

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                    | ASALDO   |   |   |
| FIRST NAME                    | DANIELLE   |   | NAME EXTENSION (JR., SR) N/A  |
| MIDDLE NAME                   | VILLA  |   |   |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 04/20/2000   | 16. CITIZENSHIP   | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship  |
| 4. PLACE OF BIRTH             | DUMAGUETE CITY   | If holder of dual citizenship, please indicate the details. | <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization |
| 5. SEX                        | <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female   |   | Pls. indicate country:  |
| 6 CIVIL STATUS                | <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s: | Philippines   |   |
| 7. HEIGHT (m)                 | 1.57 m   | 17. RESIDENTIAL ADDRESS                                     | ACERO APARTMENT D2 VELOSO ST  |
| 8. WEIGHT (kg)                | 45 kg.   |   | House/Block/Lot No. Street  |
| 9. BLOOD TYPE                 | Type "O"   |   | N/A SAN ROQUE   |
| 10. GSIS ID NO.               | 2006431728   |   | Subdivision/Village Barangay  |
| 11. PAG-IBIG ID NO.           | 121303418270   |   | SOGOD SOUTHERN LEYTE  |
| 12. PHILHEALTH NO.            | 13-251737653-5   |   | City/Municipality Province  |
| 13. SSS NO.                   | N/A  | 18. PERMANENT ADDRESS                                       | N/A MAGSAYSAY   |
| 14. TIN NO.                   | 612-745-576-00000  |   | House/Block/Lot No. Street  |
| 15. AGENCY EMPLOYEE NO.       | 526  |   | N/A POBLACION   |
|                               |  |   | Subdivision/Village Barangay  |
|                               |  |   | ZAMBOANGUITA NEGROS ORIENTAL  |
|                               |  |   | City/Municipality Province  |
|                               |  | 19. TELEPHONE NO.   | 6606  |
|                               |  | 20. MOBILE NO.  | 0945 219 7698   |
|                               |  | 21. E-MAIL ADDRESS (if any)                                 | danielle20.va@gmail.com   |

II. FAMILY BACKGROUND

|                          |                      |                             |   |                            |
|--------------------------|----------------------|-----------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME     | N/A                  |                             | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | N/A                  | NAME EXTENSION (JR., SR) NA | N/A   | N/A                        |
| MIDDLE NAME              | N/A                  |                             |   |                            |
| OCCUPATION               | N/A                  |                             |   |                            |
| EMPLOYER/BUSINESS NAME   | N/A                  |                             |   |                            |
| BUSINESS ADDRESS         | N/A                  |                             |   |                            |
| TELEPHONE NO.            | N/A                  |                             |   |                            |
| 24. FATHER'S SURNAME     | ASALDO               |                             |   |                            |
| FIRST NAME               | CESAR                | NAME EXTENSION (JR., SR) NA |   |                            |
| MIDDLE NAME              | DANIEL               |                             |   |                            |
| 25. MOTHER'S MAIDEN NAME | HAZELLE BANGAY VILLA |                             |   |                            |
| SURNAME                  | VILLA                |                             |   |                            |
| FIRST NAME               | HAZELLE              |                             |   |                            |
| MIDDLE NAME              | BANGAY               |                             |   |                            |

(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                | SOGOD CENTRAL ELEMENTARY SCHOOL                                | ELEMENTARY  | 2006                 | 2012         | GRADUATED                                      | 2012           | NONE                                  |
| SECONDARY                 | SOGOD NATIONAL HIGH SCHOOL<br>ST. PAUL UNIVERSITY - DUMAGUETE  | JUNIOR HIGH SCHOOL<br>SENIOR HIGH SCHOOL  | 2012<br>2016         | 2016<br>2018 | GRADUATED                                      | 2018           | WITH HONORS                           |
| VOCATIONAL / TRADE COURSE | N/A  | N/A   | N/A                  | N/A          | N/A  | N/A            | N/A                                   |
| COLLEGE                   | SOUTHERN LEYTE STATE UNIVERSITY                                | BACHELOR OF SCIENCE IN BUSINESS<br>ADMINISTRATION MAJOR IN HUMAN<br>RESOURCE MANAGEMENT | 2018                 | 2022         | GRADUATED                                      | 2022           | CUM LAUDE                             |
| GRADUATE STUDIES          | UNIVERSITY OF PERPETUAL HELP SYSTEM DALTA-<br>LAS PIÑAS CAMPUS | MASTER IN PUBLIC ADMINISTRATION   | 2024                 | PRESENT      | 12 UNITS                                       | N/A            | N/A                                   |

|   |              |
|---|--------------|
| (Continue on separate sheet if necessary) |              |
| SIGNATURE                                 | DATE         |
|   | MAY 29, 2025 |



| V. CIVIL SERVICE ELIGIBILITY |  |                            |  |   |                         |                     |
|------------------------------|--|----------------------------|--|---|-------------------------|---------------------|
| 27.                          | CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER<br>SPECIAL LAWS/ CES/ CSEE<br>BARANGAY ELIGIBILITY / DRIVER'S LICENSE | RATING<br>(If Applicable)  | DATE OF<br>EXAMINATION /<br>CONFERMENT | PLACE OF EXAMINATION / CONFERMENT       | LICENSE (if applicable) |                     |
|                              |  |                            |  |   | NUMBER                  | Date of<br>Validity |
|                              | CAREER SERVICE PROFESSIONAL  | PD 907 - HONOR<br>GRADUATE | 07/15/2022                             | Civil Service Commission, Palo, Leyte   | N/A                     | N/A                 |
|                              | DRIVER'S LICENSE   | N/A                        | 11/17/2022                             | Land Transportation Office, Maasin City | H05-22-303-496          | 04/20/2027          |
|                              | PHILIPPINE PASSPORT  | N/A                        | 07/06/2023                             | DFA, Tacloban City, Lete                | P4812312C               | 2033                |
|                              |  |                            |  |   |                         |                     |
|                              |  |                            |  |   |                         |                     |
|                              |  |                            |  |   |                         |                     |
|                              |  |                            |  |   |                         |                     |

(Continue on separate sheet if necessary)

17. WORK EXPERIENCE  
(Include private employment. Start from your recent work.) Description of duties should be indicated in the attached Work Experience sheet.

[illegible][illegible]

(Continue on separate sheet if necessary)

SIGNATURE 

DATE \_\_\_\_\_

MAY 29, 2025



## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

| 29. | NAME & ADDRESS OF ORGANIZATION<br>(Write in full) | INCLUSIVE DATES<br>(mm/dd/yyyy) |     | NUMBER OF<br>HOURS | POSITION / NATURE OF WORK |
|-----|---|---------------------------------|-----|--------------------|---------------------------|
|     |   | From                            | To  |                    |                           |
|     | NONE  | N/A                             | N/A | N/A                | N/A                       |
|     |   |                                 |     |                    |                           |
|     |   |                                 |     |                    |                           |

(Continue on separate sheet if necessary)

## VII. LEARNING AND DEVELOPMENT (L&amp;D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&amp;D/training program and include only the relevant L&amp;D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

| 30. | TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS<br>(Write in full)   | INCLUSIVE DATES OF<br>ATTENDANCE<br>(mm/dd/yyyy) |            | NUMBER OF<br>HOURS | Type of LD<br>( Managerial/<br>Supervisory/<br>Technical/etc) | CONDUCTED/ SPONSORED BY<br>(Write in full) |
|-----|--|--|------------|--------------------|---|--|
|     |  | From   | To         |                    |   |  |
|     | SLSU ADMIN MASTERCLASS: STAFF WORK EXCELLENCE AND EVENTS PLANNING  | 05/22/2025                                       | 05/22/2025 | 8                  | TECHNICAL   | SOUTHERN LEYTE STATE UNIVERSITY            |
|     | HARMONY IN CONFLICT: RESOLVING DISPUTES WITH RESPECT, SHARED VALUES, AND EFFECTIVE COMMUNICATION   | 04/02/2025                                       | 04/02/2025 | 4                  | FOUNDATIONAL  | SOUTHERN LEYTE STATE UNIVERSITY            |
|     | CUSTOMER SERVICE EXCELLENCE: UPHOLDING QUALITY PUBLIC SERVICE WITH ARTA COMPLIANCE   | 03/19/2025                                       | 03/19/2025 | 4                  | FOUNDATIONAL  | SOUTHERN LEYTE STATE UNIVERSITY            |
|     | EMPLOYEES' FORUM 2025: UPDATING ON THE PROGRAMS AND POLICIES OF PHILHEALTH, PAG-IBIG AND GSIS  | 01/08/2025                                       | 01/08/2025 | 4                  | FOUNDATIONAL  | SOUTHERN LEYTE STATE UNIVERSITY            |
|     | RE-ORIENTATION OF ALL EMPLOYEES ON THE INDIVIDUAL DEVELOPMENT PLAN AND NEEDS ASSESSMENT ENTRIES  | 12/12/2024                                       | 12/12/2024 | 4                  | FOUNDATIONAL  | SOUTHERN LEYTE STATE UNIVERSITY            |
|     | RE-ECHO SEMINAR ON WELLNESS PRACTICAL TIPS "WELLNESS: IT'S NOT A TREND, IT'S A LIFESTYLE   | 12/10/2024                                       | 12/10/2024 | 4                  | FOUNDATIONAL  | SOUTHERN LEYTE STATE UNIVERSITY            |
|     | EFFECTIVE COMMUNICATION AND PUBLIC SPEAKING  | 10/22/2024                                       | 10/22/2024 | 4                  | FOUNDATIONAL  | SOUTHERN LEYTE STATE UNIVERSITY            |
|     | TRAINING ON PATNUBAY SA PAGGAMIT NG HALAMANG GAMOT (USE OF MEDICINAL PLANTS), HERBAL MEDICINE PREPARATION, ACUPRESSURE AND VIRGIN COCONUT OIL FORMULATOR | 09/11/2024                                       | 09/12/2024 | 16                 | TECHNICAL   | SOUTHERN LEYTE STATE UNIVERSITY            |
|     | HEART, MIND, AND SOUL OF THE HUMAN PERSON  | 06/28/2024                                       | 06/28/2024 | 1                  | FOUNDATIONAL  | SOUTHERN LEYTE STATE UNIVERSITY            |
|     | BASIC MANAGEMENT TRAINING TO ENHANCE LEADER'S EFFECTIVENESS  | 06/11/2024                                       | 06/18/2024 | 32                 | SUPERVISORY   | SOUTHERN LEYTE STATE UNIVERSITY            |
|     | LEAVE ADMINISTRATION COURSE FOR EFFECTIVENESS (LACE)   | 05/09/2024                                       | 05/10/2024 | 16                 | TECHNICAL   | CIVIL SERVICE COMMISSION                   |
|     | SLSU'S QUALITY MANAGEMENT SYSTEM ORIENTATION   | 04/03/2024                                       | 04/03/2024 | 4                  | FOUNDATIONAL  | SOUTHERN LEYTE STATE UNIVERSITY            |
|     | RECORDS MANAGEMENT 101 IN THE AGE OF DATA PRIVACY AND FREEDOM OF INFORMATION   | 03/13/2024                                       | 03/13/2024 | 4                  | TECHNICAL   | SOUTHERN LEYTE STATE UNIVERSITY            |
|     | NEW EMPLOYEE ORIENTATION   | 03/05/2024                                       | 03/05/2024 | 8                  | FOUNDATIONAL  | SOUTHERN LEYTE STATE UNIVERSITY            |
|     | WEBINAR ON THE ORIENTATION ON THE ORIENTATION ON STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH   | 02/21/2024                                       | 02/21/2024 | 3                  | FOUNDATIONAL  | CIVIL SERVICE COMMISSION                   |
|     | BASIC COMPUTER SKILLS FOR ONLINE SAFETY SECURITY AND GMAIL MANAGEMENT WITH THE TOPIC GMAIL FEATURE AND GOOGLE DRIVE                                      | 10/25/2023                                       | 10/25/2023 | 2                  | TECHNICAL   | SOUTHERN LEYTE STATE UNIVERSITY            |
|     | BASIC COMPUTER SKILLS FOR ONLINE SAFETY SECURITY AND GMAIL MANAGEMENT WITH THE TOPIC ONLINE SAFETY   | 10/25/2023                                       | 10/25/2023 | 2                  | TECHNICAL   | SOUTHERN LEYTE STATE UNIVERSITY            |
|     | WEBINAR SERIES ON HUMAN CAPITAL DEVELOPMENT AS A DRIVER IN IMPROVING PUBLIC SECTOR PRODUCTIVITY  | 10/04/2023                                       | 10/05/2023 | 4                  | SUPERVISORY   | DEVELOPMENT ACADEMY OF THE PHILIPPINES     |
|     | TWO-DAY TRAINING COURSE ON PUBLIC SPEAKING   | 08/15/2023                                       | 08/16/2023 | 16                 | FOUNDATIONAL  | SOUTHERN LEYTE STATE UNIVERSITY            |
|     | FINANCIAL LITERACY FOR EMPLOYEES: UNDERSTANDING FOR BETTER LIVING  | 07/25/2023                                       | 07/25/2023 | 4                  | FOUNDATIONAL  | SOUTHERN LEYTE STATE UNIVERSITY            |
|     | EFFICIENT TECHNIQUES IN TAKING MINUTES OF MEETING AND POLICY MEMORANDUM  | 07/15/2023                                       | 07/15/2023 | 8                  | TECHNICAL   | SOUTHERN LEYTE STATE UNIVERSITY            |

(Continue on separate sheet if necessary)








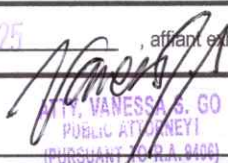
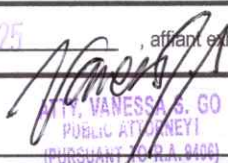
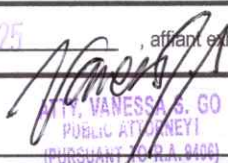
## VIII. OTHER INFORMATION

| 31. | SPECIAL SKILLS and HOBBIES  | 32. | NON-ACADEMIC DISTINCTIONS / RECOGNITION<br>(Write in full)   | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION<br>(Write in full) |
|-----|-----------------------------|-----|--|-----|---|
|     | Video Making/Editing        |     | RESOURCE SPEAKER ON THE EMPOWERED LEADERSHIP: LEVELLING OF UNDERSTANDING OF UNIVERSITY HR POLICIES IN LINE WITH THE CSC GUIDELINES FOR ACADEMIC LEADERS AT SOUTHERN LEYTE STATE UNIVERSITY- MAIN CAMPUS (MAY 28, 2025)                             |     | YOUNG ENTREPRENEUR'S SOCIETY                              |
|     | Singing                     |     | RESOURCE SPEAKER ON THE REORIENTATION OF UNIVERSITY HR POLICY IN LINE WITH THE CSC RULES AND REGULATIONS AT SOUTHERN LEYTE STATE UNIVERSITY-BONTOC CAMPUS (APRIL 23, 2025)   |     | SOUTHERN LEYTE STATE UNIVERSITY ALUMNI ASSOCIATION        |
|     | Dancing                     |     | RESOURCE SPEAKER ON THE NEW EMPLOYEE ORIENTATION AT SOUTHERN LEYTE STATE UNIVERSITY- MAIN CAMPUS (FEBRUARY 19, 2025)   |     | SAINT PAUL UNIVERSITY DUMAGUETE ALUMNI ASSOCIATION        |
|     | ORGANIZING & PLANNING       |     | TRAINING COORDINATOR DURING THE TRAINING ON PATNUBAY SA PAGGAMIT NG HALAMANG GAMOT (USE OF MEDICAL PLANTS), HERBAL MEDICINE PREPARATION, ACUPRESSURE AND VIRGIN COCONUT OIL FORMATION AT SOUTHERN LEYTE STATE UNIVERSITY (SEPTEMBER 11 & 12, 2024) |     | FACILITATIVE ADMINISTRATIVE SOCIETY                       |
|     | ADAPTABILITY AND INITIATIVE |     | SUBJECT MATTER SPECIALIST ON THE NEW EMPLOYEE ORIENTATION WITH THE TOPIC CIVIL SERVICE RULES AND UNIVERSITY POLICIES AT SOUTHERN LEYTE STATE UNIVERSITY- MAIN CAMPUS (JUNE 28, 2024)   |     |   |
|     |                             |     | TRAINING FACILITATOR DURING THE FOUR-DAY "BASIC MANAGEMENT TRAINING TO ENHANCE LEADERS' EFFECTIVENESS AT SOUTHERN LEYTE STATE UNIVERSITY (JUNE 11, 13, 14 & 18, 2024)  |     |   |
|     |                             |     | EVENT ORGANIZER DURING THE CHILDREN STORY BOOK COVER DESIGN COMPETITION AT SOUTHERN LEYTE STATE UNIVERSITY (NOVEMBER 23, 2022)   |     |   |

(Continue on separate sheet if necessary)

|           |   |      |              |
|-----------|---|------|--------------|
| SIGNATURE |  | DATE | MAY 29, 2025 |
|-----------|---|------|--------------|



| 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,<br>a. within the third degree?<br>b. within the fourth degree (for Local Government Unit - Career Employees)?  | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details: _____  |   |   |   |                                    |   |  |                                  |               |                    |                                  |               |  |
|--|---|--|---|---|---|------------------------------------|---|--|----------------------------------|---------------|--------------------|----------------------------------|---------------|--|
| 35.  | a. Have you ever been found guilty of any administrative offense?<br><br>b. Have you been criminally charged before any court?  | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details: _____<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details: _____<br>Date Filed: _____<br>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?  | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>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?   | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO<br>If YES, give details: _____<br>END OF TERM  |   |   |   |                                    |   |  |                                  |               |                    |                                  |               |  |
| 38.  | a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?<br><br>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?  | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details: _____<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, give details: _____   |   |   |   |                                    |   |  |                                  |               |                    |                                  |               |  |
| 39.  | Have you acquired the status of an immigrant or permanent resident of another country?  | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>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:<br>a. Are you a member of any indigenous group?<br><br>b. Are you a person with disability?<br><br>c. Are you a solo parent?   | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, please specify: _____<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, please specify ID No: _____<br><br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If YES, please specify ID No: _____ |   |   |   |                                    |   |  |                                  |               |                    |                                  |               |  |
| 41.  | REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)  |  |   |   |   |                                    |   |  |                                  |               |                    |                                  |               |  |
|  | <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>RUTH F. MEDILO</td><td>POBLACION, BONTOC, SOUTHERN LEYTE</td><td>0920 891 3839</td></tr><tr><td>CHRISTINE O. LARAN</td><td>SAN ROQUE, SOGOD, SOUTHERN LEYTE</td><td>0975 398 0879</td></tr><tr><td>MARK DONALD S. OJA</td><td>SAN ROQUE, SOGOD, SOUTHERN LEYTE</td><td>0917 622 8206</td></tr></table>  | NAME   | ADDRESS   | TEL. NO.  | RUTH F. MEDILO                            | POBLACION, BONTOC, SOUTHERN LEYTE  | 0920 891 3839                                     | CHRISTINE O. LARAN   | SAN ROQUE, SOGOD, SOUTHERN LEYTE | 0975 398 0879 | MARK DONALD S. OJA | SAN ROQUE, SOGOD, SOUTHERN LEYTE | 0917 622 8206 |  |
| NAME   | ADDRESS   | TEL. NO.   |   |   |   |                                    |   |  |                                  |               |                    |                                  |               |  |
| RUTH F. MEDILO   | POBLACION, BONTOC, SOUTHERN LEYTE   | 0920 891 3839  |   |   |   |                                    |   |  |                                  |               |                    |                                  |               |  |
| CHRISTINE O. LARAN   | SAN ROQUE, SOGOD, SOUTHERN LEYTE  | 0975 398 0879  |   |   |   |                                    |   |  |                                  |               |                    |                                  |               |  |
| MARK DONALD S. OJA   | SAN ROQUE, SOGOD, SOUTHERN LEYTE  | 0917 622 8206  |   |   |   |                                    |   |  |                                  |               |                    |                                  |               |  |
| 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.  |  |   |   |   |                                    |   |  |                                  |               |                    |                                  |               |  |
|  | <table><tr><td>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)<br/>PLEASE INDICATE ID Number and Date of Issuance</td><td rowspan="4"><br/>Signature (Sign inside the box)<br/>MAY 29, 2025<br/>Date Accomplished</td><td rowspan="4"><br/>Right Thumbmark</td></tr><tr><td>Government Issued ID: Philippine Passport</td></tr><tr><td>ID/License/Passport No.: P4812312C</td></tr><tr><td>Date/Place of Issuance: 07/26/2023 / DFA Tacloban</td></tr></table> | Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)<br>PLEASE INDICATE ID Number and Date of Issuance   | <br>Signature (Sign inside the box)<br>MAY 29, 2025<br>Date Accomplished | <br>Right Thumbmark  | Government Issued ID: Philippine Passport | ID/License/Passport No.: P4812312C | Date/Place of Issuance: 07/26/2023 / DFA Tacloban | <br>PHOTO |                                  |               |                    |                                  |               |  |
| Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)<br>PLEASE INDICATE ID Number and Date of Issuance   | <br>Signature (Sign inside the box)<br>MAY 29, 2025<br>Date Accomplished   | <br>Right Thumbmark   |   |   |   |                                    |   |  |                                  |               |                    |                                  |               |  |
| Government Issued ID: Philippine Passport  |   |  |   |   |   |                                    |   |  |                                  |               |                    |                                  |               |  |
| ID/License/Passport No.: P4812312C   |   |  |   |   |   |                                    |   |  |                                  |               |                    |                                  |               |  |
| Date/Place of Issuance: 07/26/2023 / DFA Tacloban  |   |  |   |   |   |                                    |   |  |                                  |               |                    |                                  |               |  |
| SUBSCRIBED AND SWORN to before me this <u>MAY 30 2025</u> , affiant exhibiting his/her validly issued government ID as indicated above.  |   |  |   |   |   |                                    |   |  |                                  |               |                    |                                  |               |  |
| <table><tr><td>Doc. No. <u>439</u><br/>Page No. <u>87</u><br/>Book No. <u>2025</u><br/>Series of <u>2025</u></td><td><br/>VANESSA S. GO<br/>PUBLIC ATTORNEY<br/>(PURSUANT TO R.A. 9406)<br/>Person Administering Oath</td></tr></table> |   |  | Doc. No. <u>439</u><br>Page No. <u>87</u><br>Book No. <u>2025</u><br>Series of <u>2025</u>  | <br>VANESSA S. GO<br>PUBLIC ATTORNEY<br>(PURSUANT TO R.A. 9406)<br>Person Administering Oath |   |                                    |   |  |                                  |               |                    |                                  |               |  |
| Doc. No. <u>439</u><br>Page No. <u>87</u><br>Book No. <u>2025</u><br>Series of <u>2025</u>   | <br>VANESSA S. GO<br>PUBLIC ATTORNEY<br>(PURSUANT TO R.A. 9406)<br>Person Administering Oath   |  |   |   |   |                                    |   |  |                                  |               |                    |                                  |               |  |

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: January 09, 2024 - PRESENT
- Position: Administrative Assistant II (HRMA)
- Name of Office/Unit: University of Human Resource Management
- Immediate Supervisor: Mr. Gordon B. Opina
- Name of Agency/Organization and Location: Southern Leyte State University, Sogod
  
- List of Accomplishments and Contributions (if any)
  - **Resource Speaker-** Empowered Leadership: Levelling of Understanding of University HR Policies in line with the CSC Guidelines for Academic Leaders on May 28, 2025
  - **Resource Speaker-** Re-Orientation of University HR Policy in line with the CSC Rules and Regulations on April 23, 2025
  - **Resource Speaker-** New Employee Orientation on February 19, 2025
  - **Training Coordinator** – Training on Patnubay sa Paggamit ng Halamang Gamot (Use of Medicinal Plants), Herbal Medicine Preparation, Acupressure and Virgin Coconut Oil Formulation” on September 11 & 12, 2024
  - **Subject Matter Specialist** – New Employee Orientation with the topic: Civil Service Rules and University Policies on June 28, 2024
  - **Training Facilitator-** Basic Management Training to Enhance Leaders’ Effectiveness on June 11, 13, 14 & 18, 2024
  
- Summary of Actual Duties
  - Assists in the planning and implementation of Learning and Development (L&D) activities, including training needs assessment, preparation of activity proposals, pre- and post-tests, and training evaluation analysis.
  - Facilitates onboarding programs, seminars, and workshops spearheaded by the HR office, including logistics, documentation, and post-activity reporting.
  - Leads the implementation of PRAISE programs; including the annual Gandilan Awards, from preparation of guidelines and evaluation forms to the coordination of recognition events.
  - Serves as Secretary of the Scholarship Development Committee; prepares meeting notices, minutes, resolution and records updates related to scholarship matters.
  - Prepares and issues Certificates of Employment for Job Order and Part-Time personnel upon request.
  - Computes and validates applications for leave of faculty and staff in accordance with existing rules and policies.
  - Assists in recruitment, selection, and placement processes, including coordinating schedules, preparing notices of qualified applicants, and issuing notices to hired and not chosen applicants. Also assists during examinations and interviews.
  - Provides administrative and clerical support to the HRMD Unit, including document encoding, filing, and correspondence preparation.
  - Performs other HR-related functions as may be assigned, contributing to the efficient delivery of services within the unit.



- Duration: January 4, 2023 – January 8, 2024
- Position: Clerk (Job Order)
- Name of Office/Unit: Office of the University Registrar
- Immediate Supervisor: Ms. Ruth F. Medilo
- Name of Agency/Organization and Location: Southern Leyte State University, Sogod
  
- List of Accomplishments and Contributions (if any)
  
- Summary of Actual Duties
  - Responsible for the delivery of quality frontline services to students and other stakeholders; Assist in the processing of students' enrollment; Evaluation and validation of enrolled subjects; Assist in adding, changing, withdrawing of subjects; Maintain confidentiality and does other works as prescribed by the Supervisor

- Duration: September 22, 2022 – December 23, 2022
- Position: Clerk (Job Order)
- Name of Office/Unit: University Library
- Immediate Supervisor: Ms. Geanrose L. Colonia
- Name of Agency/Organization and Location: Southern Leyte State University, Sogod
  
- List of Accomplishments and Contributions (if any)
  - **Event Organizer-** Children Story Book Cover Design Competition on November 23, 2022
  
- Summary of Actual Duties
  - Responsible in the preparation of narrative, accomplishment reports, written/ electronic correspondence and proposals; Monitors the utilization at the assigned area; Assist library clients in identifying sources of information and retrieval of materials at the assigned area; Assist the works of the technical services librarian; Record the new acquisitions at the accession book; Properly label the processed library materials and shelves; Conservation of library materials through physical repair of books and other materials; Write book information to book card and date due slip prior to its circulation; Participates annual inventory of resources; Helps maintain library cleanliness, safety and security of the library materials.

- Duration: August 25, 2021 – March 26, 2022
- Position: Secretary (Part-time Job)
- Name of Office/Unit: Christ Savior Medical Clinic
- Immediate Supervisor: Dr. Florito R. Villa
- Name of Agency/Organization and Location: Liloan, Southern Leyte
  
- List of Accomplishments and Contributions (if any)
  
- Summary of Actual Duties
  - Perform as front desk secretary; Record details of patients in their individual medical record; Assist and record health status (body temperature, BP rate, etc) during checkup; Accept and log payments and does financial reports; Maintain medical records of all patients; Helps maintain cleanliness and orderliness.

  
**DANIELLE V. ASALDO**

(Signature over Printed Name of Employee/Applicant)

Date: May 29, 2025