

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	Miñoza		
FIRST NAME	Susana	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	Berido		
3. DATE OF BIRTH (mm/dd/yyyy)	11/14/1981	16. CITIZENSHIP	☒ Filipino ☐ Dual Citizenship ☐ by birth ☐ by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Ormoc 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	Harrison St. House/Block/Lot No. Street Purok 1 Can-adieng Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province 6541
7. HEIGHT (m)	1.50	18. PERMANENT ADDRESS	Harrison St. House/Block/Lot No. Street Purok 1 Can-adieng Subdivision/Village Barangay ORMOC CITY LEYTE City/Municipality Province 6541
8. WEIGHT (kg)	80.00		
9. BLOOD TYPE	B+		
10. GSIS ID NO.	00624700113		
11. PAG-IBIG ID NO.	121149885653		
12. PHILHEALTH NO.	130500651157		
13. SSS NO.	0624700113	19. TELEPHONE NO.	(1
14. TIN NO.	279632535000	20. MOBILE NO.	908-558-4254
15. AGENCY EMPLOYEE NO.	V00875	21. E-MAIL ADDRESS (if any)	susana.minoza@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MIÑOZA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	AMANCIO	NAME EXTENSION (JR., SR)	ALBERT ANDREW BERIDO MIÑOZA	03/11/2001
MIDDLE NAME	CASAS			
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME	BERIDO			
FIRST NAME	RENATO	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BANDE			
25. MOTHER'S MAIDEN NAME	SOLAMO			
SURNAME	BERIDO			
FIRST NAME	MILAGROSA			
MIDDLE NAME	CO		(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	Can-adieng Elementary School	Elementary	1988	1994		1994	N/A
SECONDARY	Ormoc City National High School	High School	1994	1998		1998	N/A
VOCATIONAL/ TRADE COURSE	N/A						
COLLEGE	Visayas State University	Bachelor of Science in Statistics	1998	2013		2013	N/A
GRADUATE STUDIES	Visayas State University	Master of Management	2016	2019	40	2019	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/02/2025
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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	81.64	10/13/2013	LEYTE NORMAL UNIVERSITY, TACLOBAN CITY	13-125453	01/30/2014

(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						
03/25/2025	PRESENT	Administrative Officer II	Visayas State University	30,024.00	11-1	Permanent	Y
01/01/2025		Administrative Aide VI	Visayas State University	18,957.00	6-1	Permanent	Y
01/01/2024		Administrative Aide VI	Visayas State University	18,255.00	6-1	Permanent	Y
05/02/2023		Administrative Aide VI	Visayas State University	17,553.00	6-1	Permanent	Y
01/01/2023		Administrative Aide IV	Visayas State University	15,706.00	4-2	Permanent	Y
03/01/2022		Administrative Aide IV	Visayas State University	15,109.00	4-2	Permanent	Y
01/01/2022		Administrative Aide IV	Visayas State University	14,993.00	4-1	Permanent	Y
01/01/2021		Administrative Aide IV	Visayas State University	14,400.00	4-1	Permanent	Y
01/01/2020		Administrative Aide IV	Visayas State University	13,807.00	4-1	Permanent	Y
03/01/2019		Administrative Aide IV	Visayas State University	13,214.00	4-1	Permanent	Y
03/01/2019		Administrative Aide IV	Visayas State University	13,214.00	4-1	Permanent	Y
01/01/2019	02/28/2019	Administrative Aide III	Visayas State University	12,562.00	3-2	Permanent	Y
10/12/2018	12/31/2018	Administrative Aide III	Visayas State University	12,013.00	3-2	Permanent	Y
01/01/2018	10/11/2018	Administrative Aide III	Visayas State University	11,914.00	3-1	Permanent	Y
01/01/2017	12/31/2017	Administrative Aide III	Visayas State University	11,387.00	3-1	Permanent	Y
01/01/2016	12/31/2016	Administrative Aide III	Visayas State University	11,387.00	3-1	Permanent	Y
10/01/2015	12/31/2015	Administrative Aide III	Visayas State University	10,401.00	-	Permanent	Y
04/01/2015	09/30/2015	Administrative Aide III	Visayas State University	472.77	-	Casual	Y

(Continue on separate sheet if necessary)

SIGNATURE		DATE	07/02/2025
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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			
	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			
	Data Privacy and Protection in Libraries	06/24/2025	06/24/2025	8	Technical	DOST-STII in collaboration with Association of Special Libraries of the Philippines (ASLP)
	Workshop on the Preparation of Narrative Profiles for Level IV AACUP Accreditation	06/13/2025	06/13/2025	8	Technical	Visayas State University Alangalang
	Seminar-Workshop on Document Preparation for AACUP Accreditation (Level III - BSME; Level IV BSEd- Math, BEEd and BSAB Programs)	05/29/2025	05/30/2025	16	Technical	VISAYAS STATE UNIVERSITY ISABEL
	Composting: Transforming Trash to Treasure	04/22/2025	04/22/2025	4	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Orientation on Financial Management Transactions in VSU	03/13/2025	03/13/2025	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Seminar Workshop on Basic Records and Archives Management (BRAM)	07/30/2024	07/31/2024	16	Technical	National Archives of the Philippines (NAP)
	Regional Seminar-Workshop on Records Counter Disaster Preparedness and Business Continuity	05/14/2024	05/16/2024	24	Technical	National Archives of the Philippines (NAP)
	GENDER SENSITIVITY TRAINING	04/12/2024	04/12/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Sparkling Spaces: Mastering the Art of Housekeeping	03/26/2024	03/26/2024	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	HRIS Software Onboarding	12/06/2023	12/06/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Training Workshop on Risk Assessment	09/11/2023	09/12/2023	16	Managerial	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Attended the ISO 9001:2015 Awareness/Re-awareness Seminar	08/30/2023	08/31/2023	8	Technical	"Visayas State University (VSU), Visca, Baybay City, Leyte "
	Personality Development and Developing Customer Satisfaction	06/13/2023	06/16/2023	32	Supervisory	Personnel Officers Association of the Philippines, Inc. (POAP)
	Training-Workshop on Risk Assessment	11/24/2022	11/25/2022	16	Managerial	Visayas State University
	Regional Knowledge Management Seminar-Workshop on the Inventory of Knowledge Resources and Communication Plan, and IEC Materials	11/23/2022	11/23/2022	8	Technical	RAISE (Regional Agri-Aqua Innovation System Enhancement) Eastern Visayas
	Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines	09/07/2022	09/07/2022	4	Managerial	Quality Assurance Center, Visayas State University
	ISO 9001:2015 Awareness/ Re-awareness Seminar	08/30/2022	08/31/2022	8	Managerial	"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)		
	N/A	2020 Publication Award		VSU ADMINISTRATIVE PERSONNEL ASSOCIATION (VSU-ADPA)		
				Visayas State University Alumni Association		
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	07/02/2025	

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>MARIA TERESA A. CRUZ</td><td>VISCA, BAYBAY CITY, LEYTE</td><td>09263037907</td></tr><tr><td>ROBERTO C. GUARTE</td><td>BRGY. STA. CRUZ, BAYBAY CITY, LEYTE</td><td>09991723334</td></tr><tr><td>NILO L. LEORNA</td><td>Kilbourne ST., VSU, Visca, Baybay City, Leyte</td><td>09996915424</td></tr></table>			NAME	ADDRESS	TEL. NO.	MARIA TERESA A. CRUZ	VISCA, BAYBAY CITY, LEYTE	09263037907	ROBERTO C. GUARTE	BRGY. STA. CRUZ, BAYBAY CITY, LEYTE	09991723334	NILO L. LEORNA	Kilbourne ST., VSU, Visca, Baybay City, Leyte	09996915424
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MARIA TERESA A. CRUZ	VISCA, BAYBAY CITY, LEYTE	09263037907												
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NILO L. LEORNA	Kilbourne ST., VSU, Visca, Baybay City, Leyte	09996915424												
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: UMID ID/License/Passport No.: 000624700113 Date/Place of Issuance: 10/09/2018 / Maasin City	Signature (Sign inside the box) 07/02/2025 Date Accomplished													
SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above. Person Administering Oath														