CS Form No. 212
Revised 2017

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	Vega
FIRST NAME	Maria Lilia
NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	Pabon
3. DATE OF BIRTH (mm/dd/yyyy)	04/25/1967
4. PLACE OF BIRTH	Baybay City
5. SEX	☐ Male ☑ Female
6. CIVIL STATUS	☐ Single ☑ Married ☐ Widowed ☐ Separated ☐ Other/s:
7. HEIGHT (m)	1.60
8. WEIGHT (kg)	60.00
9. BLOOD TYPE	A+
10. GSIS ID NO.	20011373393
11. PAG-IBIG ID NO.	121276808072
12. PHILHEALTH NO.	190000655560
13. SSS NO.	0630382240
14. TIN NO.	21804983500
15. AGENCY EMPLOYEE NO.	V02043
16. CITIZENSHIP	☑ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization
If holder of dual citizenship, please indicate the details.	Pls. indicate country: **Philippines**
17. RESIDENTIAL ADDRESS	Purok 3 (*House/Block/Lot No.* / *Street*); Santa Cruz (*Subdivision/Village* / *Barangay*); BAYBAY (*City/Municipality*) LEYTE (*Province*); ZIP CODE 6521
18. PERMANENT ADDRESS	(*House/Block/Lot No.* / *Street*); Santa Cruz (*Subdivision/Village* / *Barangay*); BAYBAY (*City/Municipality*) LEYTE (*Province*); ZIP CODE 6521
19. TELEPHONE NO.	N/A
20. MOBILE NO.	936-841-5245
21. E-MAIL ADDRESS (if any)	ma.lilia.vega@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE\'S SURNAME	Vega	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	Samuel (NAME EXTENSION (JR., SR))	Junken P. Vega	08/06/1989
MIDDLE NAME	Cabel	Janine P. Vega	05/24/1991
OCCUPATION	N/A	Jerome P. Vega	12/02/1993
EMPLOYER/BUSINESS NAME	N/A	Jemuel P. Vega	05/04/1996
BUSINESS ADDRESS	N/A		
TELEPHONE NO.	None		
24. FATHER\'S SURNAME	Pabon		
FIRST NAME	Marcial (NAME EXTENSION (JR., SR) Sr.)		
MIDDLE NAME	Tambiling		
25. MOTHER\'S MAIDEN NAME	Rosa Hipolito Castil		
SURNAME	Pabon		
FIRST NAME	Rosa		
MIDDLE NAME	Castil	*(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 From	To	HIGHEST LEVEL/UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
ELEMENTARY	Bunga Elementary School	Elementary	1974	1979	Valedictorian	1979	N/A
SECONDARY	Bunga National High Shool	High School	1979	1983	Valedictorian	1983	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Bunga National High Shool	Bachelor of Science in Development Communication (Major in Community Broadcasting)	1983	1988	Graduated	1988	N/A
GRADUATE STUDIES	Visayas State University	Master of Management	2013	2019	Graduated	2019	N/A

(Continue on separate sheet if necessary)

SIGNATURE		***DATE***	12/02/2024

IV. CIVIL SERVICE ELIGIBILITY

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 Eligibility - Professional	75.00	08/11/2024	Saint Joseph College, Maasin So. Leyte	N/A	N/A

(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.

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP (Format"00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
07/01/2024	12/31/2024	Administrative Aide III	Visayas State University	15,265.00	3-1	Casual	Y
01/01/2024	06/30/2024	Administrative Aide III	Visayas State University	15,265.00	3-1	Casual	Y
01/01/2024	06/30/2024	Administrative Aide III	Visayas State University	14,678.00	3-1	Casual	Y
07/01/2023	12/31/2023	Administrative Aide III	Visayas State University	14,678.00	3-1	Casual	Y
01/01/2023	06/30/2023	Administrative Aide III	Visayas State University	14,678.00	3-1	Casual	Y
07/01/2022	12/31/2022	Administrative Aide III	Visayas State University	13,572.00	3-1	Casual	Y
03/21/2022	06/30/2022	Administrative Aide III	Visayas State University	14,125.00	3-1	Casual	Y

(Continue on separate sheet if necessary)

SIGNATURE		***DATE***	12/02/2024

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		
N/A	N/A	N/A	N/A	N/A

(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			
AACCUP BAYANIHAN 2024 held in Cavite State University, Indang Cavite	11/06/2024	11/08/2024	24	Managerial	Accrediting Agency of Chartered Colleges and Universities of the Phils, Inc. - AACCUP
ISO 9001-2015 Awareness and Re-Awareness Seminar	09/09/2024	09/09/2024	8	Technical	Visayas State University
Seminar Workshop on Basic Records and Archives on July 30-31, 2024 held at CCE VSU	07/30/2024	07/31/2024	12	Technical	Visayas State University
Sustaining Culture Quality Assurance and Accreditation on March 20-23, 2024 held in Malate Manila.	03/20/2024	03/22/2024	24	Managerial	Visayas State University
Orientation of Guidelines and Procedurs on Processes/Services of the Offices under ASO	02/23/2024	02/23/2024	8	Technical	Administrative Service Office, Visayas State University
6th Management Review on QMS ISO 9001-2015	01/22/2024	01/24/2024	24	Instruction	Quality Assurance Center, VSU
Workshop on Program Accreditation	01/12/2024	01/12/2024	8	Instruction	Quality Assurance Center
VRIS Software Learning Training	12/06/2023	12/06/2023	8	Instruction	Visayas State University
5S Revolution for Clerks & Heads	11/29/2023	11/29/2023	4	Supervisory	HRMO Visayas State University
Working Towards Personality Development	08/22/2023	08/25/2023	32	Technical	Personnel Officer Administrative Program
ISO 9001:2015 Awareness/Re-awareness Virtual Seminar	02/15/2023	02/15/2023	4	Instruction	Dr. Edgardo E. Tulin President VSU
Training Workshop on Financial Analysis and Investment Appraisal of Technology	12/27/2022	12/29/2022	24	Managerial	VISERDAC, Visayas State University
Good-Gobyerno Celebrating Good Governance Champion	09/23/2022	09/23/2022	8	Supervisory	Australian Alumni
ISO AWARENESS AND RE-AWARENESS SEMINAR	08/30/2022	08/30/2022	8	Technical	VISAYAS STATE UNIVERSITY
Internal Quality Audit Training	08/17/2022	08/19/2022	24	Technical	AGF Consulting Group
Hands-Only Cardiopulmonary Resuscitation	07/12/2022	07/12/2022	4	Instruction	DEPARTMENT OF HEALTH - NATIONAL
Typhoon Awareness and Calamity Readiness	06/29/2022	06/29/2022	4	Instruction	Visayas State University
PLEASE SEE ATTACHMENT A					

(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)
N/A	N/A	Adviser Sigma Alpha Epsilon Fraternity Sorority
		Australian Alumni member

(Continue on separate sheet if necessary)

SIGNATURE		DATE	12/02/2024

Attachment A.1

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			
Seminar on Social Security Act of 1997 RA 8282	05/12/2022	05/12/2022	4	Instruction	Visayas State University
Seminar on Data Privacy	04/07/2022	04/07/2022	4	Technical	Visayas State Uiversity
Quality Customer Relations/ Customer Service Excellence	10/19/2021	10/19/2021	8	Instruction	TUV Rheinland Philippines, Inc
ISO 9001-2015 AWARENESS SEMINAR	09/13/2021	09/13/2021	4	Instruction	VISAYAS STATE UNIVERSITY
Corrective Action Reporting Training	07/29/2021	07/29/2021	8	Instruction	Visayas State University
Integrated Management System Awareness	07/16/2021	07/16/2021	1	Supervisory	AGF
Five of the Key Audit Points in Conducting Quality Management System	07/09/2021	07/09/2021	1	Supervisory	AGF
Understanding the new ISO 10013-2021 Guidance for Documented Information	07/02/2021	07/02/2021	1	Supervisory	AGF
How To Implement Business Process Improvement	05/21/2021	05/21/2021	1	Technical	AGF
To Document or Not To Document? Documents and Records Management Must-Know	05/14/2021	05/14/2021	1	Supervisory	AGF
Risk-Based Thinking Explained	05/07/2021	05/07/2021	1	Supervisory	AGF
Sexual Orientation and Gender Identity: Understanding the Coping Mechanism of the Filipino Youth	02/17/2021	02/17/2021	8	Instruction	National Academy of Science and Technology
Participation on the launching of the G'day, Mate: ACIAR Filipino Alumni Stories held in Water Front Insular Hotel, Davao City	11/13/2019	11/14/2019	16	Research	Australian Center for International Agricultural Research
Training On Open Data Kit	07/12/2019	07/12/2019	8	Technical	VISERDAC Visayas State University
Alumni participants and Communication Officer Incharge during the Australian Awards Alumni Homecoming in celebration of the Philippines Australian Friendship Day held in Marco Polo, Lahug, Cebu City	05/21/2019	05/25/2019	40	Technical	Australian Embassy
Training Series on Advanced Quantitative Approaches to Projects Impact	12/03/2018	12/07/2018	40	Technical	VISERDAC Visayas State University
Training Series to Advanced Quantitative Approaches to Project Impacts	09/24/2018	09/28/2018	40	Technical	VISERDAC Visayas State University
Training on Community Life Competence Process (CLCP) and Participatory Action Research (PAR)	05/18/2015	05/22/2015	40	Technical	Eastern Visayas State University, Tacloban, City
Attended the 29th International Horticulture Congress 2014 (IHC2014)	08/17/2014	08/22/2014	40	Research	Australian Center for International Agricultural Research held in Brisbane Convention & Exhibition Centre Australia

(Continue on separate sheet if necessary)

SIGNATURE		***DATE***	12/02/2024

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 apppointed, 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?	☐ YES ☑ NO If YES, give details:
b. Have you been criminally charged before any court?	☐ 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: **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)?	☐ YES ☑ NO If YES, give details:
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:
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 Separated

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
JOSE L. BACUSMO	STA. CRUZ, BAYBAY CITY, LEYTE	09192136283
CHRISTINA A. GABRILLO	Southern Leyte	09470069304
ROTACIO S. GRAVOSO	VISCA, BAYBAY CITY, LEYTE	09276333892

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.

ID picture taken within the last 6 months 3.5 cm x 4.5 cm (passport size)

With full and handwritten name tag and signature over printed name

Computer generated or photocopied picture is not acceptable

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/License/Passport No.: **190000655560**
Date/Place of Issuance: 11/30/-0001 / Baybay City

Signature (Sign inside the box)

12/02/2024

Date Accomplished

Right Thumbmark

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

Person Administering Oath