

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	Besavilla			
FIRST NAME	Aiza	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	Bandalan			
3. DATE OF BIRTH (mm/dd/yyyy)	08/27/1995	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:	
4. PLACE OF BIRTH	Baybay, Leyte	If holder of dual citizenship, please indicate the details.	Philippines	
5. SEX	☐ Male ☒ Female			
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS		
7. HEIGHT (m)	1.50	ZIP CODE	House/Block/Lot No. Street San Isidro	
8. WEIGHT (kg)	62.00		Subdivision/Village Barangay BAYBAY LEYTE	
9. BLOOD TYPE	O+		City/Municipality Province 6521	
10. GSIS ID NO.	N/A		18. PERMANENT ADDRESS	
11. PAG-IBIG ID NO.	N/A		ZIP CODE	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
12. PHILHEALTH NO.	N/A			
13. SSS NO.	N/A	19. TELEPHONE NO.		N/A
14. TIN NO.	N/A	20. MOBILE NO.		955-613-0793
15. AGENCY EMPLOYEE NO.	V02074	21. E-MAIL ADDRESS (if any)	aiza.besavilla@vsu.edu.ph	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	BESAVILLA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	REX	NAME EXTENSION (JR., SR)	ZIANNA GABRIELLE B. BESAVILLA	07/07/2019
MIDDLE NAME	DUBLIN		ZOE DANIELLE B. BESAVILLA	07/02/2022
OCCUPATION	SCEINCE RESEARCH ASSISTANT			
EMPLOYER/BUSINESS NAME	VSU			
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	BANDALAN			
FIRST NAME	MEDEL	NAME EXTENSION (JR., SR)		
MIDDLE NAME	PEREZ			
25. MOTHER'S MAIDEN NAME	IMELDA CUATON BULAWAN			
SURNAME	BANDALAN			
FIRST NAME	IMELDA			
MIDDLE NAME	BULAWAN		(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
ELEMENTARY	Candadam Elementary School	Elementary	From 2002	To 2008		2008	N/A
SECONDARY	VISAYAS STATE UNIVERSITY-LABORATORY HIGH SCHOOL	High School	2008	2012		2012	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	University of Cebu	Bachelor of Science in Business Administration	2014	2017		2017	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/14/2025
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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

(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			
	Reorientation on Data Privacy Act of 2012 (RA10173) and Privacy Impact Assessment (PIA) of the Faculty and Staff of the Visayas State University Isabel Campus	11/13/2024	11/13/2024	8	Technical	Visayas State University - Isabel
	Seminar on Administrative Cases and Grievance Machinery	09/30/2024	09/30/2024	4	Research	Visayas State University - Villaba Campus
	"From Policy to Practice": EODB, DPA of 2012, and PIA Reorientation for VSU Personnel	07/29/2024	07/29/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	"Unlocking Excellence: The 5S Resolution for Clerks and Heads at Visayas State University"	03/06/2024	03/06/2024	8	Technical	Department of Consumer and Hospitality Management/Visayas State University
	Data Privacy Protection	11/20/2023	11/24/2023	20	Technical	Department of Information and Communications Technology
	Awareness-Seminar on Data Privacy Act of 2012 (RA 10173), Privacy Impact Assessment (PIA) and RA 11032 Ease of Doing Business Act of 2012	11/17/2023	11/17/2023	8	Technical	Visayas State University - Isabel
	Seminar-Workshop on Privacy Impact Assessment (PIA), Revisiting of the Citizen's Charter, and Anti-Sexual Harassment	10/18/2023	10/18/2023	8	Research	Visayas State University - Villaba Campus
	Data Privacy Act of 2012, Privacy Impact Assessment, and RA 11032 Ease of Doing Business Act of 2018	10/17/2023	10/17/2023	8	Technical	Visayas State University Tolosa
	Forum on Privacy Impact Assessment	10/04/2023	10/04/2023	8	Technical	Visayas State University-Villaba
	ISO 9001-2015 AWARENESS SEMINAR	08/29/2023	08/29/2023	4	Technical	Office of the Director for Quality Assurance, Visayas State University
	Data Awareness Seminar and Compliance Workshop	06/28/2023	06/30/2023	24	Technical	YISRAEL SOLUTIONS AND TRANING CENTER INC.
	Conflict and Stress Management	05/23/2023	05/26/2023	32	Technical	Personnel Officers Association of the Philippines (POAP)
	Orientation on Data Privacy Act of 2012	04/08/2022	04/08/2022	8	Technical	Office of the Data Protection Officer
	Virtual Data Privacy Act of 2012 Awareness Seminar	04/08/2022	04/08/2022	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Sparkling Spaces: Mastering the Art of Housekeeping	03/22/2022	03/22/2022	8	Technical	Department of Consumer and Hospitality Management/Visayas State University
	Workshop on revisiting the strategic plan of ODAS and GSO	03/16/2022	03/17/2022	16	Technical	Visayas State University
	Forum: Women Inspiring Women	03/07/2022	03/07/2022	4	Technical	GENDER RESOURCE CENTER

PLEASE SEE ATTACHMENT A

(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)
	N/A		N/A		N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	02/14/2025
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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)?			☐ YES☒ NO ☐ YES☒ NO 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?			☐ YES☒ NO If YES, give details: ☐ YES☒ NO 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?			☐ YES☒ NO 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?			☐ YES☒ NO 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?			☐ YES☒ NO If YES, give details: ☐ YES☒ NO If YES, give details:												
39. Have you acquired the status of an immigrant or permanent resident of another country?			☐ YES☒ NO 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?			☐ YES☒ NO If YES, please specify: ☐ YES☒ NO If YES, please specify ID No ☐ YES☒ NO If YES, please specify ID No												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee) <table><thead><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr></thead><tbody><tr><td>Rysan C. Guinoco</td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>			NAME	ADDRESS	TEL. NO.	Rysan C. Guinoco									ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable PHOTO Right Thumbmark
NAME	ADDRESS	TEL. NO.													
Rysan C. Guinoco															
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.															
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A	Signature (Sign inside the box) 02/14/2025 Date Accomplished														
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath															