

PERSONAL DATA SHEET



Print legibly. Mark appropriate boxes ☐ with " ☒ " and use separate sheet if necessary.

1. SURNAME		R U I I Z																															
FIRST NAME		M Y R A																															
MIDDLE NAME		M I L L E Z A																															
2. NAME EXTENSION (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 MANILA																													
5. SEX				<input type="checkbox"/> Male <input type="checkbox"/> Female																													
6. CIVIL STATUS				<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Annulled <input type="checkbox"/>				12. ZIP CODE				6521																					
								13. TEL. NO./CEL. NO.				0975-732-1363																					
								14. PHILHEALTH NO.				326824484																					
7. CITIZENSHIP				FILIPINO				9. WEIGHT (kg)				58kg.				15. TIN				473-532-303-000													
8. HEIGHT (m)				5'1"				10. BLOOD TYPE				AB+				16. PAG-IBIG ID NO.				1212-0522-2405													
17. SPOUSE'S SURNAME		MILLEZA										18. NAME OF CHILD (Write full name and list all)										DATE OF BIRTH (mm/dd/yyyy)											
FIRST NAME		EDWIN										Mary Joyce R. Milleza										8/16/96											
MIDDLE NAME		ISRAEL										Kenneth Carl R. Milleza										02.11.1999											
19. HIGHEST EDUCATIONAL ATTAINMENT (Please check and underline the specific)				[ ] Elementary (Grade ____ / Graduated) [ ] High School (1st, 2nd, 3rd, 4th, Graduated) [x] College (1st, 2nd, 3rd, 4th, Graduated) Others: 2 yrs. Computer Secretarial Course										Tricia Mae R. Milleza Khaycee R. Milleza Maria Rhyza R. Milleza										04.03.2002 06.02.2004 08.09.2011									
20. CAREER SERVICE ELIGIBILITY				<input type="checkbox"/> Professional <input checked="" type="checkbox"/> Sub-Professional <input type="checkbox"/> Others, Specify: _____																													
21. WORK 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 SERVICE (Yes / No)													
From		To																															
January 01, 2023		Present		Clerk (dDRC)				Procurement Office				603.40/day				J.O.																	
July 1, 2020		Dec. 31, 2022		Clerk (AdDRC)				Procurement Office				563.40/day				J.O.																	
Sept. 9, 2019		July 1, 2020		BAC Assistant				BAC Secretariat				460.00/day				J.O.																	
May 22, 2017		Dec. 31, 2018		CAS Clerk				College of Arts & Sciences				300.00/day				J.O.																	
June 23, 2016		May 21, 2017		Laboraory-aide I				DoPAC				240.00/day				J.O.																	
22. SPECIAL SKILLS				Proficiency (Please check)																		REMARKS											
				Highly Skilled				Average				Fair																					
Computer skills								/																									
Communication skills								/																									
Management skills								/																									
23. RELEVANT TRAININGS SEMINAR/WORKSHOP ATTENDED (Write in full)				INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)				NUMBER OF HOURS				CONDUCTED/ SPONSORED BY (Write in full)																					
				From		To																											
GPPB Basic Course Training on the RA 9184				November 26, 2024		November 28, 2024		24				Visayas State University																					
Orientation of Guidelines and Procedures on Processes/Services of the Office under ASO				February 23, 2024		February 23, 2024		8				Visayas State University																					
The 5S Revolution for Clerks and Heads				November 29, 2023		November 29, 2023		8				Visayas State University																					
ISO 9001:2015 Awareness/ Re-awareness Seminar				August 29, 2023		August 29, 2023		9				Visayas State University																					
RA 9184 Government Procurement Act				August 22, 2023		August 24, 2023		24				GPPB/TSO																					
Orientation/Re-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		August 31, 2022		16				Visayas State University																					
Virtual Training on RA 9184 and its Revised Implementing Rules and Regualtions				May 3, 2021		May 7, 2021		120				GPPB/TSO																					
I hereby declare that this Personal Data Sheet has been accomplished by me, and is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines.																																	
24. COMMUNITY TAX CERTIFICATE NO: 02707546 ISSUED AT: BAYBAY CITY, LEYTE ISSUED ON (mm/dd/yy): January 08, 2025																																	
SIGNATURE :														DATE ACCOMPLISHED: (mm/dd/yyyy) 1/8/25																			