

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	ORAÑO		
FIRST NAME	AIRA	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	MIRANDA		
3. DATE OF BIRTH (mm/dd/yyyy)	08/08/1998	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	BAYBAY, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:		
7. HEIGHT (m)	147.32cm	17. RESIDENTIAL ADDRESS	N/A N/A House/Block/Lot No. Street N/A POMPONAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
8. WEIGHT (kg)	67kg	ZIP CODE	6521
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	N/A N/A House/Block/Lot No. Street N/A POMPONAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6521
11. PAG-IBIG ID NO.	121300857517	19. TELEPHONE NO.	N/A
12. PHILHEALTH NO.	13-250364422-7	20. MOBILE NO.	09120863834
13. SSS NO.	N/A	21. E-MAIL ADDRESS (if any)	orano.aira8@gmail.com
14. TIN NO.	N/A		
15. AGENCY EMPLOYEE NO.	N/A		

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) N/A	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	ORAÑO			
FIRST NAME	EDGAR	NAME EXTENSION (JR., SR) SR.		
MIDDLE NAME	GARCIANO			
25. MOTHER'S MAIDEN NAME				
SURNAME	MIRANDA			
FIRST NAME	MILDRED			
MIDDLE NAME	GALLIGUEZ		(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	POMPONAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	2005	2006	GRADUATED	2011	Valedictorian
SECONDARY	SISTERS OF MARY SCHOOL-GIRLSTOWN INC.	HIGH SCHOOL	2011	2014	GRADUATED	2014	With Honor
VOCATIONAL / TRADE COURSE	SISTERS OF MARY TECHNICAL EDUCATION INSTITUTE	COMPUTER HARDWARE SERVICING	2014	2014	GRADUATED	2014	NC II Holder
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SCIENCE IN DEVELOPMENT EDUCATION	2015	2020	GRADUATED	2020	DOST-SEI Scholarship RA 7687
MASTERAL	VISAYAS STATE UNIVERSITY (OPEN UNIVERSITY)	MASTER OF AGRICULTURAL DEVELOPMENT MAJOR IN AGRICULTURAL EXTENSION	2023	PRESENT	ON-GOING	ON-GOING	ON-GOING

(Continue on separate sheet if necessary)

SIGNATURE		DATE	JANUARY 24, 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, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div>												
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details: _____</div>												
39. Have you acquired the status of an immigrant or permanent resident of another country?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, give details (country): _____</div>												
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?	<div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div> <div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div> <div>If YES, please specify ID No: _____</div>												
41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)													
<table><tr><td>NAME</td><td>ADDRESS</td><td>TEL. NO.</td></tr><tr><td>MILAGROS C. BALES</td><td>BRGY. PANGASUGAN, BAYBAY CITY, LEYTE</td><td>9424814524</td></tr><tr><td>HENRY Y. GOLTIANO</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>9335112548</td></tr><tr><td>DENMARK L. GODMALING</td><td>VISCA, BAYBAY CITY, LEYTE</td><td><a href="mailto:denmark.godmaling@vsu.edu.ph">denmark.godmaling@vsu.edu.ph</a></td></tr></table>		NAME	ADDRESS	TEL. NO.	MILAGROS C. BALES	BRGY. PANGASUGAN, BAYBAY CITY, LEYTE	9424814524	HENRY Y. GOLTIANO	VISCA, BAYBAY CITY, LEYTE	9335112548	DENMARK L. GODMALING	VISCA, BAYBAY CITY, LEYTE	<a href="mailto:denmark.godmaling@vsu.edu.ph">denmark.godmaling@vsu.edu.ph</a>
NAME	ADDRESS	TEL. NO.											
MILAGROS C. BALES	BRGY. PANGASUGAN, BAYBAY CITY, LEYTE	9424814524											
HENRY Y. GOLTIANO	VISCA, BAYBAY CITY, LEYTE	9335112548											
DENMARK L. GODMALING	VISCA, BAYBAY CITY, LEYTE	<a href="mailto:denmark.godmaling@vsu.edu.ph">denmark.godmaling@vsu.edu.ph</a>											
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.													
<div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <table><tr><td>Government Issued ID:</td><td>PHIL ID</td></tr><tr><td>ID/License/Passport No.:</td><td>4310-9374-0536-5032</td></tr><tr><td>Date/Place of Issuance:</td><td>06/25/2021</td></tr></table>	Government Issued ID:	PHIL ID	ID/License/Passport No.:	4310-9374-0536-5032	Date/Place of Issuance:	06/25/2021	<table><tr><td></td></tr><tr><td>Signature (Sign inside the box)</td></tr><tr><td>JANUARY 24, 2025</td></tr><tr><td>Date Accomplished</td></tr></table>		Signature (Sign inside the box)	JANUARY 24, 2025	Date Accomplished		
Government Issued ID:	PHIL ID												
ID/License/Passport No.:	4310-9374-0536-5032												
Date/Place of Issuance:	06/25/2021												
													
Signature (Sign inside the box)													
JANUARY 24, 2025													
Date Accomplished													
<div>PHOTO</div> <div></div> <div>AIRA M. ORANO</div> <div>Right Thumbmark</div>													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.													
<div>Person Administering Oath</div>													

## 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: June 15, 2022 – Present
- Position: CLERK/deputy Document and Record Controller(dDRC)
- Name of Office/Unit : Department of Agricultural Education and Extension
- Immediate Supervisor: Dr. Lijueraj J. Cuadra
  - Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Received and released documents from/for the Department of Agricultural Education and Extension and Control and recorded DAEEEx documents.
    - Maintained filing system;(prepare and sort).
    - Maintained a softcopy of all pertinent documents of the faculty and staff.
    - Consolidated IPCRs (target and accomplishment) of the regular faculty for OPCR and checked its format, attachments and completeness of all given targets and accomplishments.
    - Prepared all financial and personnel document (ORS, Payrolls, communication, letter request, job request, trip ticket, RIS, voucher, contract of service, application for leave, etc.)
    - Photocopied, uploaded, scanned, encoded and printed important documents.
    - Prepared the Quality Record Matrix(QRM) of the documents.
    - Prepared the NAP.
    - Prepared actual teaching load of all teaching personnel.
    - Prepared and computed Individual Faculty Workload (IFW).
    - Emailed important documents, memos, communications to faculty and students.
    - Attended meetings and seminars as representative of the department.
    - Performed messenger work in the absence of an available utility.
    - Answered telephone calls.
    - Entertained visitors and students' concerns and facilitated their request for services.
- Summary of Actual Duties

As Clerk/deputy Document and Record Controller(dDRC), I helped the department in their day-to-day operations as academic and extension department. Prepared and recorded documents for easy retrieval and for ISO Surveillance Audit.



AIRA M. ORAÑO

(Signature over Printed Name  
of Employee/Applicant)

Date: 01/24/2025