2025	Sept. 4, 2025	8 hours	Technical	Visayas State University , Quality Assurance
	Orientation on Financial Management Transactions in VSU	Mar. 13, 2025	Mar. 13, 2025	8 hours	Technical	Visayas State University, HRMO
	Orientation on Document and Records Control	Feb. 21, 2025	Feb. 21, 2025	3 hours	Technical	Visayas State University, QAC
	ISO 9001:2015 Awareness & Re-Awareness Seminar	Sept. 9, 2024	Sept. 9, 2024	8 hours	Technical	Visayas State University, QAC
	Seminar/Workshop on Basic Records and Archives Management (BRAM)	Jul 30, 2024	Jul 31, 2024	16 hours	Technical	Visayas State University, HRMO
	From Policy to Practice: EODB, DPA of 2012 and PIA Reorientation for VSU Personnel	Jul 29, 2024	July 29, 2024	8 hours	Technical	Visayas State University, HRMO
	Root Cause Analysis Training Workshop	Nov. 13, 2024	Nov. 13, 2024	8 hours	Technical	Visayas State University, QAC
	Sparkling Spaces: Mastering the Art of Housekeeping	May 22, 2024	May 22, 2024	7 hours	Technical	Visayas State University, HRMO
	Shaping Culture: Embracing Values for Productive Workplace Performance	May 15, 2024	May 15, 2024	8 hours	Technical	Visayas State University, HRMO
	Orientation and Training on the Electronic Submission, Monitoring and Evaluation System (ESMES)	April 22, 2024	April 22, 2024	8 hours	Technical	Dept. of Agriculture Biotech Program Office
	Orientation of Guidelines & Procedures on Process/Services of the Offices under Administrative Services Office	Feb. 23, 2024	Feb. 23, 2024	8 hours	Technical	Visayas State University , LDHRAO & ASO
	HRIS Software Onboarding	Dec. 6, 2023	Dec. 6, 2023	8 hour	Technical	Visayas State University , HRMO
	Orientation on Career Horizons in Agribiotech: Pathways and Fellowship Event	Nov. 23, 2023	Nov. 23, 2023	8 hours	Technical	DA Biotech Program Office, Cebu City
	Unlocking Excellence: The 5S Revolution for Clerks and Heads at VSU	Nov. 29, 2023	Nov. 29, 2023	8 hours	Technical	Visayas State University
	ISO,9001:2015 Awareness & Re-Awareness Seminar	Aug. 29, 2023	Aug. 29, 2023	8 hours	Technical	Visayas State University
	Webinar on Speak English with Confidence	Aug. 27, 2023	Aug. 27, 2023	8 hours	Technical	AMV Learning and Development Center
	Re Orientation on Documentary Requirements for Financial & Administrative Transactions	Dec. 5, 2022	Dec. 5, 2022	8 hours	Technical	Visayas State University
	ISO,9001:2015 Awareness & Re-Awareness Seminar	Aug. 30, 2022	Aug. 30, 2022	8 hours	Technical	Visayas State University
	Data Privacy Act Seminar	April 7, 2022	April 7, 2022	8 hours	Technical	Visayas State University
	ISO,9001:2015 Awareness & Re-Awareness Seminar	Sept. 13, 2021	Sept. 13, 2021	8 hours	Technical	Visayas State University
	Orientation workshop among JO Clerks and Laboratory Technicians	Jan. 15, 2019	Jan. 15, 2019	8 hours	Technical	Visayas State University
	ISO,9001:2015 Awareness & Re-Awareness Seminar	Nov. 27, 2020	Nov. 27, 2020	8 hours	Technical	Visayas State University
	Webinar on Document Tracking System	Nov. 13, 2020	Nov. 13, 2020	8 hours	Technical	Visayas State University
	Procurement Planning Workshop	Sept. 13, 2016	Sept. 13, 2016	8 hours	Technical	Visayas State University
	Orientation Workshop Among Frontliners on Good Customer	Sept. 10, 2014	Sept. 10, 2014	8 hours	Technical	Visayas State University
	Training in Industrial Sewing machine Operation	Oct. 10, 2011	Nov. 11, 2011	1 month	Technical	ISMO Training Center, Cebu City
	Participated in two-days Semi-Guided Retreat	Feb 25, 2011	Feb 27, 2011	16 hours	Technical	Franciscan College of the Immaculate Conception
(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 (Word, Excel, PPT, Video)	N/A		N/A		
	Computer Troubleshooting (minor)					
	Driving (motorcycle & four wheels)					
	Sewing, Singing					
(Continue on separate sheet if necessary)						
SIGNATURE				Sept. 25, 2025		

<p>34. Are you related by consanguinity or affinity to the appointing or recommending chief of bureau or office or to the person who has immediate supervision over you in Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p>If YES, give details: _____</p> <p>If YES, give details: _____ Date Filed: _____ Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p>If YES, give details: _____</p>												
<p>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?</p>	<p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>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?</p>	<p>If YES, give details: _____</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p>If YES, give details (country): _____</p>												
<p>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</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p>If YES, please specify: _____</p> <p>If YES, please specify ID No.: _____</p> <p>If YES, please specify ID No.: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">NAME</th> <th style="width: 30%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Dr. Ma. Theresa P. Loreto, Director, ARI Center</td> <td>VSU, Visca, Baybay City, Leyte</td> <td>565-0600 local 1119</td> </tr> <tr> <td>Dr. Edgardo E. Tulin, Project Leader VSU DA Biotech/Univ. Prof.</td> <td>VSU, Visca, Baybay City, Leyte</td> <td>565-0600 local 1119</td> </tr> <tr> <td>Mr. Romeo P. Alianza, LTO-Baybay District Office Chief</td> <td>Baybay City, Leyte</td> <td>(+639777-914-4349)</td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Dr. Ma. Theresa P. Loreto, Director, ARI Center	VSU, Visca, Baybay City, Leyte	565-0600 local 1119	Dr. Edgardo E. Tulin, Project Leader VSU DA Biotech/Univ. Prof.	VSU, Visca, Baybay City, Leyte	565-0600 local 1119	Mr. Romeo P. Alianza, LTO-Baybay District Office Chief	Baybay City, Leyte	(+639777-914-4349)
NAME	ADDRESS	TEL. NO.											
Dr. Ma. Theresa P. Loreto, Director, ARI Center	VSU, Visca, Baybay City, Leyte	565-0600 local 1119											
Dr. Edgardo E. Tulin, Project Leader VSU DA Biotech/Univ. Prof.	VSU, Visca, Baybay City, Leyte	565-0600 local 1119											
Mr. Romeo P. Alianza, LTO-Baybay District Office Chief	Baybay City, Leyte	(+639777-914-4349)											
<p>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 cases against me.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>Drivers License</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>H12-24-002496</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>Baybay City, Leyte</td> </tr> </table>	Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance		Government Issued ID:	Drivers License	ID/License/Passport No.:	H12-24-002496	Date/Place of Issuance:	Baybay City, Leyte	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; vertical-align: middle;"> Signature (Sign inside the box) Sept 25, 2025 Date Accomplished </td> <td style="text-align: center; vertical-align: middle;"> Right Thumbmark </td> </tr> </table>	 Signature (Sign inside the box) Sept 25, 2025 Date Accomplished	 Right Thumbmark		
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance													
Government Issued ID:	Drivers License												
ID/License/Passport No.:	H12-24-002496												
Date/Place of Issuance:	Baybay City, Leyte												
 Signature (Sign inside the box) Sept 25, 2025 Date Accomplished	 Right Thumbmark												
<p>SUBSCRIBED AND SWORN to before me this, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 200px; margin: 10px auto; text-align: center; padding: 5px;"> Person Administering Oath </div>													