CS Form No. 212 Revised 2017 PERSONAL DATA SHEET									
WARNING: Any misrepresenta	tion made in the Personal Data Sheet and the	Work Experience Sheet sha	all cause the fi	ling of admi	inistrative/c	riminal case/s ag	ainst the pers	on concerned.	
	TO FILLING OUT THE PERSONAL DATA SHE			PDS FORM					
Print legibly. Tick appropriate boxes I. PERSONAL INFORMATIO	() and use separate sheet if necessary. Indicate N	I/A if not applicable. DO NOT A	BBREVIATE.		1. CS ID No.		(Do not fill up	. For CSC use only	
2. SURNAME	ORAÑO		_			_	_	_	
	AIRA					NAME EXTENSION (JF	R., SR) N/A		
FIRST NAME									
MIDDLE NAME 3. DATE OF BIRTH	MIRANDA	I							
(mm/dd/yyyy)	08/08/1998	16. CITIZENSHIP		✓ Filipino ☐ Dual Citizenship ☐ by birth			by naturalization		
4. PLACE OF BIRTH	BAYBAY, LEYTE	If holder of dual citizenship,		Pls. indicate co			ountry:		
5. SEX	☐ Male ☐ Female	please indicate the details.						•	
6 CIVIL STATUS	✓ Single			N/A sse/Block/Lot No. N/A bdivision/Village			N/A Street POMPONAN Barangay		
7. HEIGHT (m)	147.32cm		E	BAYBAY CITY			LEYTE		
8. WEIGHT (kg)	67kg	ZIP CODE	C.	ity/Municipality 6521			Province		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS		N/A			N/A		
			Hou	ise/Block/Lot N N/A	0.		Street POMPONAN		
10. GSIS ID NO.	N/A			bdivision/Village AYBAY CITY		Barangay LEYTE			
11. PAG-IBIG ID NO.	121300857517			City/Municipality			Province		
12. PHILHEALTH NO.	13-250364422-7	ZIP CODE		6521					
13. SSS NO.	N/A	19. TELEPHONE NO.	N//			N/A	N/A		
14. TIN NO.	N/A	20. MOBILE NO.	09120863834						
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)			orano.ai	ra8@gmail.co	<u>om</u>		
II. FAMILY BACKGROUND									
22. SPOUSE'S SURNAME	N/A	NAME EXTENSION (JR., SR)	23. NAME of CHILDREN (Write full r		e full name and	·		DATE OF BIRTH (mm/dd/yyyy)	
FIRST NAME	N/A	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 EDGAR	NAME EXTENSION (JR., SR) SR.							
FIRST NAME									
MIDDLE NAME GARCIANO									
SURNAME	OTHER'S MAIDEN NAME URNAME MIRANDA								
FIRST NAME	MILDRED								
MIDDLE NAME	GALLIGUEZ			(Continue on separate sheet if necessa			ecany)		
III. EDUCATIONAL BACKGROUND									
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGRE (Write in full)	EE/COURSE	PERIOD OF A	ATTENDANCE To	HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED	
ELEMENTARY	POMPONAN ELEMENTARY SCHOOL	PRIMARY EDUCAT	ION	2005	2006	GRADUATED	2011	Valedictorian	
SECONDARY	SISTERS OF MARY SCHOOL-GIRLSTOWN INC.	GIRLSTOWN INC. HIGH SCHO		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 D EDUCATION	EVELOPMENT	2015	2020	GRADUATED	2020	DOST-SEI Scholarship RA 7687	
MASTERAL	VISAYAS STATE UNIVERSITY (OPEN UNIVERSITY)	MASTER OF AGRICULTURAL I MAJOR IN AGRICULTURAL	EXTENSION	2023	PRESENT	ON-GOING	ON-GOING	ON-GOING	
		Continue on separate sheet if ned	cessary)						
SIGNATURE	Stirally	made		DA	\TE	J <i>A</i>	NUARY 24, 20	25	

IV. CIVIL SE	ERVICE ELIG	IBILITY							
27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER		RATING	DATE OF	DIAGO OF EVALUATION LOOPERSHIP			LICENSE (if a		
		(If Applicable)	EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT			NUMBER	Date of Validity	
Career Service (Professional)		84.11	07/08/2022	LEYTE NATIONAL HIGH SCHOOL, ATHLETIC ROAD, TACLOBAN CITY			N/A	N/A	
V WORK F	XPERIENCE		(Cor	ntinue on separate sheet	if necessary)				
		nt. Start from your recent	work) Description	of duties should be	indicated in the attached	Work Expe	rience sheet.		
	SIVE DATES n/dd/yyyy)	POSITION T		DEPARTMENT / AG	ENCY / OFFICE / COMPANY	MONTHLY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP	STATUS OF	GOV'T SERVICE
From	То	(Write in full/Do not	abbreviate)	(Write in fu	II/Do not abbreviate)	SALARY	(Format "00-0")/ INCREMENT	APPOINTMENT	(Y/N)
01/01/2025	PRESENT	Administrative A	ide/Clerk		gricultural Education and sayas State University	13, 274.80	N/A	Job Order	Y
7/1/2024	12/31/2024	Administrative A	ide/Clerk	Department of A	gricultural Education and sayas State University	13, 274.80	N/A	Job Order	Y
01/01/2024	06/30/2024	Administrative A	ide/Clerk	Department of A	gricultural Education and	13, 274.80	N/A	Job Order	Y
7/1/2023	12/31/2023	Administrative A	ide/Clerk	Department of A	sayas State University gricultural Education and	13, 274.80	N/A	Job Order	Y
1/1/2023	6/30/2023	Administrative A		Department of A	sayas State University gricultural Education and	13, 274.80	N/A	Job Order	Y
15/06/2022	12/31/2022	Administrative A		Department of A	sayas State University gricultural Education and	12,174.80	N/A	Job Order	Y
	12/01/2022			Extension, Vis	sayas State University	,	1,111		
0,01,4	TUDE			ntinue on separate sheet			IAAUIAC	DV 24 2025	
SIGNATURE					DATE			XY 24, 2025 S FORM 212 (Revised 2)	017), Page 2 of 4
			•						,, , ago 2 01 4

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S								
29. NAME & ADDRESS OF OF	RGANIZATION	INCLUSIVE DATES						
(Write in full)		(mm/d From	d/yyyy) To	NUMBER OF HOURS		POSITION / NATURE OF WORK		
N/A		N/A	N/A	N/A		N/A		
	(Con	tinue on separate s	sheet if necessary					
VII. LEARNING AND DEVELOPMENT (L&D)	INTERVENTIONS/TRAINING PR							
30. TITLE OF LEARNING AND DEVELOPMENT INTE		ATTEN	DATES OF DANCE d/yyyy)	NUMBER OF HOURS	Type of LD (Managerial/	CONDUCTED/ SPONSORED BY		
(Write in full)		From	То		Supervisory/ Technical/etc)	(Write in full)		
VOIP Phone Mastery and Output Messenger Presentation Manua	al	11/20/2024	11/20/2024	4	N/A	Visayas State University		
Orientation/Re-orientation, Training on Suicide Prevention and O	ath Taking Ceremony	10/16/2024	10/16/2024	8	N/A	Visayas State University		
ISO Awareness and Re-awareness Seminar		09/09/2024	09/09/2024	4	N/A	Visayas State University		
Baybay KUMPAS: Basic Conducting Seminar and Workshop		03/20/2024	03/20/2024	4	N/A	Visayas State University		
2nd AbanTeknolohiya: Industry-Academe Fireside Chat- Short Pi	resentation from Vsu and Industry/Business							
Partners		03/20/2024	03/20/2024	4	N/A	Visayas State University		
Seminar-Workshop on Cultural Mapping of VSU Main Campus' H		03/14/2024	03/15/2024	16	N/A	Visayas State University		
Orientation of Guidelines and Procedures onProcesses/Services Office (ASO)	of the Offices under Administrative Services	02/23/2024	02/23/2024	8	N/A	Visayas State University		
HRIS Software Onboarding		12/06/2023	12/05/2023	8	N/A	Visayas State University		
Unlocking Excellence: The 5S Revolution for Clerks and Heads a	at Visayas State University	11/29/2023	11/29/2023	8	N/A	Visayas State University		
Capability Building III: Consultation Workshop-Dialogue on the Findings of the Study: "Evaluation of the Extension Service Delivery System of the Abaca Industry in Eastern Visayas in Support to the Implementation of Investments for the Agriculture and Fisheries Modernization Plan at the Local and National Levels or I-Plan Sub-Component 1.2"			02/09/2023	8	N/A	Visayas State University, Department of Agricultural Education and Extension, PhilFIDA		
Participatory Rural Appraisal		12/10/2022	12/10/2022	6	N/A	Visayas State University, Department of Agricultural Education		
Basic GIS Training		12/7/2022	12/7/2022	4	N/A	and Extension Visayas State University, Department of Geodetic Engineering		
KoboCollect Training		11/23/2022	11/23/2022	4	N/A	Visayas State University, Department of Geodetic Engineering		
Orientation/Re-orientation of Duties and Responsibilities of		09/7/2022	09/7/2022	4	N/A	Visayas State University		
of Documents and Records Control Procedure Manuals a ISO 9001:2015 Awareness and Re-Awareness Webinar	nd Guidelines	08/30/2022	08/30/2022	4	N/A	Visayas State University		
Typhoon Awareness and Calamity Readiness		07/22/2022	07/22/2022	4	N/A	Visayas State University, Department of Meteorology		
Business Transformation		5/17/2021	5/17/2021	3	N/A	Empire INC Holdings		
Short Course Training and Workshop on Food Value Cha	in	10/07/2019	10/11/2019	40	N/A	Visayas State University, ASEAN		
1st PSABE Visayas Regional Convention		02/08/2019	02/10/2019	24	N/A	Visayas State University		
1st ABETalks: Postharvest Operations and Losses on Ma	jor Crops in the Philippines	10/29/2018	10/29/2018	4	N/A	Visayas State University		
DOST-SEI: 4-Day Comprehensive Community-Based Dis DOST-SEI Patriot Scholars of Visayas State University	aster Risk Reduction Management for	07/28/2018	07/31/2018	32	N/A	Department of Science and Technology		
The Filipino Patriot Scholar Project: 2-Day Scholars' Form	ation Program	04/21/2017	04/22/2017	16	N/A	Department of Science and Technology		
	(Con	tinue on separate s	sheet if necessary					
VIII. OTHER INFORMATION						MEMBERCHIR IN ACCOUNTION OF THE PROPERTY OF TH		
31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) MEMBERSHIP IN ASSOCIATION (Write in full)							
Computer Literate		N/A						
Public Relation	Public Relation							
Drawing								
Playing Musical Instruments								
Playing Ball Games								
Singing								
Reading	Reading Continue on separate sheet if necessary							
SIGNATURE	LinaOrganole				ATE	JANUARY 24, 2025		

34.	Are you related by consanguinity or affinity to the appointing chief of bureau or office or to the person who has immediate Bureau or Department where you will be apppointed,						
	a. within the third degree?	☐ YES ☑ NO					
	b. within the fourth degree (for Local Government Unit - Care	☐ YES ☑ NO					
			If YES, give details:				
35.	a. Have you ever been found guilty of any administrative offe						
		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 an	y law, decree, ordinance or regulation by	☐ YES ☑ NO				
	any court or tribunal?		If YES, give details:				
37.	Have you ever been separated from the service in any of the dropped from the rolls, dismissal, termination, end of term, fir		YES NO If YES, give details:				
	in the public or private sector?	1 ,					
38.	a. Have you ever been a candidate in a national or local elec Barangay election)?	tion held within the last year (except	☐ YES ✓ NO If YES, give details:				
	b. Have you resigned from the government service during the election to promote/actively campaign for a national or local of		☐ 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) Magi	na Carta for Disabled Persons (RA					
	7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972),						
a.	Are you a member of any indigenous group?		☐ YES ☑ NO If YES, please specify:				
b.	Are you a person with disability?		YES NO				
C.	Are you a solo parent?		If YES, please specify ID No:				
О.	Are you a solo parent?		If YES, please specify ID No:				
41.	REFERENCES (Person not related by consanguinity or affinity to applicant /	appointee)					
	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	denmark.godmaling @vsu.edu.ph				
42.	I declare under oath that I have personally accomplished		rue, correct and				
	complete statement pursuant to the provisions of pertine Philippines. I authorize the agency head/authorized represent						
	agree that any misrepresentation made in this docur	•					
	administrative/criminal case/s against me.						
	iovernment Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)						
	LEASE INDICATE ID Number and Date of Issuance	Liva Orange	<i>,</i>				
lŀ)/License/Passport No.: 4310-9374-0536-5032						
╽┢		JANUARY 24, 2025					
L	ate/Flace of issuance. 00/23/2021	Right Thumbmark					
	SUBSCRIBED AND SWORN to before me this	, affiant exhibiti	ng his/her validly issued government ID as indicated above.				
	L						
Ī		Person Administering Oat	h				

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 DAEEx 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.
 - o Prepared the Quality Record Matrix(QRM) of the documents.
 - o Prepared the NAP.
 - o Prepared actual teaching load of all teaching personnel.
 - Prepared and computed Individual Faculty Workload (IFW).
 - o Emailed important documents, memos, communications to faculty and students.
 - Attended meetings and seminars as representative of the department.
 - o Performed messenger work in the absence of an available utility.
 - Answered telephone calls.
 - o 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. ØRAÑO
(Signature over Printed Name of Employee/Applicant)

Date: 01/24/2025