

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	MIRAFLOR		
FIRST NAME	MARIA ROBERTA	NAME EXTENSION (JR., SR.)	
MIDDLE NAME	STA. IGLESIA		
3. DATE OF BIRTH (mm/dd/yyyy)	10/28/1977	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	17. RESIDENTIAL ADDRESS	#446 House/Block/Lot No Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province ZIP CODE 6521
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	18. PERMANENT ADDRESS	#446 House/Block/Lot No Street Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	1.57 M	19. TELEPHONE NO.	(053) 5637108
8. WEIGHT (kg)	58 kgs.	20. MOBILE NO.	09066701889
9. BLOOD TYPE	A+	21. E-MAIL ADDRESS (if any)	mabethmiraflor@vsu.edu.ph, mabeth_03@yahoo.com
10. GSIS ID NO.	77102801302		
11. PAG-IBIG ID NO.	170000313805		
12. PHILHEALTH NO.	13-200595600-9		
13. SSS NO.	0617-55-66-33		
14. TIN NO.	214-047-615		
15. AGENCY EMPLOYEE NO.	V00345		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MIRAFLOR		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	WARREN	NAME EXTENSION (JR., SR.)	KYLE LOUIS S. MIRAFLOR	9/23/2000
MIDDLE NAME	BILBAO		KLYDE LUCAS S. MIRAFLOR	3/26/2008
OCCUPATION	Teacher III			
EMPLOYER/BUSINESS NAME	Baybay National High School, Division of Baybay City			
BUSINESS ADDRESS	#30 de Diciembre St., Baybay City, Leyte			
TELEPHONE NO.				
24. FATHER'S SURNAME	STA. IGLESIA			
FIRST NAME	ALFREDO	NAME EXTENSION (JR., SR.)		
MIDDLE NAME	LUMANTA			
25. MOTHER'S MAIDEN NAME				
SURNAME	MONTEROLA			
FIRST NAME	FLORA			
MIDDLE NAME	CERNA			

(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	Franciscan College of the Immaculate Conception	Elementary Graduate	1984	1990		1990	Diploma
SECONDARY	Franciscan College of the Immaculate Conception	High School Graduate	1990	1994		1994	Diploma
VOCATIONAL / TRADE COURSE							
COLLEGE	University of San Jose- Recoletos	Bachelor of Science in Computer Science	1994	1998		1998	Diploma
GRADUATE STUDIES	Visayas State University	Masters in Management Major in Business Management	2017	Present	40 units		

(Continue on separate sheet if necessary)

SIGNATURE

DATE

9/22/2027

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
CAREER SERVICE PROFESSIONAL	80.04	OCT. 21, 2012	SAINT JOSEPH COLLEGE, MAASIN CITY	N/A	N/A
CAREER SERVICE SUB-PROFESSIONAL	82.25	OCT. 19, 1997	UNIVERSITY OF THE VISAYAS, CEBU CITY	N/A	N/A

V. WORK EXPERIENCE

[illegible]

SIGNATURE

DATE _____

$$a/n/n$$

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

[illegible]

(Continue on separate sheet if necessary)

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

[illegible]

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Cooking		VSU Compliance Officer for Privacy (COP)
Driving		OVPAF Core dDRC
Road Biking/Trail Biking		Secretariat, Performance Mgmt. Team
Participate in various Fun Run/Walk		Secretariat, Safety & Health Committee
Typing/Encoding		Secretariat, VSU Anniversary Award
		Secretariat, VSU suggestion & Incentive Awards committee (SIAC)
		Member, VSU-AdPA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	9/11/2027
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</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 answer the following items:</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><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> 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: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>Dr. MARILOU M. BENITEZ</td> <td>VSU, VISCA, BAYBAY CITY</td> <td></td> </tr> <tr> <td>Dr. ALELI A. VILLOCINO</td> <td>VSU, VISCA, BAYBAY CITY</td> <td></td> </tr> <tr> <td>Atty. JOSE ROMMEL A. PENARANDA</td> <td>LGU, BAYBAY</td> <td></td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	Dr. MARILOU M. BENITEZ	VSU, VISCA, BAYBAY CITY		Dr. ALELI A. VILLOCINO	VSU, VISCA, BAYBAY CITY		Atty. JOSE ROMMEL A. PENARANDA	LGU, BAYBAY	
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Dr. ALELI A. VILLOCINO	VSU, VISCA, BAYBAY CITY												
Atty. JOSE ROMMEL A. PENARANDA	LGU, BAYBAY												
<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 case/s 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.)</td> </tr> <tr> <td colspan="2">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td>Government Issued ID:</td> <td>V000345</td> </tr> <tr> <td>ID/License/Passport No.:</td> <td>H03-07-002375</td> </tr> <tr> <td>Date/Place of Issuance:</td> <td>08/10/2015 / Baybay City</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:	V000345	ID/License/Passport No.:	H03-07-002375	Date/Place of Issuance:	08/10/2015 / Baybay City	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 100px; text-align: center; vertical-align: middle;"> Signature (Sign inside the box) Date Accomplished: 22 SEP 2022 </td> </tr> </table>	 Signature (Sign inside the box) Date Accomplished: 22 SEP 2022	
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<p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="text-align: center; margin-top: 20px;"> ATTY. RYSAM C. GUINOCOR VSU Chief Legal Officer </div> <div style="text-align: center; margin-top: 10px;"> Person Administering Oath </div>													

TITLE OF SEMINAR/CONFERENCE WORKSHOP/SHORT COURSES	Inclusive Date of Attendance (mm/dd/yyyy)		Number of Hours	CONDUCTED/ SPONSORED BY (Write in Full)
	From	To		
2022				
Supervisory Development Course (Track I)	9/20/2022	9/23/2022	36 hrs.	CSC-R8
Seminar-workshop on the Establishment of Records Center and Archival Systems	9/13/2022	9/15/2022	24 hrs.	NAP
Seminar of Public Financial Management	8/3/2022	8/5/2022	24 hrs.	DBM-R8
Essentials of Canva	7/5/2022	7/5/2022		RDC VIII
Social Media Management (Facebook)	6/28/2022	6/28/2022		RDC VIII
Cybersecurity and Digital Literacy	6/21/2022	6/21/2022		RDC VIII
Orientation on Google Workspace	6/14/2022	6/14/2022		RDC VIII
Virtual Data privacy Act of 2012 Awareness Seminar	4/7/2022	4/7/2022		VSU
Workshop on Revisiting the Strategic Plan of ODAS & GSO	3/16/2022	3/17/2022		VSU
Women Inspiring Women	3/7/2022	3/7/2022		GAD
2021				
Basic Occupational Safety & Health for Government Workers	6/7/2021	6/11/2021	40 hrs.	DOLE-OSHC
Webinar on Basic Records & Archives Management	4/12/2021	4/16/2021		NAP
2021 Regional Congress of Human Resource Management Practitioners (HRMPs)	3/10/2021	3/11/2021	16 hrs.	Managerial- CSC-R8
Webinar on the Basics of Records Management & Records Control	1/27/2021	1/27/2021		DOST-STII
2020				
Course on Strengthening Integrity & Accountability Amidst the COVID-19 Pandemic	12/02/2020	12/10/2020	36 hrs.	CSC-R8
Online Training on Data Protection Officer (TUV)	10/13/2020	10/26/2020	40 hrs.	TUV-NPC
Webinar on ISO Documented on Information Foundation	9/21/2020	9/21/2020		AGF Consulting Group
Webinar Foundation Course on Information Security Management System (ISMS)	9/14/2020	9/14/2020		AGF Consulting Group
Training & Orientation of the PR Module of the SPPMIS	8/28/2020	8/28/2020		VSU
Webinar on "Beyond Four Corners: Teaching the Essence of Responsible Online Citizenship	6/15/2020	6/15/2020		VIBAL Group
Webinar on "Managing Home-School Partnership for Learning at Home Environment	6/15/2020	6/15/2020		VIBAL Group
Webinar on Work-Teach Balance among Working Parents during Homeschool	6/15/2020	6/15/2020		VIBAL Group
Hands-On Training on the Unified Reporting System (URS) Version 2.0	1/27/2020	1/27/2020		DBM
2019				
Cyber Security Essentials Course	10/1/2019	10/4/2019		DICT
Introduction to Cybersecurity	9/2/2019	9/3/2019		DICT
Training of Trainers on Communicating Freedom of Information (FOI)	8/27/2019	8/28/2019		FOI-PM, PCOO
Seminar on the Revised Implementing Rules and Regulations (IRR) of RA 9184	3/20/2019	3/22/2019	24 hrs.	GPPB
Seminar-Workshop on Implementation Ready Project Proposal Preparation	3/15/2019	3/15/2019		VSU
2018				
Seminar on Transformational Leadership in a Changing Environment	10/16/2018	10/19/2018		POAP, CSC
Target Setting Workshop	8/20/2018	8/21/2018		VSU
Gender Sensitivity Trainer's Training for the Academe	7/9/2018	7/10/2018		VSU, GAD
2017				
Workshop on Operationalization of the Proposed SUC PI and Refinement of the Required Data Elements for NF, SUC Levelling and SUC PREXC to be aligned with 2017-2022 Philippine Development Plan (PDP)	11/23/2017	11/23/2017	8 Hrs.	Technical

Preparation of Project Management Plan and Annual Procurement Plan	11/14/2017	11/17/2017	24 Hrs.	Technical
Workshop in Preparation for CHED - ISA Evaluation	9/25/2017	9/26/2017	16 Hrs.	Technical
Orientation on Preparation of Documents for the Internal Audit	7/26/2017	7/26/2017	8 Hrs.	Technical
Records Management Training	7/6/2017	7/7/2017	16 Hrs.	Technical
PHILGEPS Training for Buyers	5/25/2017	5/25/2017	16 Hrs.	Technical
ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	3/2/2017	3/3/2017	16 Hrs.	Technical
Seminar-Workshop on 5S & Records Management	2/18/2017	2/18/2017	16 Hrs.	Technical
Full Awareness Training Course ISO 9001:2015	1/26/2017	1/27/2017	16 Hrs.	Technical
2016				
HIV in the Workplace Seminar	12/9/2016	12/9/2016	8 Hrs.	VSU
Procurement Planning Workshop	09/13/2016	09/13/2016	8 Hrs.	VSU
Procurement Act Orientation	09/09/2016	09/09/2016	8 Hrs.	VSU
Training on R.A. 9184 or GPRA with updates on APCPI and OPPCIS	4/11/2016	4/12/2016	16 Hrs.	DAP(Davao)
2015				
3rd Quarter Seminar PAGBA Seminar and Meeting	11/4/2015	11/7/2015	32 Hrs	PAGBA (Pasay)
Briefing on the Preparation of ORS and BURS	08/28/2015	08/28/2015	2 Hrs	ODF, Budget Office
Planning-Workshop: On the Preparation & Processing of Documents Relative to Procurement	5/27/2015	5/27/2015	8 Hrs.	SPPMO
Gender Mainstreaming Monitoring System (GMMS) Training	2/27/2015	2/27/2015	8 Hrs.	CHED, PCW
VSU Web Development Workshop	01/19/2015	01/21/2015	24 Hrs.	VSU Web Dev. Team
2014				
Unified Accounts Code Structure (UACS) Application Course - Training Program	11/4/2014	11/6/2014	32 Hrs	VSU, DBM R8
36 th Annual National Convention of GACPA	05/21/2014	05/24/2014	32 Hrs	GACPA (Palawan)
2013				
Briefing of Staff involved in the Conduct of Teaching Evaluation of Academic Staff by the Students	01/14/2013	01/14/2013	4 Hrs	CCE, VSU
2012				
Seminar on "EHEM"	10/22/2012	10/23/2012	16 Hrs	ODAHRD, OP
Validation of SUCs Normative Funding (NF) with SUCs, Regional DBM, PASUC and CHEDROs	10/18/2012	10/18/2012	8 Hrs	CHED National
Strategic Planning Management System (SPMS) Seminar	9/6/2012	9/6/2012	8 Hrs.	ODAHRD, OVPPRG
Seminar-Workshop on Cascading of Agency Performance Targets	8/13/2012	8/14/2012	16 Hrs.	OP, OVPPRG, VSU
Orientation Workshop on GMIS Web-Based Application System	3/19/2012	3/20/2012	16 Hrs.	DBM-Manila
Orientation on the SALN	3/6/2012	3/6/2012	4 Hrs.	ODAHRD
2011				
Seminar on Personality Development for Admin. Personnel	9/20/2011	9/20/2011	8 Hrs.	ODAHRD
2nd Quarterly Membership Meeting & Seminar of PAGBA	8/31/2011	9/3/2011	24 Hrs.	PAGBA (Cagayan de Oro)
2010				
Training on RA 9184 and its Revised IRR	7/29/2010	7/29/2010	10 Hrs.	DBM-R8, GPPB, VSU
Training-Workshop on Normative Funding & Financial Mgmt. on the Utilization of Income in SUCs	7/14/2010	7/16/2010	24 Hrs.	CHED, PASUC-Region 6 (Aklan)
Consultation of the University Strategic Planning for the Staff Group	2/23/2010	2/23/2010	4 Hrs.	OVPPRG
FGD on CMIS of SUCs in Eastern Visayas	2/4/2010	2/4/2010	4 Hrs.	NEDA, OP
2009				
2 nd Annual Review of Accomplishments & Plans of Offices under OVPAF	12/10/2009	12/10/2009	4 Hrs.	OVPAF
Total Quality Management Training Among	11/13/2009	11/14/2009	16 Hrs.	HRMDO

Administrative Personnel				
Hands-On Seminar on Creating E-Book Standard Documents using OpenOffice Writer	8/25/2009	8/25/2009	2 Hrs.	OVPRE-ICTU
Seminar on EVCS, MIS, Program Application and other concerns for Registrars, Liaison Officers & MIS In-Charge	6/24/2009	6/24/2009	8 Hrs.	CHED-R8
Seminar on Computer Maintenance Security & Appreciation of Open Source Application	3/18/2009	3/18/2009	3 Hrs.	OVPRE-ICTU
2008				
Workshop on AY 2008-09 Higher Education Data Collection & Processing for SUCs	11/21/2008	11/21/2008	8 Hrs.	CHED-R8
PMS-OPES Workshop	07/26/2008	07/26/2008	8 Hrs.	Finance Division, VSU
Seminar-Workshop on Visioning & Leadership Development	01/10/2008	01/12/2008	28 Hrs.	ISRDS, OP
2007				
Training on the Use of Electronic Spreadsheet As A Tool for Class Record Management	06/23/2007	06/30/2007	16 Hrs.	HRMDO, DCST
Training on Office Productivity Tools	05/07/2007	05/11/2007	40 Hrs.	DCST, CEAI
Curriculum Programs Review & Consultation Planning Meeting in Instruction	04/24/2007	04/26/2007	24 Hrs.	ODCI, OVPAA
2005				
Training on Basic Linux Operation & Familiarization on Linux OpenOffice Productivity Tools	10/19/2005	10/21/2005	16 Hrs.	DCST
Seminar on "Plant Oil as Energy Source"	07/14/2005	07/14/2005	2 Hrs.	Plant Oil Processing Center
V-Class Learning Management System Training	07/04/2005	07/08/2005	64 Hrs.	DOLE, DCST, LSU
Orientation & Briefing on Faculty Workload Computation & Teachers Evaluation	06/20/2005	06/20/2005	8 Hrs.	ODCI, LSU
Seminar on ICT Tools Familiarization	01/21/2005	01/21/2005	4 Hrs.	NEDA, EVISNET
2004				
The Webpage Design Training Course	12/18/2004	12/19/2004	16 Hrs.	CGM, MMDC, DCST
The Digital Print Media Arts Workshop	12/04/2004	12/05/2004	16 Hrs.	CGM, MMDC, DCST
The Computer Graphics Arts & Multimedia Package Workshop	11/27/2004	11/28/2004	16 Hrs.	CGM, MMDC, DCST
Seminar on the Use of Information & Communications Technology in Education	11/18/2004	11/18/2004	8 Hrs.	NEDA, EVISNET