

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	Siarez		
FIRST NAME	Mildred	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Mergal		
3. DATE OF BIRTH (mm/dd/yyyy)	05/15/1981	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Cebu City	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	Apartment 41 Kilbourne Drive House/Block/Lot No. Street VSU Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
7. HEIGHT (m)	1.63	18. PERMANENT ADDRESS	APARTMENT 76 KILBOURNE DRIVE House/Block/Lot No. Street VSU Pangasungan Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province 6521
8. WEIGHT (kg)	92.01		
9. BLOOD TYPE	A+		
10. GSIS ID NO.	N/A		
11. PAG-IBIG ID NO.	N/A		
12. PHILHEALTH NO.	N/A	ZIP CODE	6521
13. SSS NO.	N/A	19. TELEPHONE NO.	(053) 555-8099
14. TIN NO.	N/A	20. MOBILE NO.	109-064-2117
15. AGENCY EMPLOYEE NO.	V00481	21. E-MAIL ADDRESS (if any)	mildred.siarez@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	SIAREZ		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	JOE	NAME EXTENSION (JR., SR)	ANTOINETTE JOSEPHINE M. SIAREZ	09/01/2008
MIDDLE NAME			RAYNE NINA KIRSTEN M. SIAREZ	01/29/2010
OCCUPATION	BARANGAY KAGAWAD		FRANCES MARIAN M. SIAREZ	03/18/2013
EMPLOYER/BUSINESS NAME	VSU			
BUSINESS ADDRESS	VSU, BAYBAY CITY, LEYTE			
TELEPHONE NO.	09064211742			
24. FATHER'S SURNAME	MERGAL			
FIRST NAME	FELIX	NAME EXTENSION (JR., SR)		
MIDDLE NAME	MACATIMPAG			
25. MOTHER'S MAIDEN NAME	INOCANDO			
SURNAME	MERGAL			
FIRST NAME	EDITHA			
MIDDLE NAME	UGSANG		(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	University of Southern Philippines	Elementary	1987	1993		1993	N/A
SECONDARY	Florencio Urot Memorial National High School	High School	1993	1997		1997	N/A
VOCATIONAL/ TRADE COURSE	Cebu Normal University	Vocational Agriculture	0				N/A
COLLEGE	Cebu Normal University	Bachelor of Science in Secondary Education	1997	2001		2001	N/A
GRADUATE STUDIES	Cebu Normal University	Master of Arts in Education	2011	2016		2016	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/02/2025
-----------	--	------	------------

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
	N/A	N/A	N/A	N/A	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						
01/01/2025	PRESENT	Assistant Professor IV	Visayas State University	51,304.00	18-1	Permanent	Y
01/01/2025		Assistant Professor IV	Visayas State University	51,304.00	18-1	Permanent	Y
01/01/2025		Assistant Professor IV	Visayas State University	51,304.00	18-1	Permanent	Y
01/01/2024		Assistant Professor IV	Visayas State University	49,015.00	18-1	Permanent	Y
01/01/2024		Assistant Professor IV	Visayas State University	49,015.00	18-1	Permanent	Y
01/01/2023		Assistant Professor IV	Visayas State University	46,725.00	18-1	Permanent	Y
09/15/2022		Assistant Professor IV	Visayas State University	45,203.00	18-1	Permanent	Y
05/02/2022		Instructor I	Visayas State University	28,180.00	12-3	Permanent	Y
01/01/2022		Instructor I	Visayas State University	27,892.00	12-2	Permanent	Y
01/01/2021		Instructor I	Visayas State University	26,336.00	12-2	Permanent	Y
01/01/2020		Instructor I	Visayas State University	24,779.00	12-2	Permanent	Y
01/01/2019		Instructor I	Visayas State University	23,222.00	12-2	Permanent	Y
01/01/2018	12/31/2018	Instructor I	Visayas State University	22,410.00	12-2	Permanent	Y
12/01/2017	12/31/2017	Instructor I	Visayas State University	21,626.00	12-2	Permanent	Y
08/01/2017	11/01/2017	Instructor I	Visayas State University	21,626.00	12-2	Temporary	Y
01/01/2017	07/31/2017	Instructor I	Visayas State University	21,626.00	12-2	Temporary	Y
11/01/2016	12/31/2016	Instructor I	Visayas State University	20,870.00	12-2	Temporary	Y
01/01/2016	10/30/2016	Instructor I	Visayas State University	20,870.00	12-2	Temporary	Y
12/01/2015	12/31/2015	Instructor I	Visayas State University	20,140.00	-	Temporary	Y
12/01/2012	11/30/2015	Instructor I	Visayas State University	19,940.00	-	Temporary	Y
06/01/2012	11/30/2012	Instructor I	Visayas State University	19,940.00	-	Contractual	Y
06/01/2011	05/31/2012	Instructor I	Visayas State University	18,333.00	-	Contractual	Y
06/24/2010	05/31/2011	Instructor I	Visayas State University	16,726.00	-	Contractual	Y
06/01/2010	06/23/2010	Instructor I	Visayas State University	15,119.00	-	Contractual	Y
09/01/2009	05/31/2010	Instructor I	Visayas State University	15,119.00	-	Contractual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/02/2025
-----------	--	------	------------

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)

[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	09/02/2025
------------------	--	-------------	------------

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)?		☐ 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> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></table>			NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.												
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) 09/02/2025 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														