

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	OPPURA		NAME EXTENSION (JR, SR)	
FIRST NAME	MARI ANGELA			
MIDDLE NAME	MENDEZ			
3 DATE OF BIRTH (mm/dd/yyyy)	10/17/1999	16 CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country.	
4 PLACE OF BIRTH	GENERAL SANTOS CITY	If holder of dual citizenship, please indicate the details.		
5 SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female			
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17 RESIDENTIAL ADDRESS	N/A	
7 HEIGHT (m)	1.52	ZIP CODE	N/A	
8 WEIGHT (kg)	75 kg		House/Block/Lot No. POBLACION ZONE 15	
9 BLOOD TYPE			Subdivision/Village Barangay	
10 GSIS ID NO	N/A		BAYBAY CITY LEYTE	
11 PAG-IBIG ID NO	1213 1594 3588	18 PERMANENT ADDRESS	N/A	
12 PHILHEALTH NO	13-253149295-5		House/Block/Lot No. Street	
13 SSS NO	N/A		Subdivision/Village Barangay	
14 TIN NO	610-158-678	19 TELEPHONE NO	N/A	
15 AGENCY EMPLOYEE NO	N/A		N/A	
		20 MOBILE NO	09676835292	
		21 E-MAIL ADDRESS (if any)	mariangelaoppura@gmail.com	

II. FAMILY BACKGROUND

22 SPOUSE'S SURNAME			23 NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR, SR)			
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO				
24 FATHER'S SURNAME	OPPURA			
FIRST NAME	MAR DANILO			
MIDDLE NAME	LAMBERTE			
25 MOTHER'S MAIDEN NAME				
SURNAME	MENDEZ			
FIRST NAME	MARILYN			
MIDDLE NAME	OQUIAS			

(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	BAYBAY II CENTRAL SCHOOL	PRIMARY	2006	2012		2012	
SECONDARY	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	JUNIOR HIGH SCHOOL	2012	2016		2016	
SENIOR HIGH SCHOOL	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	ACCOUNTANCY, BUSINESS AND MANAGEMENT	2016	2018		2018	
COLLEGE	FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION major in FINANCIAL MANAGEMENT	2018	2022		2022	Best in Practicum
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	MAY 22, 2025
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(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

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

(Continue on separate sheet if necessary)

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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		

(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)

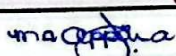
30	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/Supervisory/Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	ENHANCING DIGITAL COMMUNICATION: VOIP PHONE MASTERY AND OUTPUT MESSENGER TRANSITION	11/20/2024	11/20/2024	4 hrs		VISAYAS STATE UNIVERSITY - INFORMATION AND COMMUNICATIONS TECHNOLOGY MANAGEMENT CENTER
	FINANCIAL EDUCATION STAKEHOLDERS' CONGRESS 2024	11/20/2024	11/20/2024	7 hrs		BANGKO SENTRAL NG PILIPINAS
	WORKSHOP ON PROCESS HARMONIZATION FOR FINANCIAL MANAGEMENT SYSTEM (FMS) FOR VISAYAS STATE UNIVERSITY	10/3/2024	10/7/2024	24 hrs		VISAYAS STATE UNIVERSITY - INFORMATION AND COMMUNICATIONS TECHNOLOGY MANAGEMENT CENTER
	CREATING A POSITIVE WORKPLACE FOR VSU EMPLOYEES: INTEGRATING PHYSICAL AND MENTAL HEALTH WELLNESS	9/27/2024	9/27/2024	4 hrs		VISAYAS STATE UNIVERSITY - HOSPITAL
	ISO 9001:2015 AWARENESS AND RE-AWARENESS SEMINAR	9/9/2024	9/9/2024	4 hrs		VISAYAS STATE UNIVERSITY - QUALITY ASSURANCE CENTER
	SHAPING CULTURE: EMBRACING VALUES FOR PRODUCTIVE WORKPLACE PERFORMANCE	5/15/2024	5/15/2024	8 hrs		VISAYAS STATE UNIVERSITY - OFFICE OF THE DIRECTOR FOR ADMINISTRATION AND HUMAN RESOURCE DEVELOPMENT
	ORIENTATION OF GUIDELINES AND PROCEDURES ON PROCESSES/SERVICES OF THE OFFICE UNDER ADMINISTRATIVE SERVICES OFFICE (ASO)	2/23/2024	2/23/2024	8 hrs		VISAYAS STATE UNIVERSITY - ADMINISTRATIVE SERVICES OFFICE
	UNLOCKING EXCELLENCE: THE 5S REVOLUTION FOR CLERKS AND HEADS AT VISAYAS STATE UNIVERSITY	11/29/2023	11/29/2023	7 hrs		VISAYAS STATE UNIVERSITY - OFFICE OF THE DIRECTOR FOR ADMINISTRATION AND HUMAN RESOURCE DEVELOPMENT
	ISO 9001:2015 AWARENESS & RE-AWARENESS WEBINAR	8/29/2023	8/29/2023	1 hr		VISAYAS STATE UNIVERSITY - QUALITY ASSURANCE CENTER
	GENDER SENSITIVITY ORIENTATION	7/11/2023	7/11/2023	4 hrs		VISAYAS STATE UNIVERSITY - GENDER RESOURCE CENTER
	EXPLORING INITIATIVES IN SOLVING WATER AND SANITATION CRISIS	3/22/2023	3/22/2023	4 hrs		VISAYAS STATE UNIVERSITY - ISRDS
	ON-THE-JOB TRAINING	Jan-22	May-22	600 hrs		FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION
	SECURING YOUR DREAM JOB IN THE NEW NORMAL	4/7/2022	4/7/2022	4 hrs		FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION - GUIDANCE OFFICE
	ECONOMIC & FINANCIAL LEARNING PROGRAM FOR THE ACADEME	3/29/2022	3/31/2022	3 days		BANGKO SENTRAL NG PILIPINAS
	BASIC OF INVESTING	12/13/2021	12/13/2021	4 hrs		FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION - BUSINESS MANAGEMENT AND ADMINISTRATION DEPARTMENT
	MENTAL HEALTH AWARENESS FOR A BETTER WORKING ENVIRONMENT	12/6/2021	12/6/2021	4 hrs		FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION - BUSINESS MANAGEMENT AND ADMINISTRATION DEPARTMENT
	THE ROLE OF BUSINESS IN GLOBAL INTEGRATION	1/27/2020	1/30/2020	4 days		FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION - BUSINESS MANAGEMENT AND ADMINISTRATION DEPARTMENT
	ORIENTATION ON YOUTH ENTREPRENEURSHIP	11/9/2019	11/09/2019	4 hrs		FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION - BUSINESS MANAGEMENT AND ADMINISTRATION DEPARTMENT
	SYMPOSIUM ON ILLEGAL DRUGS	2/22/2019	2/22/2019	4 hrs		FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION
	80-HOUR WORK IMMERSION	Nov-17	Dec-17	80 hrs		FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION
	BREAD AND PASTRY PRODUCTION NCII	6/13/2016	3/8/2017	141 hrs		FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION

(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)
	Computer Skills		FCIC COLLEGE DEPARTMENT - MODERN BUSINESS ACHIEVERS TREASURER (2019-2021)		
	Customer Service Oriented		FCIC COLLEGE DEPARTMENT - MODERN BUSINESS ACHIEVERS REPRESENTATIVE (2018-2019)		
	Proficient in Microsoft Office Application		FCIC HIGH SCHOOL DEPARTMENT - YOUNG MATHEMATICIANS CLUB PRESIDENT (2015-2018)		
	Adaptability		FCIC HIGH SCHOOL DEPARTMENT - SCIENCE CLUB PRESIDENT (2014-2015)		
	Communication Skills		FCIC CULTURAL AND ARTS SCHOLAR (2019-2020)		
			FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION - BAND MEMBER (2013-2018)		
			BAYBAY SOUTH CENTRAL SCHOOL - BAND MEMBER (2009-2012)		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	MAY 22, 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)

NAME	ADDRESS	TEL. NO.
LOUELLA C. AMPAC	VISAYAS STATE UNIVERSITY - BAYBAY CITY, LEYTE	
QUEEN-EVER Y. ATUPAN	VISAYAS STATE UNIVERSITY - BAYBAY CITY, LEYTE	
JOCELYN T. CO	VISAYAS STATE UNIVERSITY - BAYBAY CITY, LEYTE	

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.



PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: Philhealth ID

ID/License/Passport No: 13-253149295-5

Date/Place of Issuance: Ormoc City

Signature (Sign inside the box)
MAY 22, 2025
Date Accomplished



SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath