PERSONAL DATA SHEET



Print legibly. Mark appr	opriate boxes w	ith " ☑ " and u	se sep	arate sheet if	necessary.				(/ISI)		
1. SURNAME	R U I Z							1 1 1			
FIRST NAME	MIYIRIAII	1 1 1 1 1	1	1 1 1	1 1 1	1 1	1 1	1 1 1	1 1 1	1 1 1	
MIDDLE NAME	MIIILILIE	[Z A	1	1 1 1 1	1 1 1	1 1 2	2. NAME E	XTENSION (e.g. Jr.,	Sr.)		
3. DATE OF BIRTH (08/29/1976)				11. PRESENT ADDRESS		GABAS, BAYBAY CITY, LEYTE					
4. PLACE OF BIRTH	STA. CRUZ, METRO M.										
5. SEX	Male Female	Female					*				
6. CIVIL STATUS	Single Wido	wed		12. ZIP CODE		6521					
	☐ Married ☐ Sepa	13. TEL. NO./CEL. NO.		0975-732-1363							
	Annulled			14. PHILHEALTH I		326824484					
7 OITIZENCUID	FILIPINO 9. WEIGHT (kg)			 	NO.						
7. CITIZENSHIP			58kg.	15. TIN		473-532-303-000					
8. HEIGHT (m)	5'1"	10. BLOOD TYPE	AB+	16. PAG-IBIG ID NO.			1212-0522-2405				
SPOUSE'S SURNAME	MILLEZA				18. NAME OF CH	HILD (Write full	name and	list all)	DATE OF B	IRTH (mm/dd/yyy	
FIRST NAME	EDWIN		Mary Joyce R.	Milleza			8/16/96				
MIDDLE NAME	ISRAEL		Kenneth Carl I	R. Milleza	Milleza			02.11.1999			
HIGHEST EDUCATIONA	[] Elementary (Grade / Graduated)			Tricia Mae R. Milleza			04.03.2002				
(Please check and underline the specific)		[] High School (1st, 2	nd, 3rd,	4th, Graduated)	Khaycee R. Milleza				06.02.2004		
		[v] College (1st, 2nd, 3rd, 4th, Graduated Degree: Computer Secretarial Course			Maria Rhyza R. Milleza				08.09.2011		
CAREER SERVICE ELIC	□ Professional / Sub-Profe			ional							
MORK EXPERIENCE INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full)		DEPARTMENT / AGENCY / OFFICE / COMPANY /PROJECT (Write in full)		SALARY (Daily or Monthly)	STATUS OF APPOINTMENT (Perm/Temp/ Job Order)	GOV'T SERVIC (Yes / No)			
From	To	Cl-d- (dDDC)			D	Office					
nuary 01, 2023	Present	Clerk (dDRC)		Procurement Office		,	603.40/day	J.O.			
ıly 1, 2020	Dec. 31, 2022	Clerk (AdDRC) BAC Assistant			Procurement			563.40/day	J.O.		
ept. 9, 2019	July 1, 2020 Dec. 31, 2018	CAS Clerk	-		BAC Secreta			460.00/day	J.O.		
ay 22, 2017	 				College of Arts		es	300.00/day	J.O.		
une 23, 2015 May 21, 2017		Laboraory-aide I			DoPAC 240.00/day y (Please check)			240.00/day	J.O.		
SPECIAL SKILLS							Fa	Fair REMARKS		EMARKS	
Computer skills				1							
Communication skills				1							
anagement skills					1						
23. RELEVANT TRAININGS SEMINAR/WORKSHOP ATTENDED (Write in full) Orientation of Guidelines and Procedures on		INCLUSIVE DATES OF AT (mm/dd/yyyy)				- HOURS CONDU		CTED/ SPONSORED BY (Write in full)			
		From	То					(WING III ION)			
Processes/Services of the Office under ASO		February 23, 2024	February 23, 2024		8		VIsayas State University				
he 5S Revolution for Clerks and Heads		November 29, 2023 Novem		mber 29, 2023	8		Visayas State University				
O 9001:2015 Awareness/ Re-awareness Seminar		August 29, 2023	-	st 29, 2023	9		Visayas State University				
RA 9184 Government Procurement Act Drientation/Re-orientation of Duties and Responsibilities of		August 22, 2023	Augus	st 24, 2023	24		GPPB/TSO				
Dremadonne-orientation of Duties and Responsibilities of dDrc, AdDRC, and Cascading Documents and Records Control, Procedure Manuals and Guidelines		September 7, 2022	September 7, 2022		8		Visayas State University				
ISO 9001:2015 Awareness/ Re-awareness Seminar		August 30, 2022	ugust 30, 2022 August 31, 2		. 10	Visayas State University					
Virtual Training on RA 9184 and its Revised Implementing Rules and Regualtions		May 3, 2021	May 7	7, 2021	120		GPPB/TSO				
hereby declare that this pertinent laws, rules and					is a true, com	ect and co	mplete	statement pur	suant to the	provisions o	
pertinent laws, rules and 24. COMMUNITY TAX CERTIFICA	d regulations of the Re	epublic of the Phil	ippines	S. N (mm/dd/yy): <u>Janua</u>		ect and co	mplete	statement pur	suant to the	provisions	