

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	Miraflor		
FIRST NAME	Maria Roberta	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Sta. Iglesia		
3. DATE OF BIRTH (mm/dd/yyyy)	10/27/1977	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Brgy. Kilim, Baybay City, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	☐ Male ☒ Female		
6. CIVIL STATUS	☐ Single ☒ Married ☐ Widowed ☐ Separated ☐ Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Kilim Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
7. HEIGHT (m)	1.55	18. PERMANENT ADDRESS	House/Block/Lot No. Street Kilim Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province ZIP CODE 6521
8. WEIGHT (kg)	60.00		
9. BLOOD TYPE	A+		
10. GSIS ID NO.	77102801302		
11. PAG-IBIG ID NO.	070151444401		
12. PHILHEALTH NO.	132005956009		
13. SSS NO.	0617556633	19. TELEPHONE NO.	N/A
14. TIN NO.	214047615000	20. MOBILE NO.	906-670-1689
15. AGENCY EMPLOYEE NO.	V00345	21. E-MAIL ADDRESS (if any)	mabethmiraflor@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MIRAFLOR		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	WARREN	NAME EXTENSION (JR., SR)	KYLE LOUIS S. MIRAFLOR	09/23/2000
MIDDLE NAME	BILBAO		KLYDE LUCAS S. MIRAFLOR	03/26/2008
OCCUPATION	SECONDARY TEACHER			
EMPLOYER/BUSINESS NAME	DEPED			
BUSINESS ADDRESS	30 DE DICIEMBRE STREET, BAYBAY CITY, LEYTE			
TELEPHONE NO.				
24. FATHER'S SURNAME	STA IGLESIA			
FIRST NAME	ALFREDO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	LUMANTA			
25. MOTHER'S MAIDEN NAME	CERNA			
SURNAME	STA IGLESIA			
FIRST NAME	FLORA			
MIDDLE NAME	MONTEROLA		(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	Franciscan College of Immaculate Conception	Elementary	1984	1990		1990	N/A
SECONDARY	Franciscan College of Immaculate Conception	High School	1990	1994		1994	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	University of San Jose Recoletos	Bachelor of Science in Computer Science	1994	1998		1998	N/A
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/23/2023
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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 Professional	80.04	10/21/2012	Maasin City	N/A	N/A
	Career Service Professional	82.25	10/19/1997	Cebu City	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						
01/01/2023		Administrative Officer II	Visayas State University	27,865.00	11-4	Permanent	Y
01/01/2022		Administrative Officer II	Visayas State University	26,304.00	11-4	Permanent	Y
03/16/2021		Administrative Officer II	Visayas State University	24,742.00	11-4	Permanent	Y
01/01/2021		Administrative Officer II	Visayas State University	24,450.00	11-3	Permanent	Y
01/01/2021		Administrative Officer II	Visayas State University	24,450.00	11-3	Permanent	Y
01/01/2021		Administrative Officer II	Visayas State University	23,877.00	11-1	Permanent	Y
01/01/2021		Administrative Officer II	Visayas State University	23,877.00	11-1	Permanent	Y
01/01/2021		Administrative Officer II	Visayas State University	23,877.00	11-1	Permanent	Y
01/01/2020		Administrative Officer II	Visayas State University	22,316.00	11-1	Permanent	Y
01/01/2019		Administrative Officer II	Visayas State University	20,754.00	11-1	Permanent	Y
03/16/2018	12/31/2018	Administrative Officer II	Visayas State University	20,179.00	-	Permanent	Y
01/01/2018	03/15/2018	Administrative Officer I	Visayas State University	18,718.00	10-1	Permanent	Y
01/01/2017	12/31/2017	Administrative Officer I	Visayas State University	18,217.00	10-1	Permanent	Y
11/01/2016	12/31/2016	Administrative Officer I	Visayas State University	17,730.00	10-1	Permanent	Y
05/10/2016	10/31/2016	Administrative Assistant VI	Visayas State University	21,091.00	12-3	Permanent	Y
01/01/2016	05/09/2016	Administrative Assistant VI	Visayas State University	20,870.00	12-2	Permanent	Y
03/25/2013	12/31/2015	Administrative Assistant VI	Visayas State University	20,140.00	-	Permanent	Y
06/01/2012	03/24/2013	Administrative Assistant VI	Visayas State University	19,940.00	-	Permanent	Y
06/01/2011	05/31/2012	Administrative Assistant VI	Visayas State University	18,333.00	-	Permanent	Y
06/24/2010	05/31/2011	Administrative Assistant VI	Visayas State University	16,726.00	-	Permanent	Y
03/25/2010	06/23/2010	Administrative Assistant VI	Visayas State University	15,119.00	-	Permanent	Y
07/01/2008	03/24/2010	Administrative Assistant VI	Visayas State University	614.18	-	Casual	Y
01/01/2008	06/30/2008	Administrative Assistant VI	Visayas State University	558.36	-	Casual	Y
07/01/2007	12/31/2007	Information Systems Analyst	Visayas State University	558.36	-	Casual	Y
12/02/2002	06/29/2007	Laboratory Technician	Department of Computer Science and Technology-VSU	1.00	-	Job Order	N
12/04/2000	11/30/2002	Production Team Assistant	Innodata Philippines, Inc.	1.00	-	Permanent	N
06/01/1998	11/30/2000	Production Associate	Innodata Philippines, Inc.	1.00	-	Contractual	N

(Continue on separate sheet if necessary)

SIGNATURE			DATE		03/23/2023	
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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		
	Baybay City Football Club Grassroot Program Baybay City, Leyte	04/05/2008	PRESENT	1	Volunteer/Sponsor
	Kilim Chapel Pastoral Council (KCPC) Brgy. Kilim, Baybay City, Leyte	01/01/1990		1	Mass Reader

(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			
	FOI Bootcamp for FOI Receiving Officers	03/29/2023	03/31/2023	24	Supervisory	Freedom of Information - Presidential Management Office (FOI-PMO)
	Writershop of Centennial Coffee Table Book	03/02/2023	03/03/2023	16	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Orientation and Proper Application of ARTA Whole-of-Government (WOG) Reengineering Manual	01/26/2023	01/26/2023	4	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	OVPAF Strategic Planning	01/12/2023	01/12/2023	8	Supervisory	OVPAF, VSU
	Training Workshop on Risk Assessment	11/24/2022	11/25/2022	16	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	2022 Convergence of Registrars and Records Officers' in Region VII	11/07/2022	11/07/2022	4	Supervisory	Commission on Higher Education Region VIII
	Records Disposition Administration Training	09/30/2022	09/30/2022	4	Technical	VSU-Tolosa Campus Records Office
	Supervisory Development Course (Track I)	09/20/2022	09/23/2022	36	Supervisory	Civil Service Commission - Region 8
	Seminar-Workshop on the Establishment of Records Center and Archival Systems (ERCAS)	09/13/2022	09/15/2022	24	Supervisory	National Archives of the Philippines
	Internal Quality Audit Training	08/17/2022	08/19/2022	32	Managerial	AGF Consulting Group and Visayas State University
	Seminar of Public Financial Management	08/03/2022	08/05/2022	24	Supervisory	DBM RO8 with VSU
	Essentials of Canva	07/05/2022	07/05/2022	4	Technical	NEDA-RDC VIII
	Social Media Management (Facebook)	06/28/2022	06/28/2022	4	Technical	NEDA-RDC VIII
	Cybersecurity and Digital Literacy	06/21/2022	06/21/2022	4	Technical	NEDA-RDC VIII
	Orientation on Google Workspace	06/14/2022	06/14/2022	4	Technical	NEDA-RDC VIII
	Virtual Data Privacy Act of 2012 Awareness Seminar	04/07/2022	04/07/2022	4	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Workshop on Revisiting the Strategic Plan of ODAS & GSO	03/16/2022	03/17/2022	16	Supervisory	"Visayas State University (VSU), Visca, Baybay City, Leyte "

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)
	Driving		Loyalty Award for 15 years of continued and dedicated service		Visayas State University Credit Cooperative
	Gardening/farming		Loyalty Award for her 10 years of continued and dedicated service		Leyte State University – Administrative Personnel Association
	Road Biking/Trail Biking				
	Participates in various Fun Run/Fun Walk				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	03/23/2023
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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) <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td>Marilou M. Benitez</td><td>Dept. of Horticulture, VSU</td><td>0939 5106664</td></tr><tr><td>Julius Cesar L. dela Cerna</td><td>DEPED, Division of Baybay City, Leyte</td><td>0955 7749713</td></tr><tr><td>Dominic Junie F. Murillo</td><td>LGU, Baybay City, Leyte</td><td>0967 0197802</td></tr></table>			NAME	ADDRESS	TEL. NO.	Marilou M. Benitez	Dept. of Horticulture, VSU	0939 5106664	Julius Cesar L. dela Cerna	DEPED, Division of Baybay City, Leyte	0955 7749713	Dominic Junie F. Murillo	LGU, Baybay City, Leyte	0967 0197802
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Marilou M. Benitez	Dept. of Horticulture, VSU	0939 5106664												
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Dominic Junie F. Murillo	LGU, Baybay City, Leyte	0967 0197802												
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 Right Thumbmark												
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) <i>PLEASE INDICATE ID Number and Date of Issuance</i> Government Issued ID: N/A ID/License/Passport No.: N/A Date/Place of Issuance: N/A	Signature (Sign inside the box) 03/23/2023 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														